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: Click on "**Admin Logins**" and click on "**HOD Login**" link.

Step-3: Login to BITS Approval System using your BITS HOD login ID and Password (Use the latest **Mozilla Firefox** OR **Google Chrome** web browser only).

Step-4: On Successful login you will be redirected to **Dashboard** Page. Dashboard page will display the Pending/Approved/Not Approved approvals (only figures).

Step-5: Go to "**Approve / Reject Approval**" tab for approve/reject the approvals. Under this tab, you can see pending approval.

A) Choose Financial Year

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B) On Next Page, you will get the pending Project details. Click on "Approve / Reject" link for approval.

BITS Pilani
Pilani Campus

BITS Approval System
(Head of Department only)

DashBoard	Approve / Reject Approval	View Approvals

Welcome Hitesh Datt Mathur, HOD, Department of Electrical & Electronics Engineering | IP Address: Sunday, June 13, 2021 | [Logout]

Approve / Reject Individual Approvals
Financial Year 2021-22

Project Approval

#	Approval No.	Head	Sub Head	Department	Name of the User	Approval Date	Total Amount (in Rs.)	Submitted On	HOD Approval Status	SRCD Approval Status	Dean Admin Approval Status	Director Approval Status	Director Approval Processed On	Director Remarks	Action
1	BITS/PRJ-IND/2	DST(IND-BUL) Navneet Gupta EEE 2019 (LL) (416)	Miscellaneous	EEE	Navneet Gupta	13-Jun-2021	6000.00	13-Jun-2021 09:09 PM	Pending	Pending	Pending	N/A			Approve / Reject

C) Choose Approved /Not Approved option from dropdown.

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

PROFORMA FOR APPROVAL FOR PURCHASE OF EQUIPMENT/SPARES/CONSUMABLES
(To be filled by the user and submitted to the Controlling Officer)

Date: 13-Jun-2021

Department : **EEE**

Approval No.: **BITS/PRJ-IND/2**

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**

Details of equipment/spares/consumables:

#	Description of Item(s)	Quantity	Approx. Total Cost (in Rs.)
1	Item-1	1	Rs. 1000.00
2	Item-2	2	Rs. 5000.00
			Total Amount: Rs. 6000.00

Justification:
Office Use Only

Approve / Reject Institute Approval

Approval Amount   :   **Rs. 6000.00**

Available Balance   :   **Rs. 100000.00**

Approve / Reject *   :   [--------------------Select Option-------------------- ▼]

[Submit]

2

BITS PILANI (PILANI CAMPUS)

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

User Manual

D) Choose your option and enter Remarks for approval.

E) For final submission, enter the "Captcha Code" and click on "Submit" button.

F) On successful submission of the request, you will get the Confirmation page.

Step-6: Go to "**View Approvals**" tab for check Approvals **By Approval Number/ All Approved/ All Reject**

#	Category	Pending	Approved	Not Approved
1.	Project Approval	0	1	0

Last Updated On: 13-Jun-2021 09:43:40 PM

Refresh Page

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