

Birla Vishvakarma Mahavidyalaya Engineering College, Vallabh Vidyanagar

Flow of process after selection of project for SSIP

Form No.	Name of Form	Who Prepares it	Flow					
			Team Leader	Faculty Coordinator	HOD	Dept. SSIP Coordinator	SSIP Coordinator	Principal
1	Sanction Letter	SSIP Coordinator				1	2	3
2	Non-Disclosure	Team Leader	1	2	3	4		
3	Attendance Surety	Team Leader	1	2	3	4		
4	Pre-approval for purchase	Faculty Coordinator	1	2	3	4	5	
5	Format for Quotation	Faculty Coordinator		1	2			
6	Comparison of Quotes	Faculty Coordinator	1	2	3			
7	Price Reasonability Certificate/Report	Faculty Coordinator		1	2			
8	Office Order	Faculty Coordinator			1	2	3	4
9	Bill Passing Format	Faculty Coordinator		1	2			
10	Payment Order	SSIP Coordinator				1	2	3
11	Receipt	Faculty Coordinator		1				

1. The number in Table indicates the flow of forms.
2. Add rows in tables as required.
3. All signature should be dated with name of person.
4. All the originals shall be kept in Central SSIP file, a photocopy of all forms should be kept at departmental file.