



भारतीय प्रौद्योगिकी संस्थान रुड़की
Indian Institute of Technology Roorkee



SOFTWARE REQUISITION PORTAL

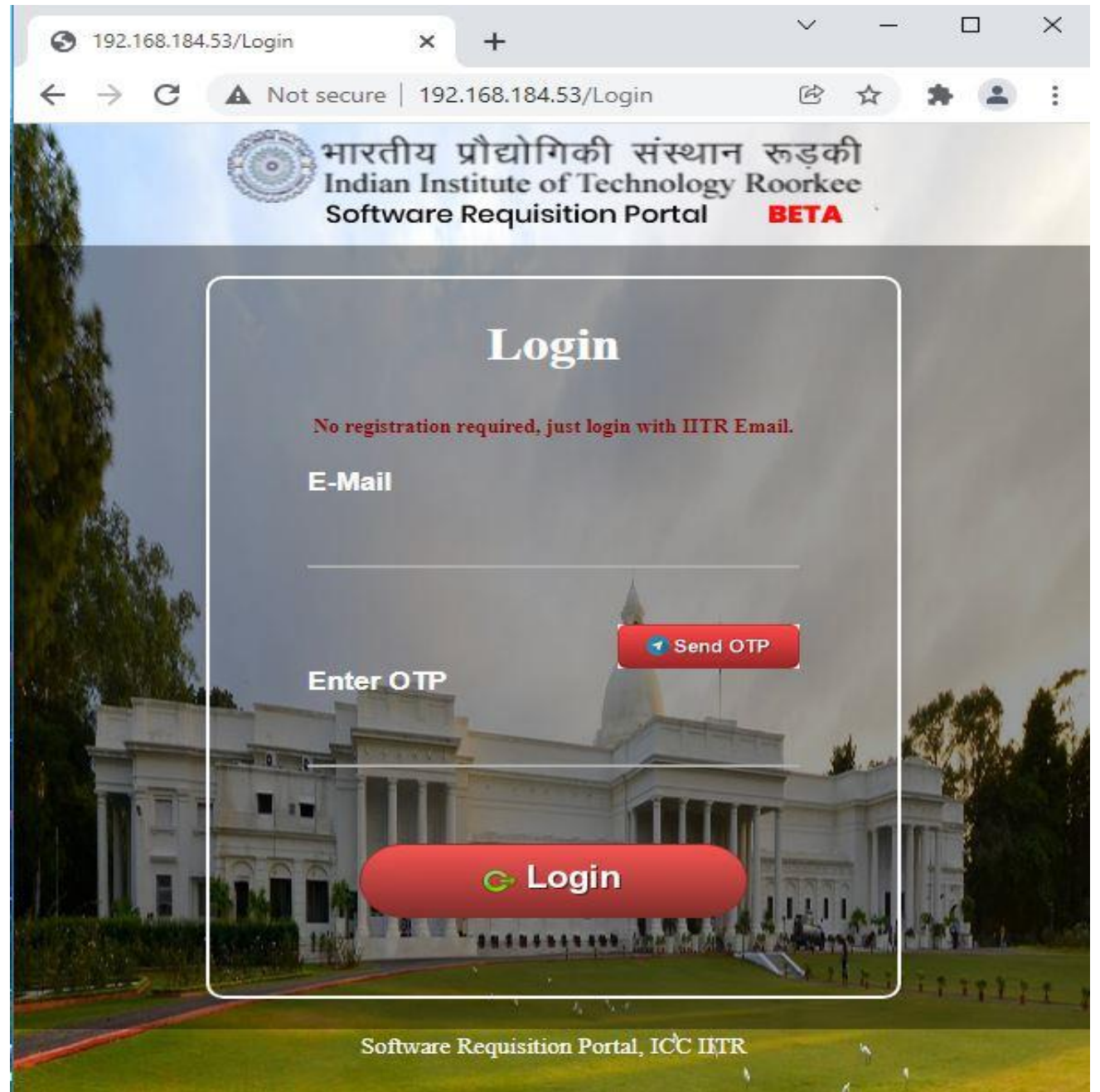
ICC IITR

USER MANUAL (STAFF GROUP B & C)



LOGIN

- User should enter valid IITR Email ID and click Send OTP button.
- System will send an OTP to the entered Email ID.
- Enter that OTP in Required OTP section and click LOGIN button.
- If valid OTP entered, it will open user's dashboard shown in next page.
- No need of any password.



