Proposed UP/PG lab equipment and research equipment procurement procedure

1. Invitation of applications/proposals for equipment

List of research equipment application (or proposal) from the faculty member(s) will be invited by the HOD in 24 x 7 for every year in the MS-Forms. A list of UG/PG equipment and commonly used software (upgradation/procurement) will also be asked through a separate MS-Forms in 24 x 7 for every year.

2. HOD's equipment fund

Out of sanctioned equipment budget **(Say A- amount)** an amount of Rs. 5 Lakhs or suitable amount (depends on the available budget of that year) will be set aside by the HOD to grant equipment that are less than or equal to Rs. 75000/- for unforeseen reasons. **This HOD fund is say B-amount**.

3. UG/PG/Software (upgradation/procurement) procurement policy

- Requirement of UG/PG Lab Equipment need to come from Scientific Officer/JTS in consultation with the concerned Course Instructors/faculty in-charge of the labs. A list of UG/PG equipment and commonly used software (upgradation/procurement) will also be asked through a separate MS-Forms in 24 x 7 for every year. CAD lab also comes under this category.

- The UG/PG lab equipment and Software (procurement and upgradation) requirement will be looked personally by the HOD and the committee constituted by the HOD.

- HOD along with the committee members first scrutinize the requirements of UG/PG labs/Software and decide the necessary equipment to be procured for that year. The committee strictly ensures that the said equipment is used only for regular offline classes of the UG/PG and software for general purpose.

- If any UG/PG equipment that is also used for research purpose should be considered as a research equipment rather than UG/PG lab equipment and accordingly it should be mentioned in the research equipment MS-Form not in the lab equipment MS-Form.

- Since all the UG/PG equipment will be given first priority, a part of total budget will be allocated for UG/PG/Software by the HOD and the committee depending on the requirement in that year. Preference shall be given to replace the old equipment by new equipment in phase wise manner. **This UG/PG/Software allocated budget is say C-amount.**

- Thus the remaining amount **A-B-C** shall be allocated for the procurement of research equipment.

4. Research equipment application (proposal) procedure

- Here research equipment strictly means conventional research equipment such as machines/machine component/apparatus etc., high-end computational facilities/workstations/PCs.

- Laptops, Notebooks, notepads, Tablets, digital writing pads, scanners and Printers etc., should not be procured using the research equipment fund.

- All research equipment should be stock registered in one of the UG/PG labs which are usually audited every year. However, all high-end computational facilities/workstations/PCs must be stock registered in the CAD lab. Thus, no research equipment (as defined above) should not be stock registered in unaudited stock registers. After the stock register, the indentor(s) can issue the equipment on their name and move it to the required location.

- A research equipment shall only be proposed by a faculty member or a group of faculty members but not by any JTS or Scientific Officer. That is, all research equipment should be named against a faculty member or group of faculty members in the MS-Form which is made available 24 x 7 for each year. No faculty will propose two research equipment applications (or proposals) in a year. Faculty members are encouraged to procure equipment that have many users and preference will be given to such equipment rather than individualized equipment.
- A faculty member or a group of faculty members can propose only one equipment proposal or application in a year. This single proposal or application may contain different components of indentor(s) choice. It is the total value of the proposal (inclusive of cost involved from all sources e.g., Transportation Charges, GST etc) that is important and considered as indent value.
- Equipment proposal costing less than or equal to Rs. 4 Lakhs can be proposed by a single faculty member.
- Equipment proposal costing greater than Rs. 4 Lakhs and less than or equal to Rs. 30 Lakhs must be proposed by a team of faculty members as summarized in the following table. This information will appropriately will be asked in the MS-Form corresponding to such research equipment. In this category, faculty members with research areas relevant to the equipment being proposed should only participate in the application.

Block	Required to mention in the MS form	No. of faculty members required to procure
≤ 75000	No	Anyone can apply
>0.75 lakhs to ≤ 4 lakhs	Yes	Any **single** faculty can apply
> 4 lakhs to ≤ 12 lakhs	Yes	At **least two** relevant faculty members should apply
> 12 lakhs to < 20 lakhs	Yes	At **least three** relevant faculty members should apply
≥20 lakhs to ≤ 30 lakhs	Yes	At **least four** relevant faculty members should apply

5. Procedure of prioritization and procurement of equipment for the Round -1

- The prioritization of the equipment is based on the random number based allotment system. Conversely it is equivalent to saying that the faculty members are prioritized using the above procedure.
- Any equipment of value less than or equal to Rs. 75000, need not participate in the random number based allotment system. HOD will approve such equipment in an appropriate manner.
- However, equipment proposals costing greater than Rs. 75000 must be provided in the MS-Form and need to be prioritized according to the random number based allotment. Thus, any equipment proposal that is costing greater than Rs. 75000 and less than or equal to Rs. 30 lakhs will be prioritized according to the random number allocation process as shown in the sample at the end of this document (see a sample allotment procedure at the end of this document).
- The committee constituted by the HOD scrutinizes all the applications/proposals raised by the faculty members in the MS-Forms and finalizes the applications that should participate in the random number based allotment system.
- If the justification does not seem proper, the committee has the freedom to invite the indentor(s) for clarification and modification of justification. Only under special conditions the committee may reject an application with approval from the HOD.

