



IT Indent System

The Indent System at Atmiya University governs the requisition, evaluation, procurement, and distribution of materials required by various departments. This system ensures transparency, accountability, and efficiency in managing university resources.

Objective

To establish a structured process for requesting, evaluating, and approving materials while adhering to financial guidelines and institutional policies.

Scope

The policy applies to all departments of Atmiya University requiring consumable and non-consumable materials for academic, administrative, or operational purposes.

Process Description

1. Material Request Submission

- Departments initiate material requests through the **Atmiya E-Portal**.
- Requests must include detailed specifications, quantity, and justification for the requirement.

2. Technical Evaluation

- The ICT Head or designated authority evaluates the technical details of the request to ensure suitability and feasibility.
- Requests not meeting technical or policy standards are sent back to the requesting department for revision.

3. Value-Based Procurement Workflow

- **For Consumable Items (< ₹10,000):**
 - The **Purchase Officer** directly procures items from stock or through the most suitable vendor.
- **For Items (≥ ₹10,000):**
 - **Quotations or Tenders** are invited from vendors to ensure competitive pricing and quality.
 - The **Purchase Committee** evaluates the bids and selects the vendor based on the university's procurement standards.

4. Approval Workflow

- All requests above ₹10,000 must receive final approval from the **Purchase Committee** after a thorough review.

5. Issuance of Indent

- Post-approval, an **Indent Letter** is issued to document and authorize the procurement process.

6. Final Purchase and Material Distribution

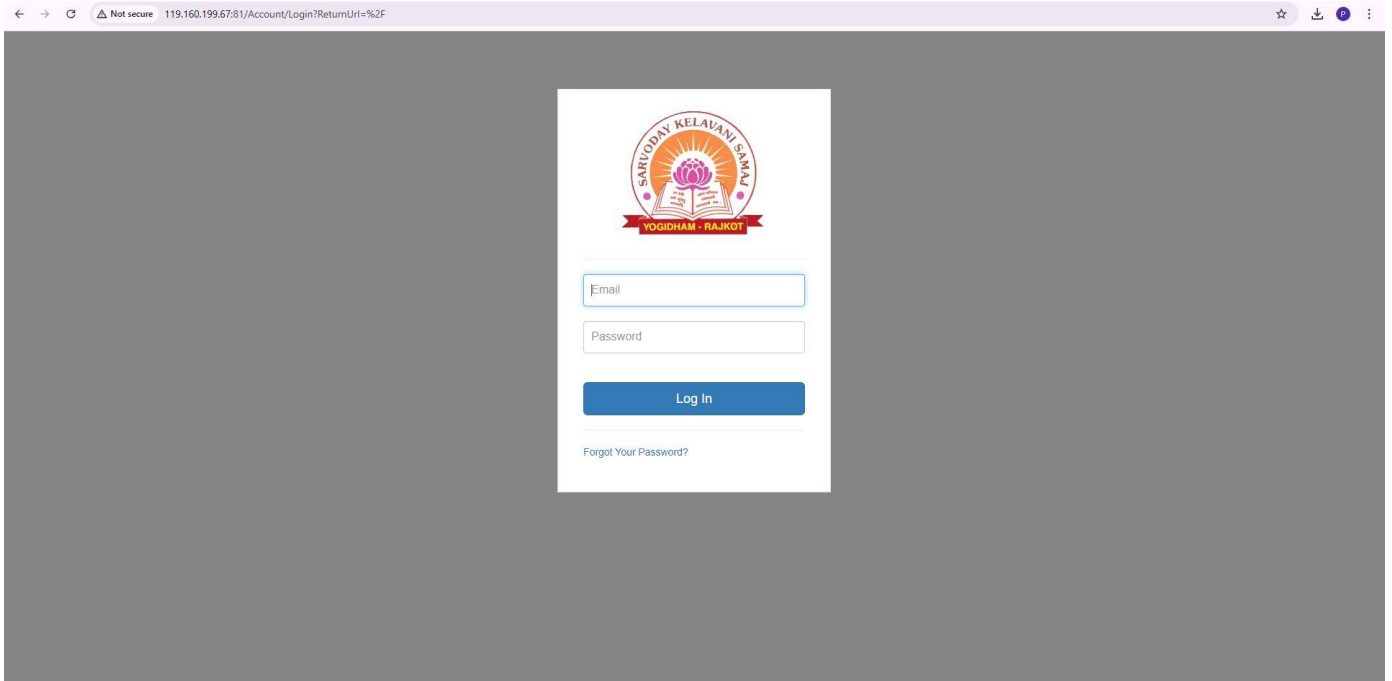
- A **Final Purchase Order** is issued, and materials are delivered or allocated to the respective department.
- The Purchase Officer ensures proper documentation of procurement and inventory updates.



