

BITS PILANI (PILANI CAMPUS)

Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)

User Manual

Step-1: BITS Approval System web portal address: <https://ipcservices.bits-pilani.ac.in/BAS/>

Step-2: Login to BITS Approval System using your Faculty BITS login ID and Password (Use the latest **Mozilla Firefox** OR **Google Chrome** web browser only).

Step-3: On Successful login you will be redirected to **Dashboard** Page. Dashboard page will display the Current financial year approved projects.

The screenshot shows the dashboard of the BITS Pilani Approval System. At the top, there is a navigation bar with 'University Home' and 'Pilani Campus Home' links. The main header includes the BITS Pilani logo and the text 'BITS Approval System (Individual) (BITS Pilani, Pilani Campus)'. Below the header is a navigation menu with 'Dashboard' and 'Manage Approvals' tabs. The dashboard content displays 'Approved Projects Financial Year 2021-22' for Faculty: Navneet Gupta, Department: EEE. A table lists one approved project: 'Design and Analysis of Metamaterial Based Antenna for Wearable Application' with a budget head of 'DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)'. A 'View Approved Budget' link is provided for this project. A 'Refresh Page' button is located at the bottom right of the table area. The footer shows the last login date and time, IP address, and the current date: Sunday, June 13, 2021.

Sr. No	Project Title	Head	Action
1	Design and Analysis of Metamaterial Based Antenna for Wearable Application	DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)	View Approved Budget

Step-4: To Create Approval(Equipment/Consumables/Contingencies/Travel/Miscellaneous), go to **“Manage Approval”** tab. Under this tab, you can create new approval request, Edit approvals, and can view the approval status.

A) New Approval: In this section, you can create a new approval.

1. Click on New Approval link. Read the Instructions and Check on Checkbox and then Click on **“Continue”** button.

The screenshot shows the 'Important Instructions' dialog box in the BITS Pilani Approval System. The dialog box contains the following text: 'The funds allocated in the financial year 2021-22 can be utilized for the items sanctioned and funds available under a specific budget head. The interchange of the budget head is not permitted.' Below this text is a checkbox with the label 'I have read the above mentioned instructions carefully.' which is checked. A 'Continue' button is located at the bottom of the dialog box. The background shows the dashboard navigation menu with 'Dashboard' and 'Manage Approvals' tabs. The footer shows the last login date and time, IP address, and the current date: Sunday, June 13, 2021.

BITS PILANI (PILANI CAMPUS)

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User Manual

2. On Next Page, you will get the Project details. Click on **“Go To Create Approval”** to create a new approval.

University Home | Pilani Campus Home

BITS Pilani
Pilani Campus

BITS Approval System (Individual)
(BITS Pilani, Pilani Campus)

Dashboard | Manage Approvals

Last Login Date & Time: 03-Jun-2021 10:53:49 PM | IP Address: ::1

Sunday, June 13, 2021 | [Logout]

Approved Projects
Financial Year 2021-22

Faculty : **Navneet Gupta** Department : **EEE**

Sr. No	Project Title	Head	Action
1	Design and Analysis of Metamaterial Based Antenna for Wearable Application	DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)	Go To Create Approval

3. This page will display the approved budget, spend budget and available balance for individual budget heads.

Choose the appropriate budget head and Click on **“Create Approval”** link.

University Home | Pilani Campus Home

BITS Pilani
Pilani Campus

BITS Approval System (Individual)
(BITS Pilani, Pilani Campus)

Dashboard | Manage Approvals

Last Login Date & Time: 03-Jun-2021 10:53:49 PM | IP Address: ::1

Sunday, June 13, 2021 | [Logout]

Financial Year 2021-22

Faculty : **Navneet Gupta** Department : **EEE**

Sr. No	Head	Sub Head	Project Title	Approved Amount	Spend Amount (Estimated)	Spend Amount (Actual)	Balance Amount	Action
1	DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)	Contingencies	Design and Analysis of Metamaterial Based Antenna for Wearable Application	134.00	0.00	0.00	134.00	Create Approval
2	DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)	Travel	Design and Analysis of Metamaterial Based Antenna for Wearable Application	121594.00	0.00	0.00	121594.00	Create Approval
3	DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)	Miscellaneous	Design and Analysis of Metamaterial Based Antenna for Wearable Application	100000.00	0.00	0.00	100000.00	Create Approval

[Refresh Page](#)

BITS PILANI (PILANI CAMPUS)

Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)

User Manual

4. On Next Page, you will get the approval perform. Now you can enter your details.
 - a) You can type or copy & paste the item description in the Item description box, type item quantity (only numbers allowed) and type item cost (only numbers are allowed). Click on “Add More” button to add more item details.

