



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

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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- **KOSVVAHINI:** The KOSVVAHINI 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:

- All data entered into these systems must be accurate, up-to-date, and protected in accordance with relevant data protection regulations.
- Access to digital platforms shall be restricted based on role and responsibility to safeguard sensitive information.
- 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

Welcome M **Sanjay Ganpat Shinde** Senior Clerk_171, I.y.college, Jogeshwari East Mumbai

Home Help Settings Char

Menu. Use UP, DOWN, LEFT, RIGHT Arrow keys to navigate. Use Esc to Close Menu

Worklist Employee Corner Reports Pension Report

DCPS

Pension Processing

Payroll DDO Profile

Personal Loans and Advances

Revision of Padmanabhan PC to Reddy PC

Revision of the 6th PC to 7th PC State Employee

Employee Configuration Form

Employee Information

Emp. Eligibility for Allowances and Deductions

Payroll Generation/View

Changes

Change Basic Pay Details

Update Employee Details

GPF/DCPS(NPS) Arrears For 7PC

Utility for Incorrect Data

Change Basic Pay Details As Per Reddy Pay Employee

Change Basic Pay Details As Per 7th Pay

Change Basic Pay Details As

Mumbai Suburban, Thane, Mumbai City, Raigad, Palghar, Nandurbar, Dhule, Jalgaon, Nashik, Aurangabad, Jalna, Ahmadnagar, Parbhani, Beed, Latur, Osmanabad, Solapur, Sangli, Ratnagiri, Satara, Bhandara, Gondia, Nagpur, Wardha, Chandrapur, Gadchiroli, Yavatmal, Washim, Buldhana, Akola, Amaravati

Legend:
■ Amaravati Division
■ Aurangabad Division
■ Konkan Division

ISM



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ERP Master Soft

The screenshot shows the ERP Master Soft web application interface. The browser address bar displays `cims.mastersofterp.in/User/Index`. The page title is **ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE AND COMMERCE**, which is highlighted with a red box. The interface includes a sidebar with navigation options: AUTHORIZATION, ACADEMIC, ATTENDANCE, EXAMINATION, FEEDBACK, PASSWORD RESET, LIBRARY, and TESTPREP. The main content area features a dashboard with statistics: STUDENTS (2649), EMPLOYEES (134), MALE (1380), FEMALE (1269), and OTHER STUDENTS (0). A 'My To Do Details' table is currently empty. A 'Recent Activity' list shows multiple 'BULK UPDATION-UPDATE' and 'PROVISIONAL STUDENT DEMAND CANCELLATION-UPDATE' entries. A 'Notification' section at the bottom right prompts to 'Activate Windows'. The Windows taskbar at the bottom shows the date as 9/2/2024 and the time as 1:01 PM.

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MahaPAR - SPARROW

raigad.gov.in/en/mahapar-maharashtra-performance-appraisal-report/

MahaPAR - Maharashtra Performance Appraisal Report

MahaPAR SPARROW (Smart Performance Appraisal Report Recording Online Window) Maharashtra

