



6.2.2 Implementation of e-governance in the areas of operations

| S.no | Particulars | Page No. |
|------|---|----------|
| (A) | E-governance in Administration | 2-10 |
| (B) | E-governance in Finance and Accounts | 11-24 |
| (C) | E-governance in Student Admission and Support | 25-32 |
| (D) | E-governance in Examination | 33-39 |



E-governance in YSM

YSM has implemented e-governance in various areas of operation, including Administration, Finance and Accounts, Student Admission and Support, and Examination.

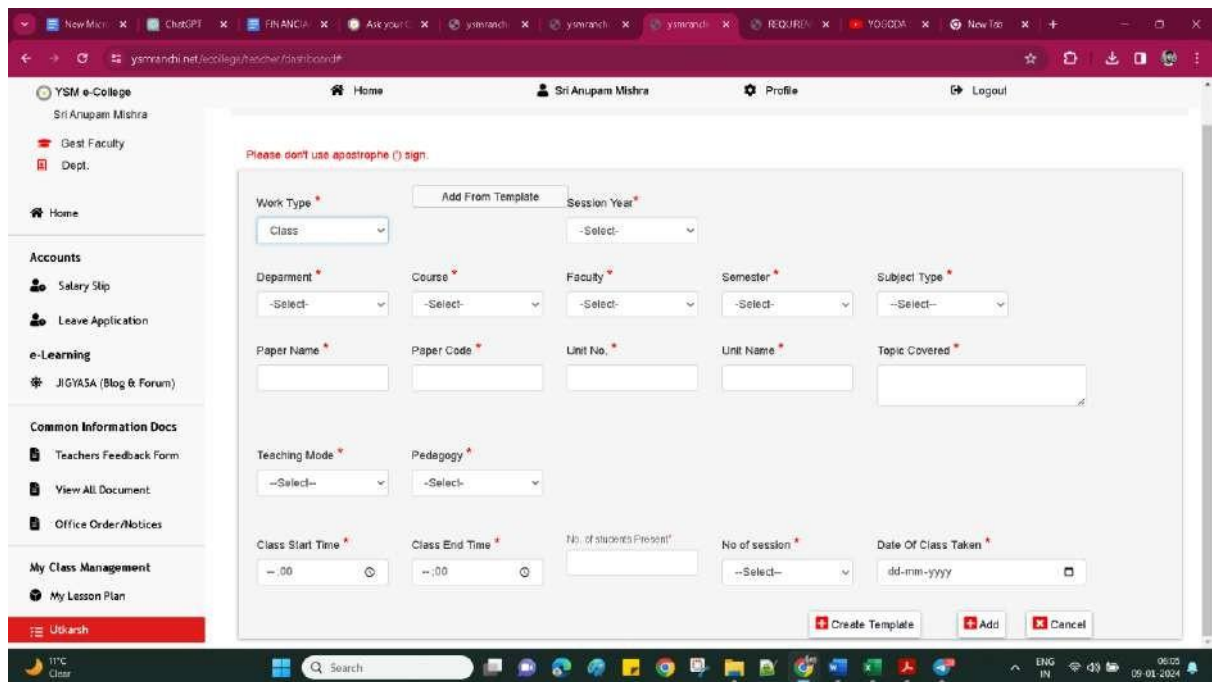
(A) E-GOVERNANCE IN ADMINISTRATION:

The college has implemented e-governance in the following areas of administrative operations.

1. e-college Portal on the college website

The e-college portal, on the college website, permits teachers and students to access it from any location using their respective login credentials, including a unique login ID and password. The portal designed for faculty members incorporates the following features:

- (a) **Utkarsh-** Documentation of all aspects of academic delivery and other engagement of faculty members on an everyday basis.



