Government of Maharashtra
ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE & COMMERCE
(Affiliated to University of Mumbai)
Jogeshwari Station Road, Jogeshwari - East, Mumbai - 400 060
Email: principaliyc@rediffmail.com   Website: www.ismailyusufcollege.in

ESTD 1930

E-Governance and Digital Integration Policy for Ismail Yusuf College of Arts, Science & Commerce

Objective: To streamline administrative functions, enhance operational efficiency, and ensure transparent and accountable processes through the effective use of various digital platforms and government portals.

Scope: This policy applies to all administrative and academic staff involved in the use of digital platforms, including ERP Master Soft, GEM, SEVARTH, MahaPAR for SPARROW, MKCL/SAMARTH, email, E-Maha Tender, PFMS, iPASS for DPC, KOSHVAHINI, BEAMS, and BILL PORTAL.

Policy Statement:

1. **Integration and Usage:**

   ➢ **E-Governance:** All administrative functions integrated and managed through designated government portals and platforms to ensure consistency and efficiency. The use of platforms such as SEVARTH for salary management, GEM for purchases, and PFMS for RUSA/NSS funds is mandatory.

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- ➢ **ERP Master Soft:** The ERP system shall be the central tool for managing academic records, administrative processes, and results. All data related to administration and results must be entered and maintained within the ERP system.

- ➢ **MahaPAR - SPARROW:** Performance appraisals of faculty and staff must be conducted through the MahaPAR - SPARROW system to ensure standardization and transparency.

- ➢ **MKCL/SAMARTH:** For centralized admission processes (CAP), the MKCL/SAMARTH system will be used to streamline admissions and manage related tasks.

- ➢ **E-Mail:** Official communication must be conducted through the official Gov.in email accounts to ensure security and proper record-keeping.

- ➢ **E-Maha Tender:** All procurement and tendering processes should be carried out using the E-Maha Tender platform to adhere to government procurement standards.

- ➢ **PFMS:** Financial transactions related to RUSA and NSS shall be managed through the PFMS to ensure accurate financial tracking and reporting.

- ➢ **iPASS for DPC:** All applications for the Departmental Promotion Committee (DPC) must be processed through the iPASS system to ensure a streamlined, transparent, and efficient promotion process.

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- ➢ **KOSHVAHINI:** The KOSHVAHINI system will be used for managing and automating internal office processes and documentation, improving administrative efficiency.
- ➢ **BEAMS:** The BEAMS platform will be utilized for the management and processing of financial and administrative activities, including budget tracking and expenditure management.

- ➢ **BILL PORTAL:** All billing and invoicing processes must be carried out using the BILL PORTAL to ensure proper tracking, transparency, and compliance with financial regulations.

- ➢ **E-OFFICE:** Ismail Yusuf College has adopted an Office Automated System (OAS), or E-Office, to improve administrative and academic tasks. This system automates routine work, boosts communication, and manages records more efficiently. It reduces paperwork, speeds up decisions, and shows the college's dedication to using technology for better operations.

2. **Data Management and Security:**
   o All data entered into these systems must be accurate, up-to-date, and protected in accordance with relevant data protection regulations.
   o Access to digital platforms shall be restricted based on role and responsibility to safeguard sensitive information.
   o Regular backups and updates of data must be performed to prevent data loss and ensure system integrity.

Enforcement: All staff and faculty members are required to comply with this policy. Non-compliance may result in disciplinary action as per college regulations.