USER DASHBOARD

By clicking on software name, It will open a complete detail page. Also from here user can comment over requisition that comment will be shown at ICC panel.

To submit any new software requisition, click here

WELCOME: TEST STAFF

- DASHBOARD
- USER PROFILE
- REQUISITIONS STATUS
- NEW REQUISITION

Dashboard User Manual Log out

ReqID	Software1	Date	Purpose	Status	Activity	ICC Comment	My Comment
94	Windows 10 Pro / Windows 10 Pro for Workstations	22-01-2022	LEARNING	PENDING			
93	Visual Studio Professional Edition 2019	22-01-2022	LEARNING	PENDING			
81	Office Pro Plus 2016/2019	18-01-2022	LEARNING	CANCEL	Comments By: TEST STUDENT dated: 18-01-2022		VIEW
40	Windows 10 Pro / Windows 10 Pro for Workstations	04-01-2022	RESEARCH WORK	REJECT	Comments By: ADMIN dated: 05-01-2022		
40	Office Pro Plus 2016/2019	04-01-2022	RESEARCH WORK	REJECT	Comments By: ADMIN dated: 05-01-2022		

Total Rows: 5

User can see ICC comments over requisition

User can see self comments over requisition

Very first every user should complete his/her profile information shown in next page. Without profile information, he/she cannot submit any requisition.

Here system will display status of Supervisor (Guide/HOD) against the each requisition. As verified thereafter shown to ICC for further processing.

Here system will display status of ICC against the each requisition either Pending/Forwarded/Complete/Cancel etc.



USER PROFILE

User Profile

PROFILE TYPE *

NAME *

EMPLOYEE CODE *

MOBILE NUMBER *

IITR EMAIL_ID *

DEPARTMENT *

VERIFIER (SUPERVISOR/GUIDE NAME/HOD) *

SUPERVISOR/GUIDE/HOD EMAIL_ID *

XXXXXXXXXXXXXXXXXX

Select your Supervisor/Guide/HOD Name who will verify your software requisition.



NEW REQUISITION (UNDERTAKING)

Before submitting any requisition user has to accept **Undertaking for Ethical and Legal use of software and its compliance.**

Only after accepting undertaking, user can apply for any software requisition.

UNDERTAKING FOR ETHICAL AND LEGAL USE OF SOFTWARE AND ITS COMPLIANCE

1. I UNDERTAKE THAT DURING MY AFFILIATION WITH IIT ROORKEE I SHALL NEVER USE UNAUTHORIZED/PIRATED COPIES OF SOFTWARE OR MEDIA WHICH ARE IN BREACH OF COPYRIGHT.
2. I HEREBY ASSURE THAT NO PIRATED/UNAUTHORIZED SOFTWARE WILL BE INSTALLED ON ANY DEVICE UNDER MY ADMINISTRATIVE CONTROL AND ALL USERS ASSOCIATED WITH THAT DEVICE.
3. I HEREBY SOLEMNLY AVER AND UNDERTAKE THAT A) I WILL NOT INDULGE IN ANY ACT THAT MAY BE CONSTRUED AS USE OF PIRATED SOFTWARE, B) I WILL NOT PARTICIPATE IN OR ABET OR PROPAGATE THROUGH ANY ACT OF COMMISSION OR OMISSION THAT MAY BE CONSTITUTED VIOLATION OF COPYRIGHT ACT FOR THE USE OF SOFTWARE.
4. I SHALL USE THESE SOFTWARE TILL I AM AFFILIATED TO IIT ROORKEE. AFTER THAT I SHALL DELETE/UNINSTALL THESE DOWNLOADED AND INSTALLED SOFTWARE FROM MY PERSONALLY OWNED COMPUTER/DEVICE.
5. AS AN INFORMED USER, I UNDERSTAND THAT SUCH A VIOLATION HAS FOLLOWING IMPLICATIONS:
 - (I) VIOLATION OF INTELLECTUAL PROPERTY (IP) RIGHTS AND POSSIBLE LEGAL CONSEQUENCES ON ACCOUNT OF WILFUL NON-COMPLIANCE. IN CASE OF ANY VIOLATION I SHALL OWN ALL THE RESPONSIBILITIES.
 - (II) UNAUTHORIZED/PIRATED SOFTWARE ARE MOST LIKELY TO CONTAIN MALWARE AND RANSOMWARE INFECTING OTHER DEVICES IN THE NETWORK, WHICH MAY LEAD TO FUTURE LOSSES AND THEFTS.
 - (III) EVEN FOR AN AUTHORIZED SOFTWARE LICENSE, THE TERMS OF END-USER LICENSE AGREEMENT SHOULD BE ADHERED TO. AN ACADEMIC LICENSE IS MEANT FOR ACADEMIC USE ONLY I.E., TEACHING AND RESEARCH AND NOT FOR ANY COMMERCIAL USE. THIS VIOLATION OF LICENSE AGREEMENT ALSO FALLS UNDER CATEGORY OF WILFUL NON-COMPLIANCE WITH LEGAL IMPLICATIONS.