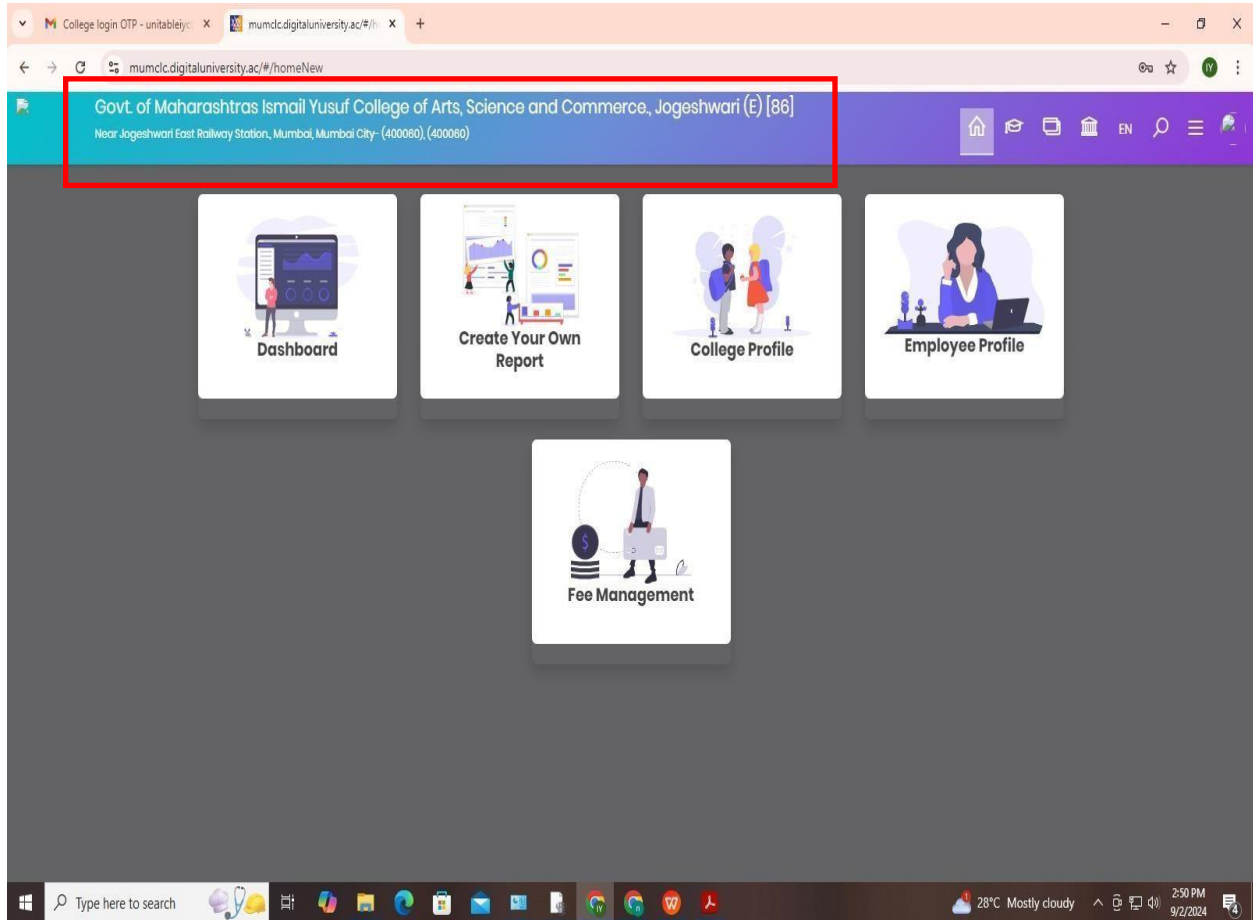
- Website : <https://mahapar.maharashtra.gov.in/>
- Support Team Contact details :
 1. Telephone Number 📞 : 022-22794298;
 2. Email Id ✉ : support-mahapar@nic.in, mahapar-admin@gov.in
 3. Address / Location 📍 : 19th Floor, New Administration Building, Mantralaya, Mumbai
- MahaPAR Performance Appraisal 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



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E-Maha Tender

Tenders Maharashtra

The Maharashtra Govt Tenders Information System

02-Sep-2024 | [Search](#) | [Active Tenders](#) | [Tenders by Closing Date](#) | [Corrigendum](#) | [Results of Tenders](#) | [Home](#) | [Contact Us](#) | [SiteMap](#)

With August 2024 application 500 per bid shall be charged bidders |
 Configuration required for Edge Browser |
 Bidders who are using SB MOPS other banks Internet Banking are requested to make online payment four days in advance. |
 For online Payment related issues, kindly send an email with Bank Reference Number to this email ID merchant@sbi.co.in for clarifications.

- MIS Reports
- Tenders by Location
- Tenders by Organisation
- Tenders by Classification
- Tenders in Archive
- Tenders Status
- Cancelled/Retendered
- Downloads
- Debarment List
- Announcements
- Recognitions
- Site compatibility

Welcome to eProcurement System

The eProcurement System of Maharashtra enables the Tenderers to download the Tender Schedule free of cost and then submit the bids online through this portal.

[Click here to Login](#)

Online Bidder Enrollment
Generate / Forgot Password?

