Government Engineering College, Bharuch

Standard Operating Procedure for SSIP POC/Prototype proposals and bill submissions:

1. Students will discuss idea/work/concept with faculty.
2. Proposal for POC/ Prototype should be prepared for workable idea as per Form - 1.
   - Part A of Form - 1 should be filled by students group (team) and duly checked by mentor with whom team has discussed the idea.

     With Part A of the Form – 1, mentors are requested to provide Form - 2 (Bonafide certificate) also to the team which is required to upload team details on SSIP portal.
   - **Registration of SSIP Portal**

     For student registration on SSIP Portal, (to be done by team leader)

     Go to: http://www.ssipgujarat.in/registrationi2.php
   - **Important points to be kept in mind while registering SSIP Portal**

     AISHE code of university which you belong: U0135 (GTU)

     AISHE Code of Institute which you belong: c-271 (GEC, Bharuch)

     Type of Institute: Government

     Institute/University in which you are applying: **Government Engineering College, Bharuch (Utmost care is needed in selection of Institute)**
   - After filling other information given on portal, students have to upload Form – 2 (Bonafide certificate) on the portal.
3. Students have to provide undertaking (Form – 2A) with Form – 1.
4. Teams have to present their proposals to Departmental Scrutiny Committee (DSC). DSC will give report to SSIP coordinator. One hard copy and soft copy (in MS-Word) of FORM – 1 (Part – A and Part – B) should be submitted to SSIP coordinator for selected proposals. One hard copy should be kept in department.
5. Selected proposals will be presented to Institute Scrutiny Committee (ISC).
6. ISC approved teams will be issued sanction order (Form - 5).
7. For any purchase related to POC/Prototype, mentor have to verify whether the required items are available on GeM portal and the same should be reported in Form - 6.

   Please refer Form – 6 for following points:

   1. If answer to any item in column (5) is “No”, follow the standard purchase procedure as per government rules. (Inviting minimum three quotations etc.)

2. If answer to column (5) is “Yes” and column 6 is “No”, purchase from GeM portal.
3. If answer to column (5) is “Yes” and column 6 is “Yes”, follow the standard purchase procedure as per government rules.
4. If the bill amount is more than Rs. 500/- (Rs. Five Hundred), at least three quotations are needed for all non-GeM portal items.

Mentor should note that, purchase should be made at reasonable cost following standard purchase procedures as per government rules.

8. All bills in original should be submitted with form no. 7 for reimbursement/ payment.
9. Payment order will be issued (form -8) by accounts officer and payment will be made.
10. In case of closure/termination of the projects, students and mentor will put request to the SSIP coordinator (form – 9).
11. In case, to add/remove team member/s after sanctioning of project, students and mentors will put request to SSIP coordinator (form – 10).
12. In case, to register co-mentor from organization other than GEC Bharuch (for PoC/ Prototype registered/to be registered with SSIP, GEC Bharuch), students will put request to SSIP chairman/ principal (form – 11) with proper justification. It will be forwarded through mentor and SSIP coordinator to SSIP chairman/principal for kind remarks.
13. Depending upon the remarks made by SSIP chairman/ principal, Appointment order of co-mentor will be issued (form – 12).
14. DSC committee will scrutinize the progress of sanctioned POC/Prototype at every two months and will report to SSIP Coordinator through head of department (FORM – 13).