The screenshot displays the 'Utkarsh' form within the YSM e-College portal. The form is titled 'Please don't use apostrophe (') sign.' and contains the following fields:

- Work Type: Class (dropdown)
- Session Year: --Select-- (dropdown)
- Department: --Select-- (dropdown)
- Course: --Select-- (dropdown)
- Faculty: --Select-- (dropdown)
- Semester: --Select-- (dropdown)
- Subject Type: --Select-- (dropdown)
- Paper Name: (text input)
- Paper Code: (text input)
- Unit No.: (text input)
- Unit Name: (text input)
- Topic Covered: (text input)
- Teaching Mode: --Select-- (dropdown)
- Pedagogy: --Select-- (dropdown)
- Class Start Time: (time picker)
- Class End Time: (time picker)
- No. of students Present: (text input)
- No of session: --Select-- (dropdown)
- Date Of Class Taken: (date picker, format dd-mm-yyyy)

Buttons at the bottom of the form include 'Add From Template', 'Create Template', 'Add', and 'Cancel'.

Figure 1: Utkarsh for academic documentation

(b) **Leave Application** -Leave applications are seamlessly processed through the online leave application feature on the e-college portal. This functionality not only displays the current status of leave processing but also provides information on the remaining balance of available leaves.

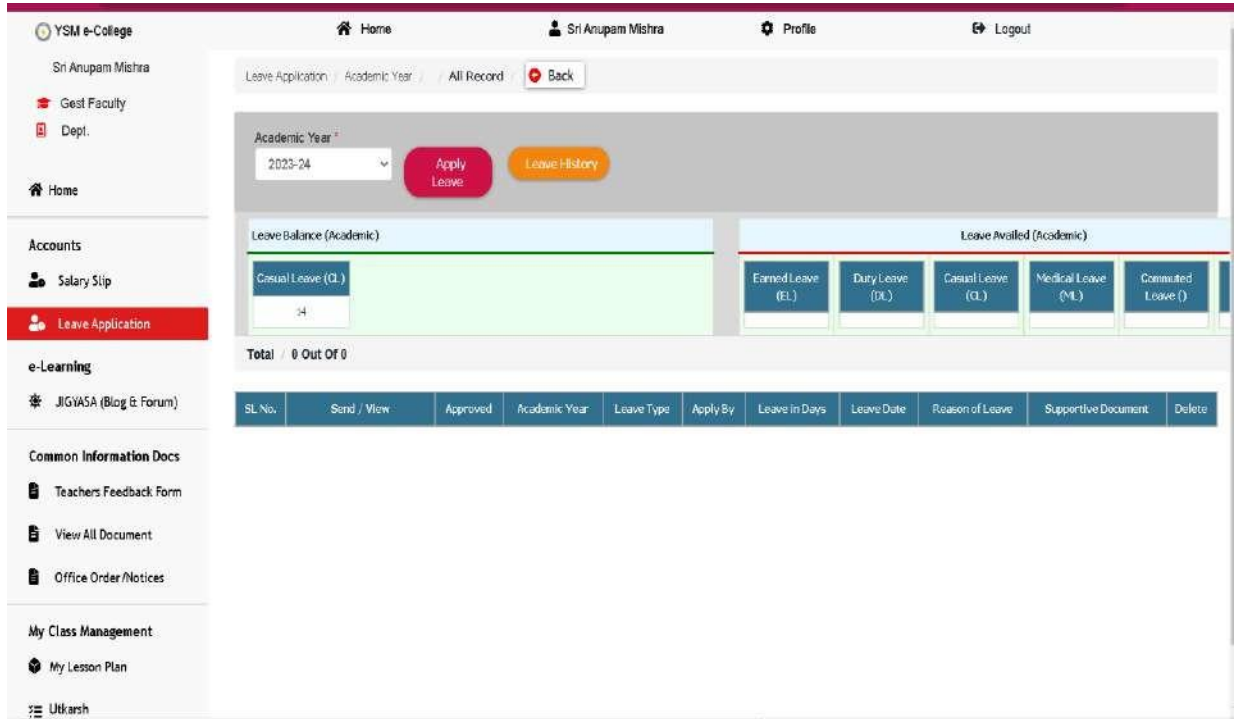


Figure 2: Online leave application feature



- (c) **Salary Slip-** Monthly salary slips are accessible for download online through the individual dashboards on the e-college portal.