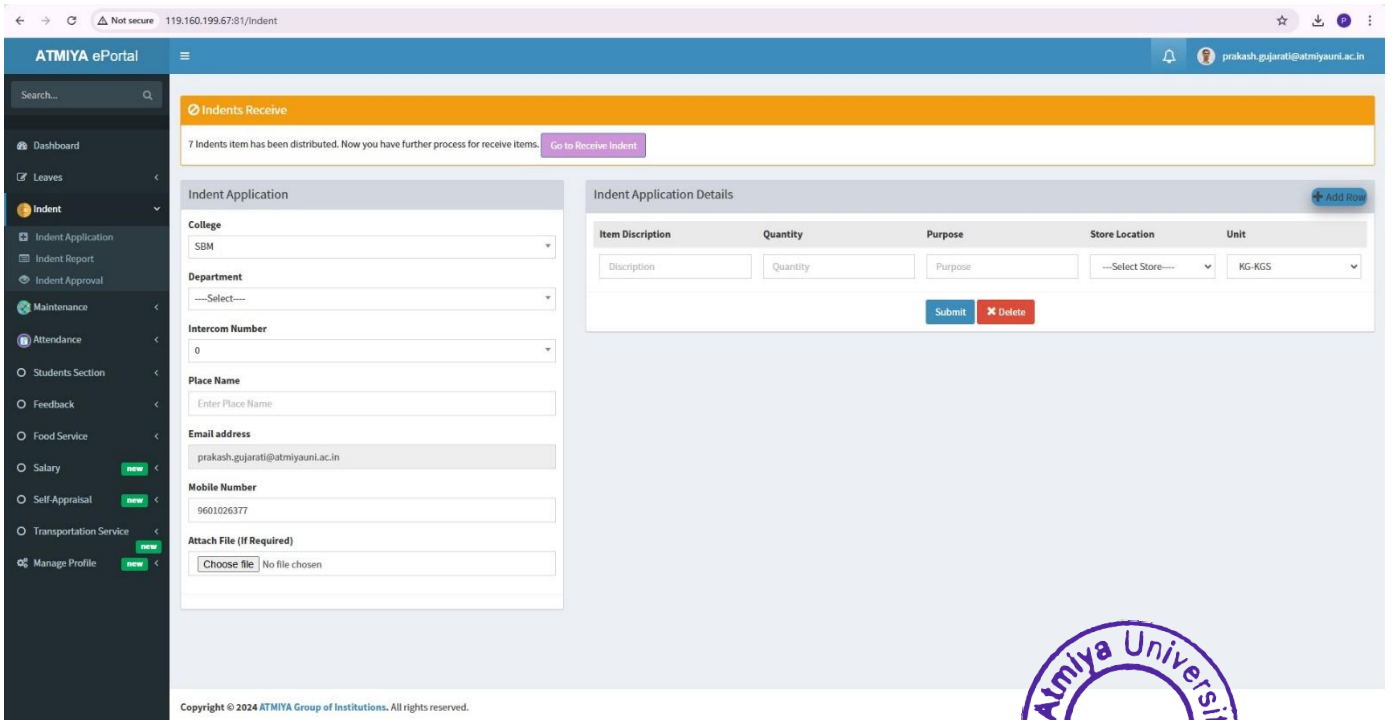


Atmiya ERP - CMS(Campus Management System) for Indent System

1. User Login



2. Indent Application Form





3. Indent Application List

ATMIYA ePortal

Indent Application List

From Date: 01-09-2024 To Date: 23-11-2024 Type: All

Indent Number	Phone	Place	Intercome Number	Date	Item Description	Quantity	Purpose	Unit	Reason	Approval From
A4362	9601026377	AITS Building A Wing 1st Floor - Prakash Gujarati's Desk	1114	20-01-2020	RAM 4 GB - CS&IT Department - Prakash Gujarati PC	1	Android Application Developer	No-Nos	-	-
A8932	9601026377	Prakash Gujarati's Desk, Near by Stavansi's Office Desk	1116	31-12-2021	Increase Computer RAM 8GB or 16 GB Purpose is to run Android Studio	1	Purpose is to run Android Studio	No-Nos	-	-
A10943	9601026377	Department of CS & IT Faculty Block	1116	11-07-2022	Near by Door, left-hand side first Tubeline is Blinking have to resolve the Issue	1	Tubeline is Blinking have to resolve the Issue	No-Nos	-	-
					New White Chair Needed at My Desk (Dr Prakash Gujarati)	1	Chair is too old and it has problem. I want to change my chair with new one which has comfortable seat	No-Nos	-	-
A14216	9601026377	A-Wing Second Floor, HoD office	1114	02-05-2023	Table Buzzer Ball	1	Call Peon	No-Nos	-	-