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SEVARTH

ERP Master Soft

MahaPAR - SPARROW

MahaPAR – Maharashtra Performance Appraisal Report

MahaPAR SPARROW (Smart Performance Appraisal Report Recording Online Window) Maharahstra
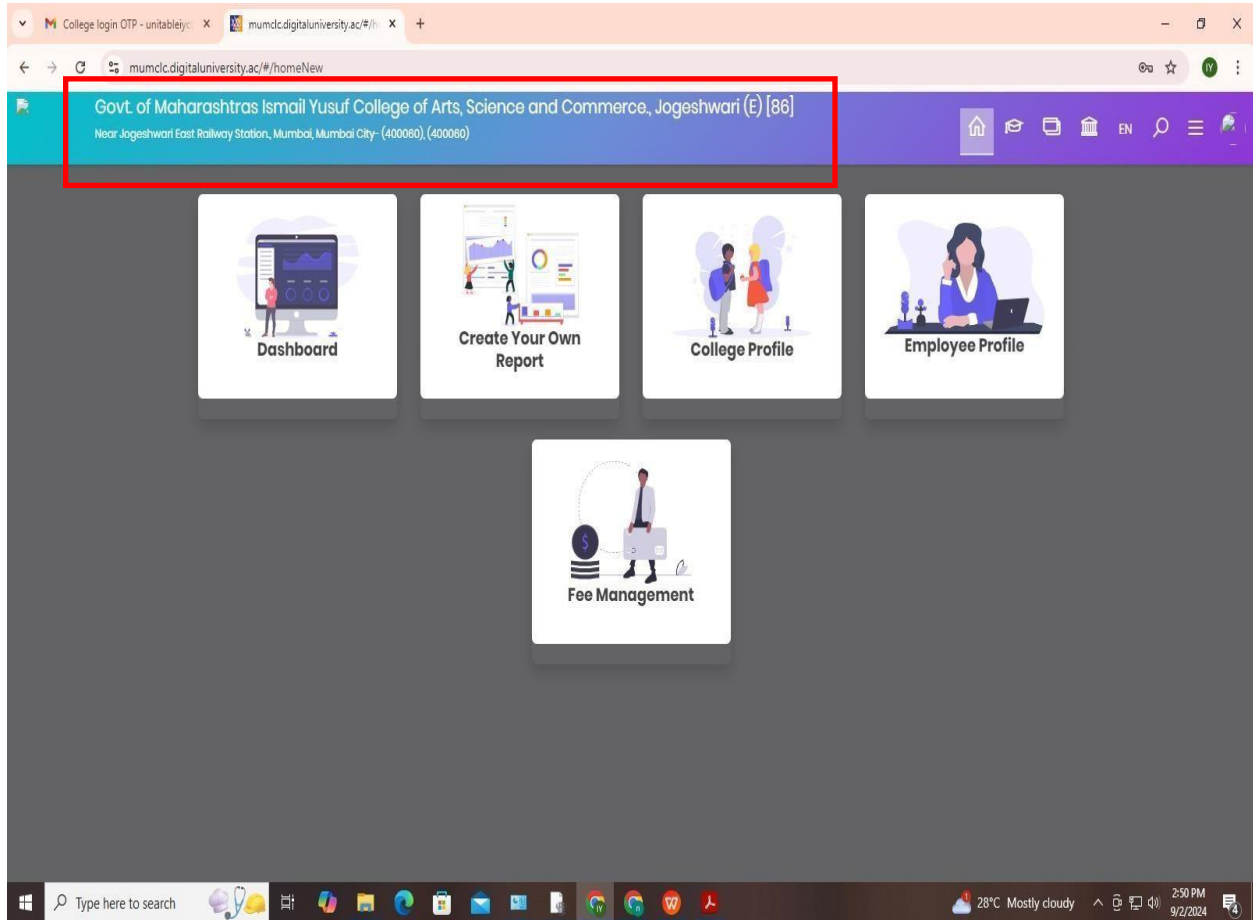
- Website : https://mahapar.maharashtra.gov.in/
- Support Team Contact details :

  1. Telephone Number 📞 : 022-22794298;

  2. Email Id ✉ : support-mahapar@nic.in, mahapar-admin@gov.in

  3. Address / Location 📍 : 19th Floor, New Administration Building, Mantralaya, Mumbai

- MahaPAR Performance Appraisal User Manual 📄
- GR-Revised procedure for obtaining e-mail ID for writing online evaluation report in the MahaPAR system 📄
- GR-Regarding online obtaining the "Performance Assessment Report" of the State Government Officials in Group-A or getting the official email ID (@ nic.in or @ gov.in) 📄
- How to use (@gov.in, @nic.in domain) Government e-Mail (required for eOffice and MahaPAR Projects) Detailed Training Video (Video 🎥)
- How to use MahaPAR (Maharashtra Performance Appraisal Report Software) Detailed Training Video (Video 🎥)

Activate Windows
Go to Settings to activate Windows.

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MKCL/SAMARTH

E-Maha Tender

iPas

KOSHVAHIN

Treasury	DDO	At Scroll No. Of Bill	At Audit No. Of Bill	At Cheque Drawal	At Delivery Passed Bill	At Delivery Objected Bill
	7101-MUMBAI	001863-PRIN. I. Y. SCIENCE AND COMMRCE COLLEGE JOGESHWA	0	4	1	0	0

Showing 1 to 1 of 1 entries

BEAMS

Department : E - SCHOOL EDUCATION AND SPORTS DEPARTMENT   User : 7101001863 - PRIN. I. Y. SCIENCE AND COMMRCE COLLEGE JOGESHWA   Mon,Sep 2,2024   DRAFT

Fund Transfer   Bill Entry   Loan   Receipt   Reports   Maintenance   Sign out

Bill Entry For September 2024 (Budgeted)

Treasury	7101	P.a.o.
DDO	001863	Prin. I. Y. Science And Commrce College Jogeshwa

माहे मार्च 2025 च्या अखेरीस देयक प्राधिकार पत्र काढणे सुलभ होण्याकरीता बील एण्ट्रीच्या प्रथम पृष्ठात बदल करण्यात आला आहे.
या पूर्वीचे तपशीलवार पृष्ठ पहावयाचे असल्यास [show Details] या टॅब वर क्लीक करा.