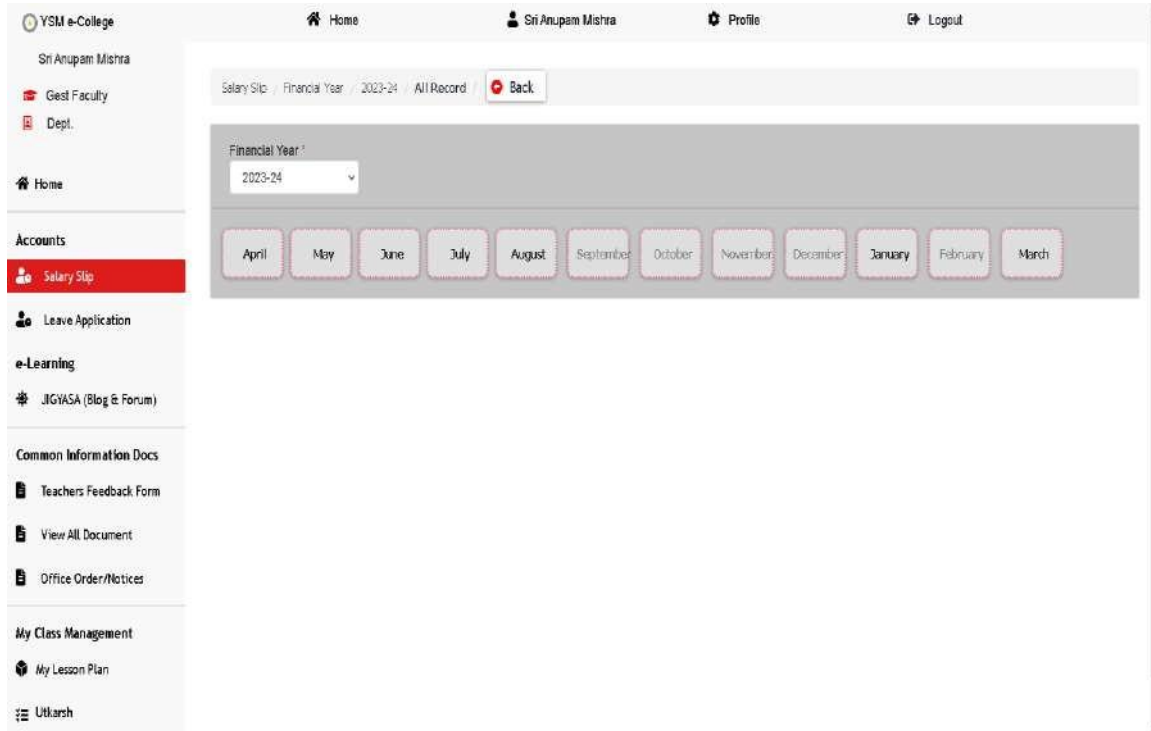


Figure 3: Online salary slip access



(d) **Office Orders/Documents** -The Document section within the e-college dashboard for faculty members includes embedded content such as office orders, committee compositions, and essential documents like the role/charter of committees. Moreover, the Mahavidyalaya aims to enhance the functionality of the e-college portal by integrating additional features such as mentoring, feedback collection.