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

PROFORMA FOR APPROVAL FOR PURCHASE OF MISCELLANEOUS

MISCELLANEOUS

Date: 13-Jun-2021

Department : **EEE**

Name of the User: **Navneet Gupta**

Project Title : **Design and Analysis of Metamaterial Based Antenna for Wearable Application**

Project Budget Head/Sub Head: **DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)/Miscellaneous**

Budget Head Balance Amount: **Rs. 100000.00**

Details of equipment/spares/consumables:

Description of Item(s)	Quantity	Approx. Total Cost (in Rs.)	
		Rs. <input style="width: 80%;" type="text"/>	Delete
<input type="button" value="Add More"/>			

Justification:

Important Note: Decimal values are **NOT** allowed in Quantity and Amount. Only number values are allowed.

- b) Type or copy & paste the Justification for your approval request.
- c) Now Click on “**Save and Preview**” button to preview the approval.

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

PROFORMA FOR APPROVAL FOR PURCHASE OF MISCELLANEOUS

MISCELLANEOUS

Date: 13-Jun-2021

Department : **EEE**

Name of the User: **Navneet Gupta**

Project Title : **Design and Analysis of Metamaterial Based Antenna for Wearable Application**

Project Budget Head/Sub Head: **DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)/Miscellaneous**

Budget Head Balance Amount: **Rs. 100000.00**

Details of equipment/spares/consumables:

Description of Item(s)	Quantity	Approx. Total Cost (in Rs.)
Item-1	1	Rs. 1000
Item-2	2	Rs. 5000
		Total: 6000

Justification:
Office Use Only

Security Code: *

BITS PILANI (PILANI CAMPUS)

Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)

User Manual

- d) Now you can view approval complete details. Using “**Edit**” option you can edit the Form-A details before the final submission.
- e) For final submission of request, enter the “**Captcha Code**” and click on “**Submit**” button.
- f) On successful submission of the request, you will get the Confirmation page.

The screenshot shows the BITS Pilani Approval System (Individual) interface. At the top, there is a navigation bar with 'University Home' and 'Pilani Campus Home'. The main header includes the BITS Pilani logo and the text 'BITS Approval System (Individual) (BITS Pilani, Pilani Campus)'. Below the header is a navigation menu with 'Dashboard' and 'Manage Approvals'. The main content area displays a green confirmation box with a checkmark icon and the text: 'Confirmation: You have successfully submitted your approval request. Click here to view the approval status'. The footer shows the last login date and time (03-Jun-2021 10:03:49 PM) and the IP address (::1).

B) View Approval Status: In this section, you can view your approval status with all approval details.

The screenshot shows the BITS Pilani Approval System (Individual) interface for viewing approval status. The page title is 'Approval Status Financial Year 2021-22'. Below the title is a table with the following columns: Sr. No, Approval #, Head, Sub Head, Submitted On, Approval Total Amount (in Rs.), Approval Status, HOD Approval Status, HOD Approval Remarks, HOD Approval Processed On, SRCD Approval Status, SRCD Remarks, SRCD Approval Processed On, Dean Admin Approval Status, Dean Admin Approval Processed On, Dean Admin Remarks, Director Approval Status, Director Approval Processed On, Director Remarks, and Print. The table contains one row of data for a pending approval request.

Sr. No	Approval #	Head	Sub Head	Submitted On	Approval Total Amount (in Rs.)	Approval Status	HOD Approval Status	HOD Approval Remarks	HOD Approval Processed On	SRCD Approval Status	SRCD Remarks	SRCD Approval Processed On	Dean Admin Approval Status	Dean Admin Approval Processed On	Dean Admin Remarks	Director Approval Status	Director Approval Processed On	Director Remarks	Print
1	BITS/PRJ-IND/2	DST(IND-B/L) Nameest Gupta EEE 2019 (LL) (416)	Miscellaneous	13-Jun-2021	₹ 6,000.00	Pending	Under Process			Under Process			Under Process			N/A	-		

Below the table is a 'Refresh Page' button.

Here you can view the approval status. You will get email notification on approval “**Approved**” OR “**Not Approved**” by Dean Administration OR Director.

Print Option: Using print Option, you can Print the approval.

Save as PDF File: To Save as PDF File, click on Print Option and there you will find Save as PDF (Save to PDF) option or other PDF options.

BITS PILANI (PILANI CAMPUS)

Project Approval (Equipment/Consumables/Contingencies/Travel/Miscellaneous)

User Manual

- C) **Edit Approval:** In this section, you can edit the approvals which are “**Not Approved**” by the HOD/SRCD/Dean Admin or Director.

Using this option, you can edit the item details or Justification.

Important Note: You can't change the Budget Head details in the “Edit Approvals” section. Only Item details or Justification can be updated

Note: For any technical issues / login issues, please contact at: sdetu@pilani.bits-pilani.ac.in