Receive

4. Indent Application Approvals

ATMIYA ePortal

Indent Application List

View Approved Indent View Rejected Indent

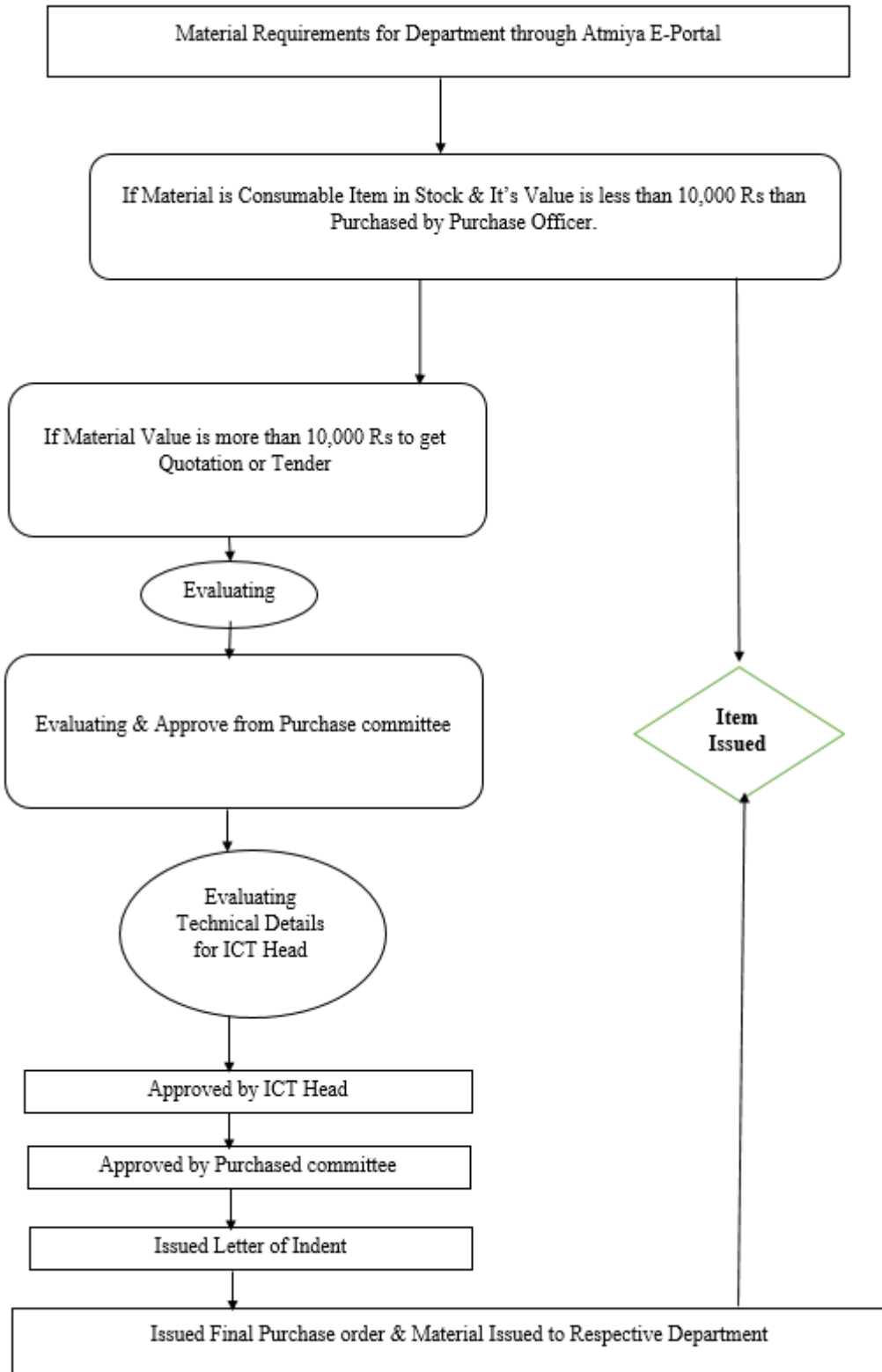
Indent Number	Name	College Name	Departments	Email	Place	Phone	Intercome Number	Date of Application	Item Description	Approval Quantity	Purpose	Unit	Reason
A15225	Prakash Prafulbhai Gujarati	AU	Computer Sci. & IT	prakash.gujarati@atmiyauni.ac.in	A-Wing Basement Lab 3 to 9	9601026377	1116	02-08-2023	Extra Chairs Needed	10	Lab strength is high each lab around 36 students	KG-KGS	-
A4362	Prakash Prafulbhai Gujarati	VSCSF	VSC-BCA & BSC:IT	prakash.gujarati@atmiyauni.ac.in	AITS Building A Wing 1st Floor - Prakash Gujarati's Desk	9601026377	1114	20-01-2020	RAM 4 GB - CS&IT Department - Prakash Gujarati PC	1	Android Application Developer	No-Nos	-
A10943	Prakash Prafulbhai Gujarati	AUFS	Computer Sci. & IT	prakash.gujarati@atmiyauni.ac.in	Department of CS & IT Faculty Block	9601026377	1116	11-07-2022	Near by Door, left-hand side first Tubeline is Blinking have to resolve the Issue	1	Tubeline is Blinking have to resolve the Issue	No-Nos	-
					New White Chair Needed at My Desk (Dr Prakash Gujarati)	1	Chair is too old and it has problem. I want to change my chair with new one which has comfortable seat	No-Nos	-	-			
A14216	Prakash Prafulbhai Gujarati	AU	Computer Sci. & IT	prakash.gujarati@atmiyauni.ac.in	A-Wing Second Floor, HoD office	9601026377	1114	02-05-2023	Table Buzzer Ball	1	Call Peon	No-Nos	-

Approval





Indent System Flowchart



**Registrar
Atmiya University
Rajkot**