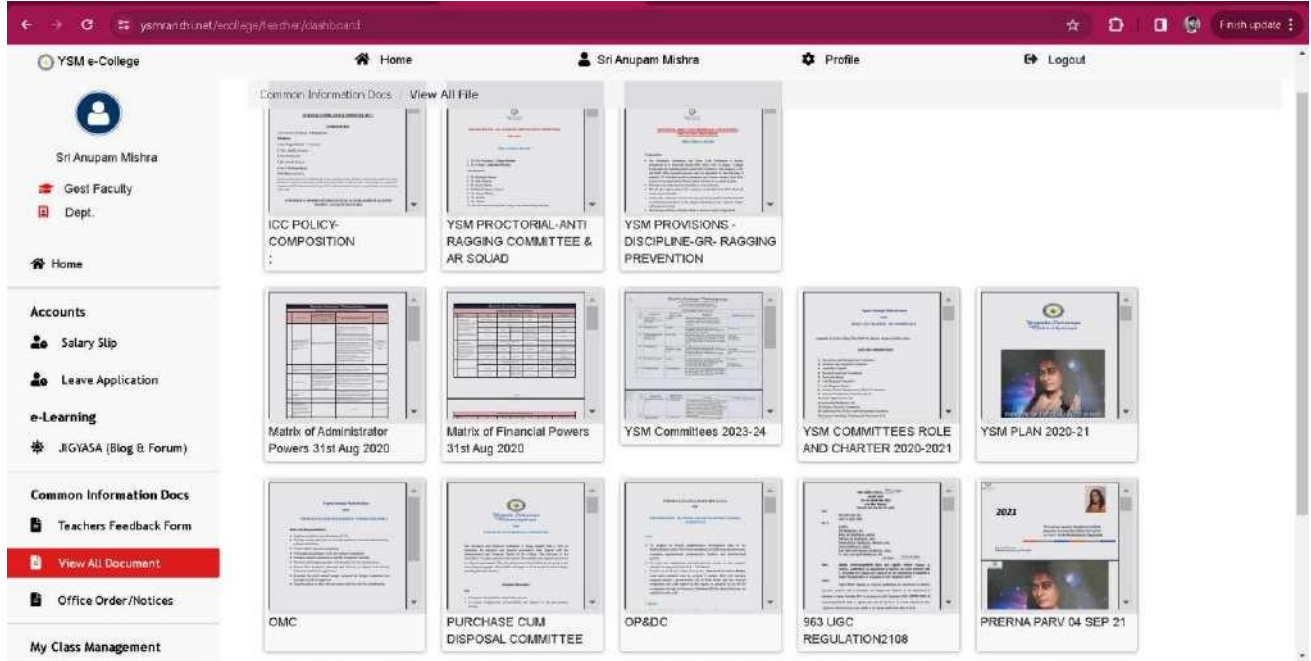


Figure 4: Document section E-college

2. Biometric Attendance

The Bio-metric attendance system tracks teachers' check-in/check-out times electronically, ensuring transparency through monthly reports and email notifications to the employees.

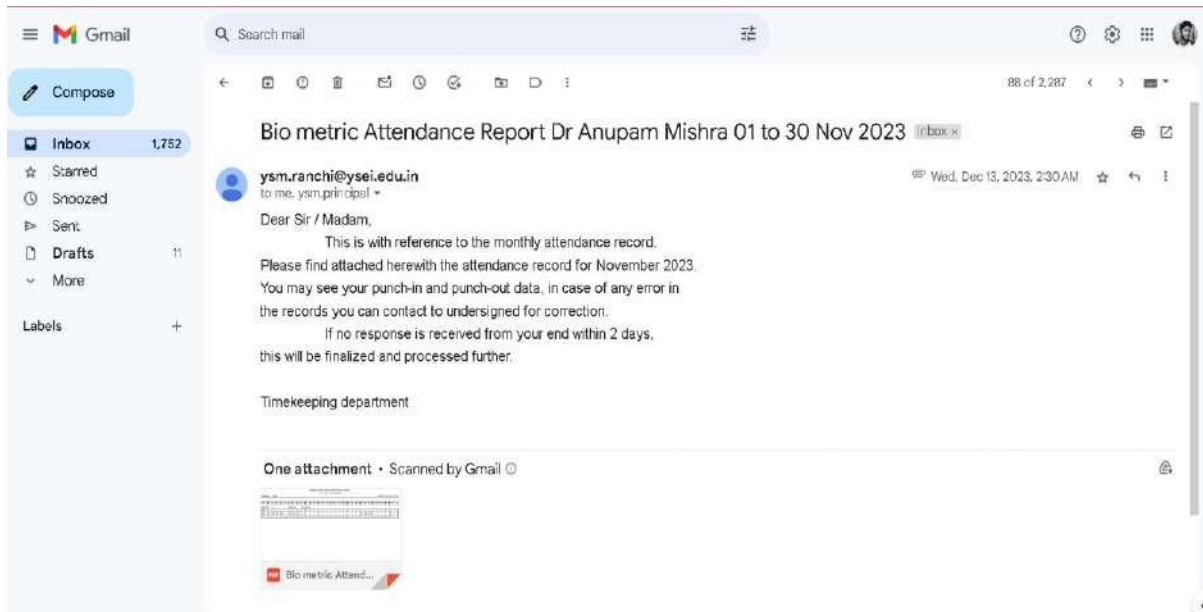


Figure 5: Biometric Attendance report via mail

3. Domain-based email

Essential administrative tasks like **sharing of appraisal formats, feedback forms, departmental proposals and their approvals, report sharing** are efficiently managed through email communication.