आता Approve Bill असिस्टंट / ड्राफ्ट लेखलाब करता येऊ शकेल .

अनावश्यक Payee काढून टाकण्याकरिता (delete) कृपया Maintenance या मेनूमध्ये Modify /Delete Payee हा विकल्प वापरावा. यामुळे Payee निवडण्यासाठी लागणारा वेळ वाचू शकेल.

Show Details   UnDistr. Budget   CF   Lapsed   NPDC   Propose Bill

Demand No	Scheme	Object Description	Charged/Voted	Committed/Scheme	September				(Amount in Rupees)
					Grant	No. Of Bills	Expenditure	Carry'd -Ve Bal	Balance
G-99	80110059	50 - Other Charges	Voted	Committed	0	0	0	-355058.000	-355058
G-06	20710598	04 - Pensionary Charges	Voted	Committed	0	0	0	-1586560.000	-1586560
G-99	80090135	50 - Other Charges	Voted	Committed	0	0	0	-5509864.000	-5509864
G-99	80090019	50 - Other Charges	Voted	Committed	0	0	0	-2764532.000	-2764532
W-02	22020772	01 - Salaries	Voted	Committed	0	0	0	0	0
W-02	22020772	03 - Overtime Allowances	Voted	Committed	0	0	0	0	0
W-02	22020772	06 - Telephone Electricity And Water Charges	Voted	Committed	0	0	0	0	0
W-02	22020772	10 - Contractual Services	Voted	Committed	0	0	0	0	0

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BILL PORTAL

GeM

Invoice

SELLER DETAILS:

Address: **ANGEL ENTERPRISES**
ROOM NO-6, PRATHIBHA NIVASH, A K ROAD, KURLA,
MUMBAI, MAHARASHTRA, 400072
Email Id: angelenterprises542@gmail.com
Contact No : 09661114747
GSTIN: 27FHGPD4024R1Z0

GeM Invoice No: GEM-45831294
GeM Invoice Date: 25-Jul-2024

Order No: GEMC-511687730738724
Order Date: 22-Jul-2024

Click here to download seller invoice

SHIPPING TO:

Consignee Name: Pratiksha Phadnis
Address: Ismail Yusuf College, Jogeshwari Station Road,
Jogeshwari east, Mumbai MUMBAI
MAHARASHTRA 400060

BILL TO:

Buyer Name: Anil Ramesh Chougule , Ravindra Ramchandra
Kalesh
Address: Ismail Yusuf College, Jogeshwari Station Road,
Jogeshwari east, Mumbai Mumbai MAHARASHTRA 400060
Higher and Technical Education Department Maharashtra
Director Higher Education
Department: Higher and Technical Education Department
Maharashtra
Office Zone:mumbai western
Organisation: Director Higher Education

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E-OFFICE

With referance to trail mail, OU master, Designation Master, Post Master has been created and as per EMD sheet Mr. Vijay Narkhede & Mrs. SAYLI CHARUDATTA KHANVILKAR account has been created & as per your requirement local admin and MDM role assigned to **Mrs. SAYLI CHARUDATTA KHANVILKAR**. So Rest of user creation will be done at your end.
File Head & Basic File head creation will be done. Primary File head, Secondary file head & Tertiary Code creation from your end. Once complete user creation contact me for file mapping.

URL: https://mahaeoffice.maharashtra.gov.in
Wrapper name : ISMAIL YUSUF COLLEGE JOGESHWARI

For e-office Training link :
https://youtu.be/oZzzhYwUMtU?si=0e7P8IWgPICYh5Df
https://youtu.be/xqXpYJ_QrBU?si=eq8tjOX8g46qnG3L
https://youtu.be/arN_-wA7flU?si=IDBeZBeiWU-bLPsk-

For Local Admin : FULL PIMS module Training link : https://youtu.be/Fsro9n9Tfzw

For Your Technical Support,

1.**Pravin bone**- DPM (Mumbai Suburban)
Mobile No- 8600392319
email id: bone.pravin@gmail.com

2.**Sunil Bagul**- District Project Lead (Mumbai Suburban)
Mobile No- 8149011673

3 **Rakesh Jha**- eOffice Training Expert (Mantralaya)
Mobile No- 7559421198
email id: eoffice.training-mh@mah.gov.in

4. **Sujit Uke** - Support Team Mantralaya
Mobile no- 9552464324

-Thanks & Regards,
Sujit Uke
(+919552464324)
Support Team,Mantralaya,Mumbai

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