- All scrutinized applications will be assigned an **Application Number.**
- A random number generator will be used to select an application or proposal for generation of prioritized list of applications in a given block (see the first column of the previous table to understand various blocks) and subsequent procurement of equipment. Here the random number and the application numbers are synchronized. Prioritization of the indents created with the help of random number algorithm will continue till all proposals appeared in that year and in each block are prioritized.
- At the end of the random number based allotment system, the prioritized list of proposals (or faculty names) **for the 1st round** in each block is ready.
- After the 1st round list is ready, the following preference will be followed for the procurement of equipment: 1st Preference to Priority No. 1 in the block of 20-30 lakhs, 2nd preference to Priority No. 1 in the block of 12 to 20 lakhs, 3rd preference to Priority No. 1 in the block of 4 to 12 lakhs and 4th preference to Priority No. 1 in the block of 0.75 to 4 lakhs.
- All prioritized list of equipment/faculty members then will be asked to go for indenting in the BPS system till the allocated money for research equipment **(A-B-C amount)** is over.
- Three issues can happen at this stage

  a) The total amount of cost of equipment of all selected indentor(s) may slightly exceed the allocated amount. In such case the HOD will allocate the rest from the buffer amount and closes the procurement process for that year. This totally depends on whether HOD can afford such allocation or not.
  b) It may so happen that the total amount of cost of equipment of all selected indentor(s) may be less than the allocated amount, in such case the committee shall allocate randomly an indentor's equipment that can be procured with the remaining money. In this way the procurement process for that year will be closed.
  c) After these steps Some more equipment/faculty names in the prioritized list may be there waiting for funding.

- If HOD manages some more equipment budget at the end of the financial year and before closing date of indenting the equipment, or if some money is left out in the equipment budget, depending on the amount available, the remaining applications/proposals in the 1st round prioritized list will be used to procure equipment following the above sequence. If no such additional fund is managed by the HOD, we wait for the next year budget.
- In the next year the applications or proposals that are remained in the prioritized list of the 1st round will be considered for allocation of the equipment budget. This time Priority No. 2 from each block will be considered. Thus, in the next year faculty members who could not be allotted in the previous year will only be there. This process will continue till the prioritized list of the 1st round is over. Depending on the equipment budget available for each year, in this process, it may so happen that the entire 1st round list may get exhausted in the current year or it may spill over to the subsequent years. **Thus in this proposed model we do not start the second round until the list of faculty members/proposals in the 1st round is over.**

Once all the equipment in the 1st round list are exhausted then the second round starts with prioritization of the applications with the random number allotment system.

A sample allotment

No. of applications received for research equipment: 20

Random numbers obtained from 1 to 20

17, 14, 8, 13, 4, 2, 18, 19, 3, 9, 20, 7, 10, 11, 1, 15, 12, 16, 5, 6

Range	Application No.	Faculty names	Amount proposed	Priority No
≥20 to ≤30 lakhs	1	F1,F2, F3, F4	30	3
	2	F5, F6, F7, F8, F9	27	1
	3	F10, F11, F12, F13	23	2
>12 to <20 lakhs	4	F14, F15, F16	15	1
	5	F17, F18, F19	19	3
	6	F20, F21, F22	17	4
	7	F23, F24, F25	13	2
>4 to ≤ 12 lakhs	8	F26, F27	7.5	1
	9	F28, F29	10	3
	10	F30, F31	10	4
	11	F32, F33	11	5
	12	F34, F35	8.5	6
	13	F36, F37	9	2
> 0.75 to 4 lakhs	14	F38	0.80	2
	15	F39	2	6
	16	F40	4	7
	17	F41	1	1
	18	F42	4	3
	19	F43	2	4
	20	F45	3	5

Equipment that will be procured in the first year depending on fund allocated

Range	Application No.	Faculty names	Amount proposed	Priority No
20 to 30 lakhs	2	F5, F6, F7, F8, F9	27	1
12 to 20 lakhs	4	F14, F15, F16	15	1
4 to 12 lakhs	8	F26, F27	7.5	1
0.75 to 4 lakhs	17	F41	1	1