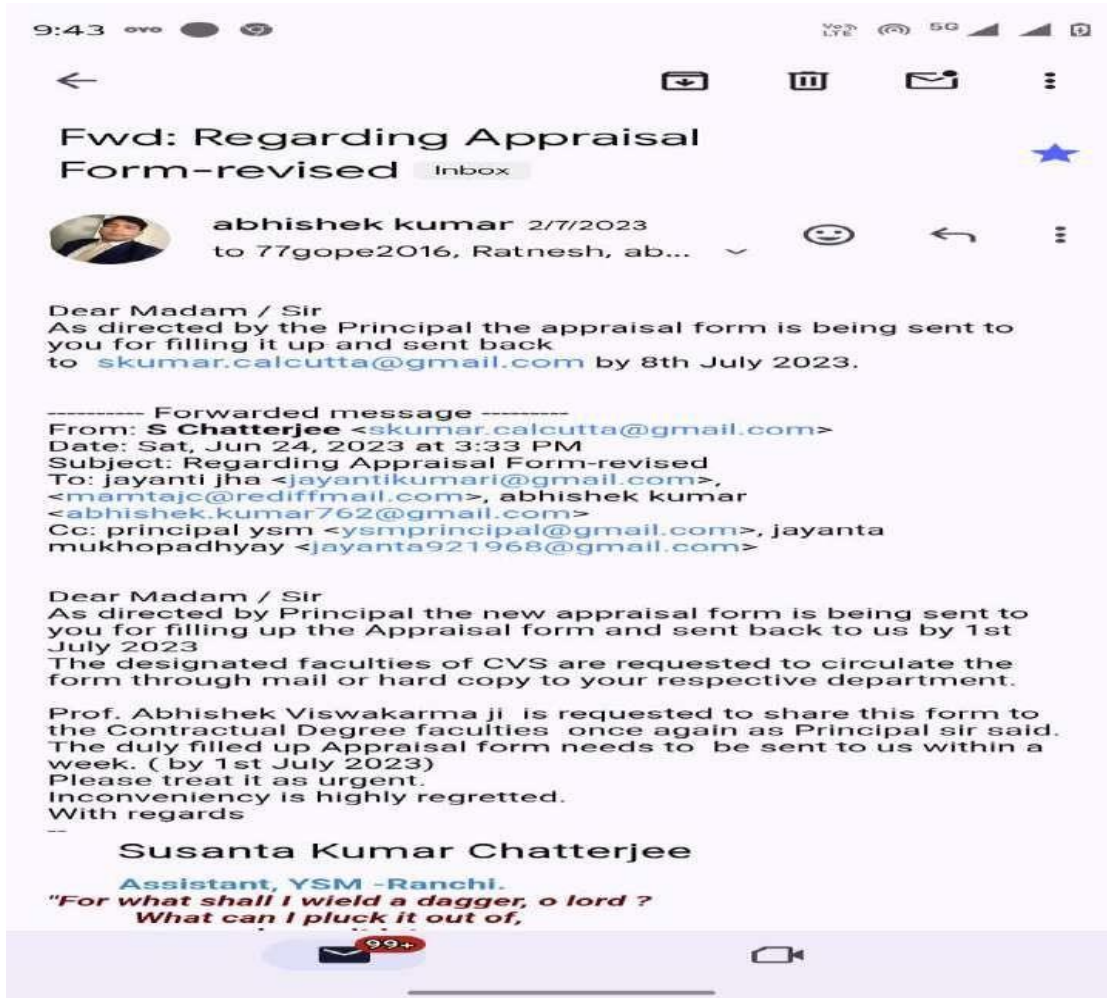


Figure 6: Communication through domain based email



(4) Pension Slips for Retired Faculty members:

The recently introduced function enables retired faculty members to conveniently download their pension slips online through the college website.