[Find My Nodal Officer](#)

Search with ID/Title/Reference no

Tender Search

Go

[Advanced Search](#)

[Help For Contractors](#)

[Information About DSC](#)

[Guidelines for Hassle Free Bid Submission](#)

[FAQ](#)

[Feedback](#)

[Bidders Manual Kit](#)

Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening Date
25 Providing Street light arrangement at Dewadi Railway Over Bridge at Tumsar, District Bhandara.	e-Tender Notice No.55/2024-25	09-Sep-2024 06:00 PM	10-Sep-2024 10:00 AM
8. Estimate No. 954/NGP/2024 25 Providing Fire Fighting Arrangement at 200 Bedded Girls	e-Tender Notice No.55/2024-25	09-Sep-2024 06:00 PM	10-Sep-2024 10:00 AM

Latest Tenders updates every 15 mins. [More...](#)

- Downloads
- Debarment List
- Announcements
- Recognitions
- Site compatibility

Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
E-TENDER NOTICE	NO. 33 / 2024-25	09-Sep-2024 11:00 AM	10-Sep-2024 05:00 PM

Latest Corrigendum updates every 15 mins. [More...](#)

Certifying Agency



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iPas

Integrated Planning Office Automation System Mumbai Suburban District Financial Year-2024-2025

WELCOME TO INTEGRATED PLANNING OFFICE AUTOMATION SYSTEM MUMBAI SUBURBAN DISTRICT

FINANCIAL YEAR : 2024-2025

66094.280	65344.280	8598.776	16613.297	
BUDGET SANCTION(IN LAKH)	REVISED BUDGET(IN LAKH)	ADMINISTRATIVE SANCTIONS(IN LAKH)	TOTAL FUNDS RELEASED(IN LAKH)	
0.000	48730.983	2	0	65344.280
TOTAL EXPENDITURE REPORTED(IN LAKH)	BALANCE FUND(IN LAKH)	TOTAL WORKS SANCTIONED	WORKS COMPLETED	BUDGET AVAILABLE(IN LAKH)

To check your pending works list, click on next button [Pending List](#)

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KOSHAHIN

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 JOGESHWIA	0	1	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 JOGESHWIA Mon, Sep 2, 2024 DRAFT

Fund Transfer Bill Entry Loan **Payee** Reports Maintenance Log out

Bill Entry For September 2024 (Budgeted)

Treasury: 7101 Pa.o.
 DDO: 001863 Prin. I. Y. Science And Commrce College Jogeshwa

माहे मार्च 2025 च्या अखेरचे देयक प्राधिकार घन काढणे सुलभ होण्याकरिता बीट एट्टीच्या प्रथम पृष्ठात बदल करण्यात आला आहे. या पूर्वीचे तपशीलवार पृष्ठ पाहण्याचे असल्यास (show Details) या टॅब वर क्लिक करा.

आता Approve Bill असिस्टंट / ड्राफ्ट लेव्हललाय करावा येऊ शकेल.

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

Show Details UnDist 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

billportal.mahakosh.gov.in/BillPortal/loginaction123.action?Tid=cd8368106408d1441d69783f75b30643f8b2d53

Department: E User: 7101001063-PRIN I. Y. SCIENCE AND COMMERCE COLLEGE JOGESHWARI

Directorate Of Accounts and Treasuries
Finance Department, Government Of Maharashtra

Bill Portal

Assistance ▾ Reports ▾ Masters ▾ Signout

Assistance ▾ Bill Preparation

Note:- दुरुवकी बील व पामी पडु देवेके तयार करतना Select Form id या टंक मध्ये MTR-31 ऐवजी MTR-28 निवडतना. दुरुवकी बील व पामी पडु देवेके पणुदे MTR-28 या मकोनी नमुदत तयार करवीत.

Select Detail Head / MTR MTR ▾ Select FormId ▾ Select Objective ▾ Select Bill Description ▾ View Details

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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

The screenshot displays an email client interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', 'Preferences', and 'My Dashboard'. The left sidebar shows 'Mail Folders' with 'Inbox (1112)' selected. The main area shows a list of emails, with the most recent one from 'EMD SHEET E OFFICE' selected. The right pane shows the content of this email, which includes a message about user creation for Mr. Vijay Narkhede & Mrs. SAYLI CHARUDATTA KHANVILKAR, training links for e-office and local admin, and contact information for technical support.

EMD SHEET E OFFICE

With reference 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 NDM 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://mahaoffice.maharashtra.gov.in>
Wrapper name: ISMAIL YUSUF COLLEGE JOGESHWARI

For e-office Training link:
<https://youtu.be/oZzzhYwUMLU?si=0e7PBWgPICYh5DF>
https://youtu.be/xqXpYJ_Qr6U?si=eq8jOX8g46qnG3L
https://youtu.be/aRn_-wA7fU?si=IDBeZBeWU-bLPsk-

For Local Admin : FULL PIMS module Training link : <https://youtu.be/Fsro9n9Tizw>

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
(+919562464324)
Support Team,Mantralaya,Mumbai

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