



Government of Maharashtra  
**ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE & COMMERCE**  
(Affiliated to University of Mumbai)

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## Office Staff Role

Government of Maharashtra, Ismail Yusuf College of Arts, Science & Commerce is renowned for its academic excellence, the office staff play a crucial role in ensuring smooth administrative operations. They manage day-to-day functions, including student admissions, record-keeping, and scheduling. Their responsibilities extend to handling faculty correspondence, processing financial transactions, and coordinating with various departments to support both academic and non-academic activities.

At Ismail Yusuf College, office staff play a pivotal role in the seamless functioning of the institution, utilizing a range of specialized software systems. These include SEVARTH, CIMS, MAHAKOSH, MAHAPAR, PARICHAY etc. **CIMS** (College Information Management System) is used for managing comprehensive student records, including admissions, grades, and personal information, ensuring accuracy and accessibility. **SEVARTH** streamlines administrative tasks such as course scheduling, faculty management, and optimizing overall faculties' efficiency. **MAHAKOSH** is employed for financial management, handling transactions, budget allocation, and financial reporting with precision. **PARICHAY** is used for managing identity verification and access control, enhancing security for both staff and students. These systems work together to support various administrative functions, from processing applications to managing financial operations, and ensuring effective communication across departments.

By utilizing these tools, the office staff at Ismail Yusuf College ensures accurate record-keeping, efficient administrative processes, and smooth academic operations, contributing to a well-organized and effective educational environment.

The staff are integral in maintaining the institution's compliance with government regulations and policies, ensuring that all procedures adhere to the prescribed standards. They facilitate communication between students, faculty, and external stakeholders,

addressing queries and resolving issues efficiently. By managing the college's documentation and data systems, they contribute to the overall organization and effectiveness of the institution.

<b>Name of the Document</b>	<b>Link</b>
List of Office Staff	<a href="#">VIEW</a>



  
**PRINCIPAL**  
Government of Maharashtra's  
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Arts, Science & Commerce.  
Jogeshwari (East), Mumbai - 400 060