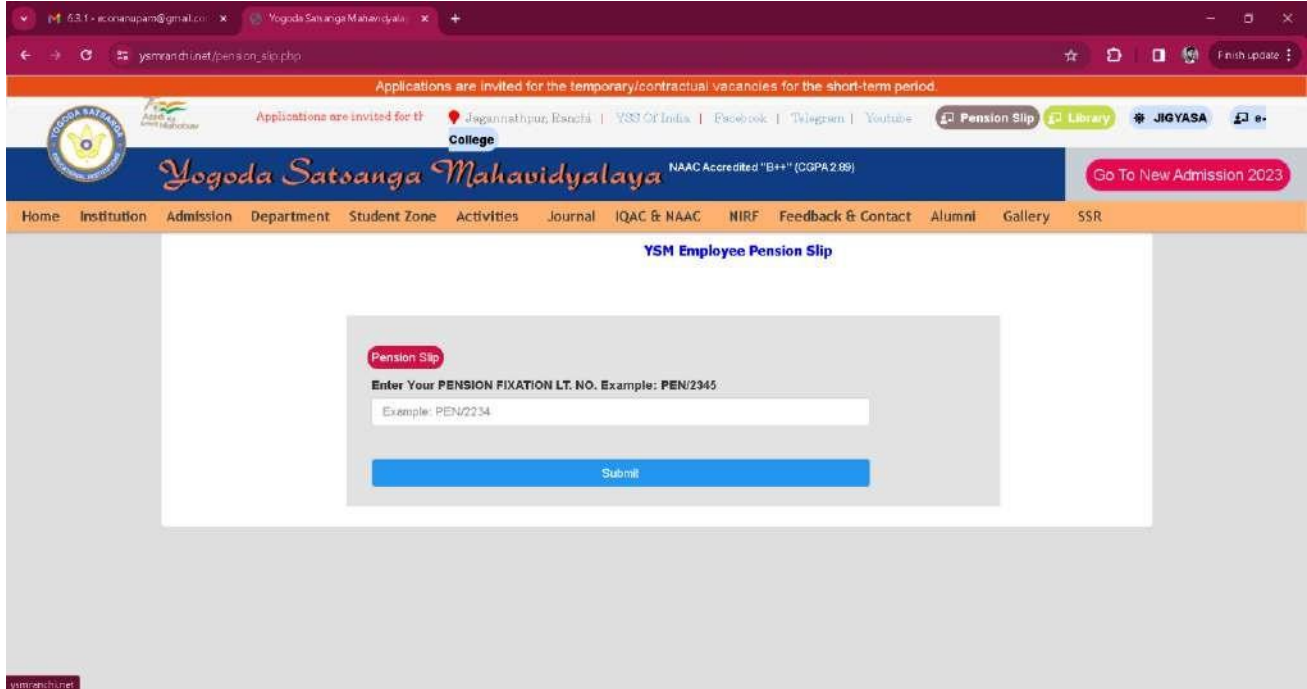


Figure 7: Pension slip download portal



4. Official WhatsApp Groups/Telegram Channel:

The college manages various WhatsApp groups, each designated for specific purposes. For example, the **YSM Notice Board** is exclusively administered by designated members of the college who share notices, notifications, and office orders. Additionally, there is a WhatsApp group named **YSM Academics/Exams**, which serves as a platform for faculty members to document their daily academic activities. This group includes authorities and facilitates the sharing of pertinent academic details. Furthermore, the **official Telegram channel** boasts a membership exceeding 3400 individuals, and it serves as a channel for disseminating all relevant information.