I AGREE



NEW REQUISITION

First verify profile information then fill required software detail.

Fill all the required information correctly and submit form.

Software Requisition From

PROFILE TYPE * XXXXXXXXXXXXXXXXXXXX

NAME * XXXXXXXXXXXXXXXXXXXX

ENROLLMENT NO. *
247667

MOBILE NUMBER *
XXXXXXXXXXXXXXXXXX

IITR EMAIL_ID *
XXXXXXXXXXXXXXXXXX

DEPARTMENT *
DOFA

VERIFIER (SUPERVISOR/GUIDE NAME/HOD) *
XXXXXXXXXXXXXXXXXX

SUPERVISOR/GUIDE/HOD EMAIL_ID *
XXXXXXXXXXXXXXXXXX

SOFTWARE CATEGORY
Microsoft Products

SOFTWARE
Windows 10 Pro / Windows 10 Pro for Workstations

NO. OF LICENSE (REQUIRED)
1

ADD

	Software	License
DEL	Windows 10 Pro / Windows 10 Pro for Workstations	1
DEL	Office Pro Plus 2016/2019	1

LICENSE DURATION FROM *
dd/mm/yyyy

LICENSE DURATION TO *
dd/mm/yyyy

LOCATION *
PERSONAL

COMPUTER NAME *

MAC ID *

PURPOSE *
SELECT

Submit Reset

User can select software from each category and number of license. Click Add button to add in list. Multiple Software can be selected in single requisition.



REQUISITION SUBMISSION CONFIRMATION EMAIL

srp-icc@iitr.ac.in
to srp-icc@iitr.ac.in
Dear XXXXXXXXXXXXXXXXXXXX
Your Requisition received by us with Requisition No. : 40 on 04/01/2022 for below listed software.

REQUIRED SOFTWARE:

1. Windows 10 Pro / Windows 10 Pro for Workstations
2. Office Pro Plus 2016/2019

Purpose:
The above mentioned software will be used for **RESEARCH WORK**
Usage duration: Expected period: 04-01-2022 - 05-01-2023

...

Your requisition has been forwarded to your Supervisor/Guide/HOD for approval.
As requisition processed, you will be updated on your email/portal.

Thanking you,

ICC, IITR

This is a system generated mail, do not reply it.

After submission of requisition, this type of email will receive at student's email id and same information will be emailed to the verifier to verify the requisition.

As verifier will verify the requisition, it will be redirected to ICC for further processing.

No need to reply this email as no communication via email will be acceptable.

If user wants to comment, he/she should login into portal and comment over each requisition by clicking software name link.

Sample page will be shown in next page.



REQUISITION STATUS AND COMMENT

Software Requisition Detail ReqID: **40**

USER PROFILE XXXXXXXXXXXXXXXXXX	NAME XXXXXXXXXXXXXXXXXX	EMPLOYEE CODE 247667
MOBILE NUMBER XXXXXXXXXXXXXXXXXX	IITR EMAIL_ID XXXXXXXXXXXXXXXXXX	DEPARTMENT DOFA
COURSE B. TECH.	VERIFIER (SUPERVISOR/GUIDE NAME/HOD) A Mitra	SUPERVISOR/GUIDE/HOD EMAIL_ID XXXXXXXXXXXXXXXXXX
DURATION 04-01-2022 - 05-01-2023	FOR PERSONAL	COMPUTER INFORMATION MACID: My Pc MAC ID, Computer Name: My Pc Name

Software	License
Office Pro Plus 2016/2019	1

PURPOSE **RESEARCH WORK**

USER ACTION *
COMMENT TO ICC

COMMENT

Paragraph Font Size Color

B **I** **U** **A** **X** **X** **X**

Design HTML

ATTACH FILE (IF REQUIRED)
Choose File No file chosen

Send **Back**

Select action from list like Comment to ICC / Cancel Requisition.

Write comments here.

User can attach any file. It is optional.



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THANK YOU

Software Requisition Portal, ICC IITR



<http://srp.iitr.ac.in>