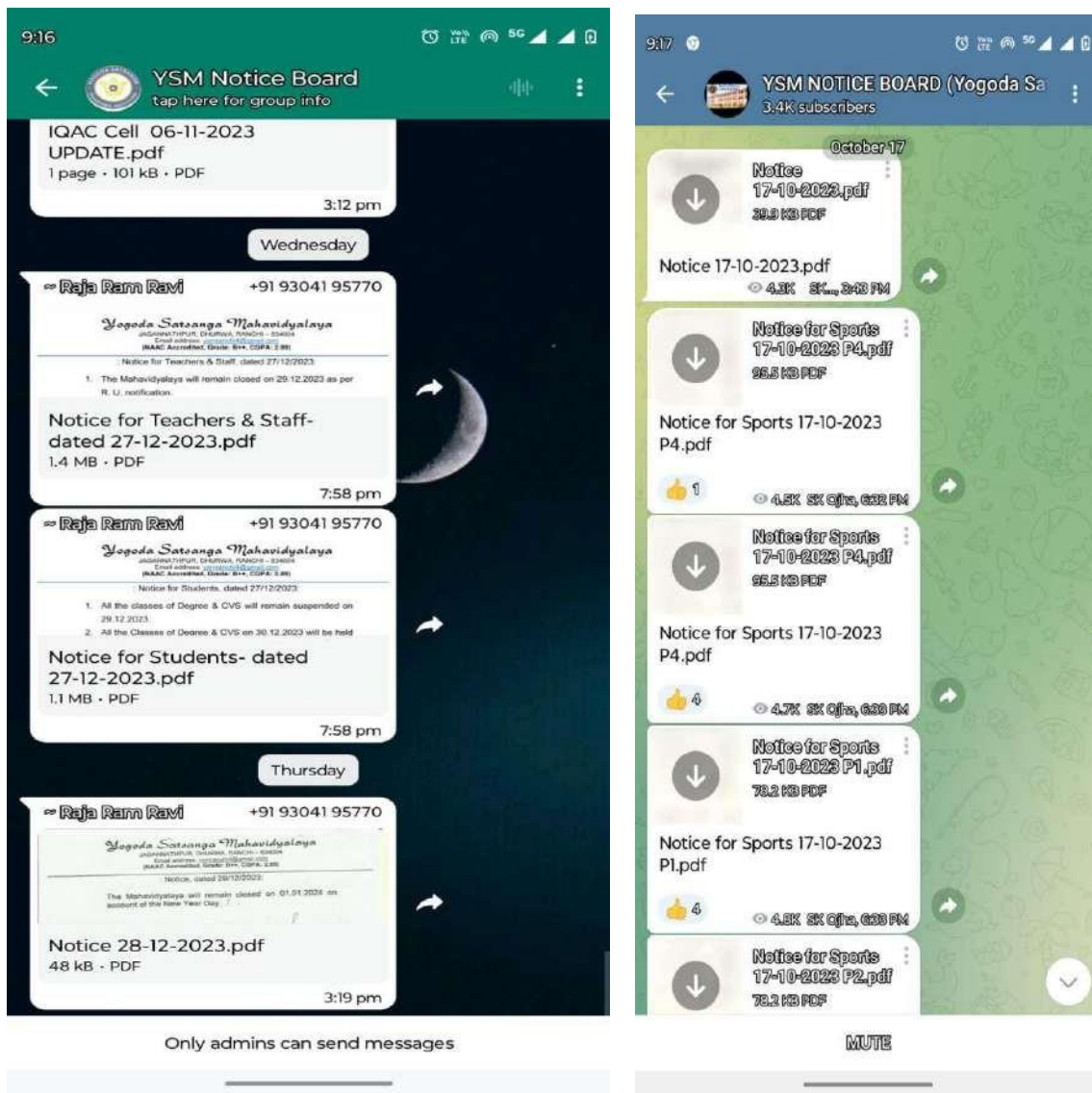


Figure 8: Notification through official Whatsapp and telegram notice channel

5. College Website

The college website is a repository of diverse information, encompassing **event updates, details about placement drives, job vacancies, tender invitations, admissions, fee-waiver, registration and payment for certificate courses, examination results, grievance registration, application for TC, notifications, and more.**



Figure 9: Diverse information via notification on Website



Figure 10: Call for applications against vacancy

6. SMS Messaging System

For communication with students, alumni and their parents regarding the college employs a bulk SMS service.

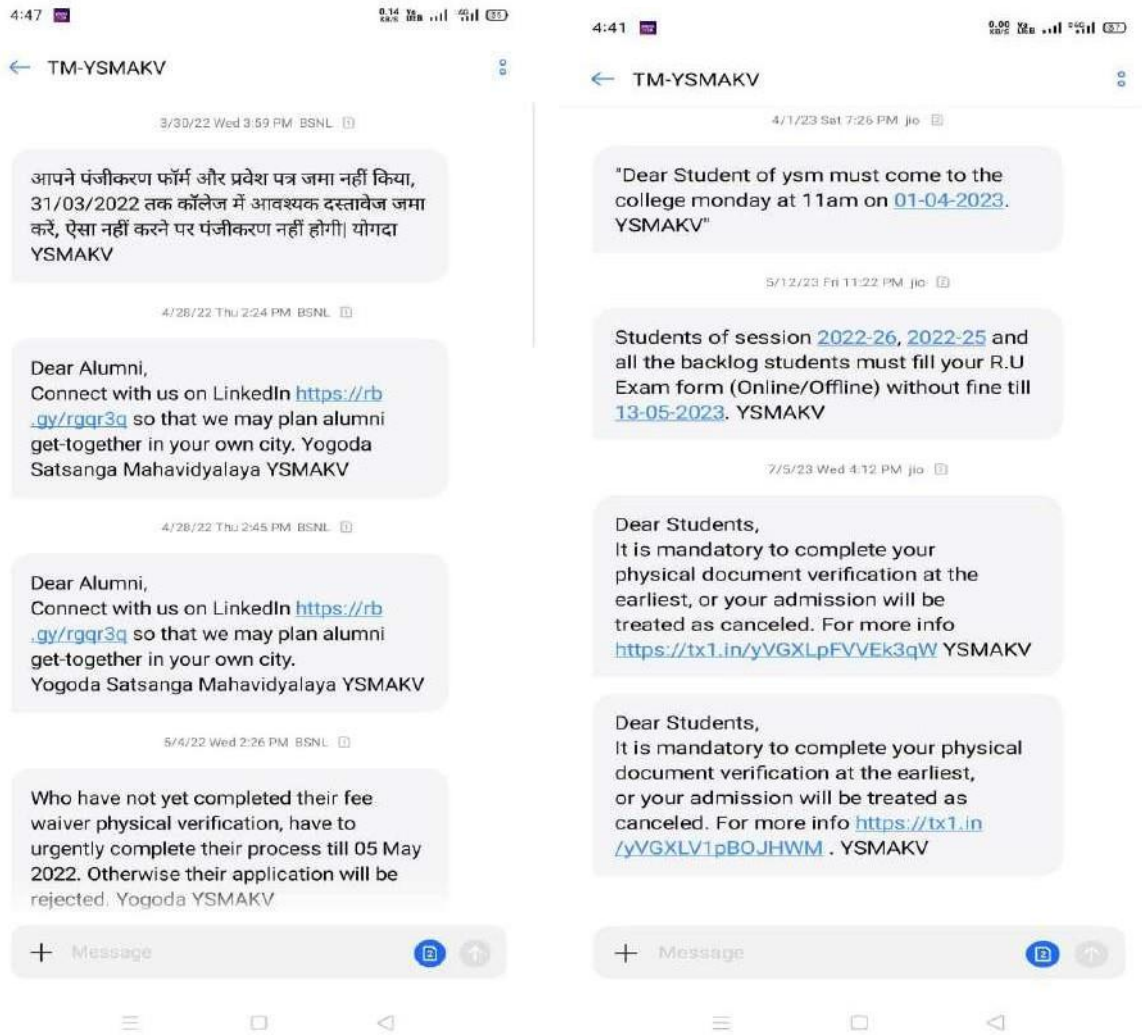


Figure 11: Communication via bulk messaging

(B) E-GOVERNANCE IN FINANCE AND ACCOUNTS:

. In Finance and Accounts specifically, several key initiatives have been undertaken:

1. Online fee collection:

The college has successfully implemented an accessible and secure online fee collection process via the e-College platform hosted on our website, <https://ysmranchi.net>. Through this system, students can conveniently pay their course fees using various methods such as Debit Card, Credit Card, UPI, or Internet Banking. Immediate eligibility to print payment receipts and admit cards follows successful payments, while clear instructions guide students in reporting failed transactions or double payments to ysmadmission@gmail.com. The e-College dashboard empowers our account department to monitor fee collections in real-time and issue timely notifications regarding fee dues on ysmranchi.net, ensuring transparency and efficiency in the fee collection process. Following are the steps

Login e-College at YSM website <https://ysmranchi.net> with student-id and password

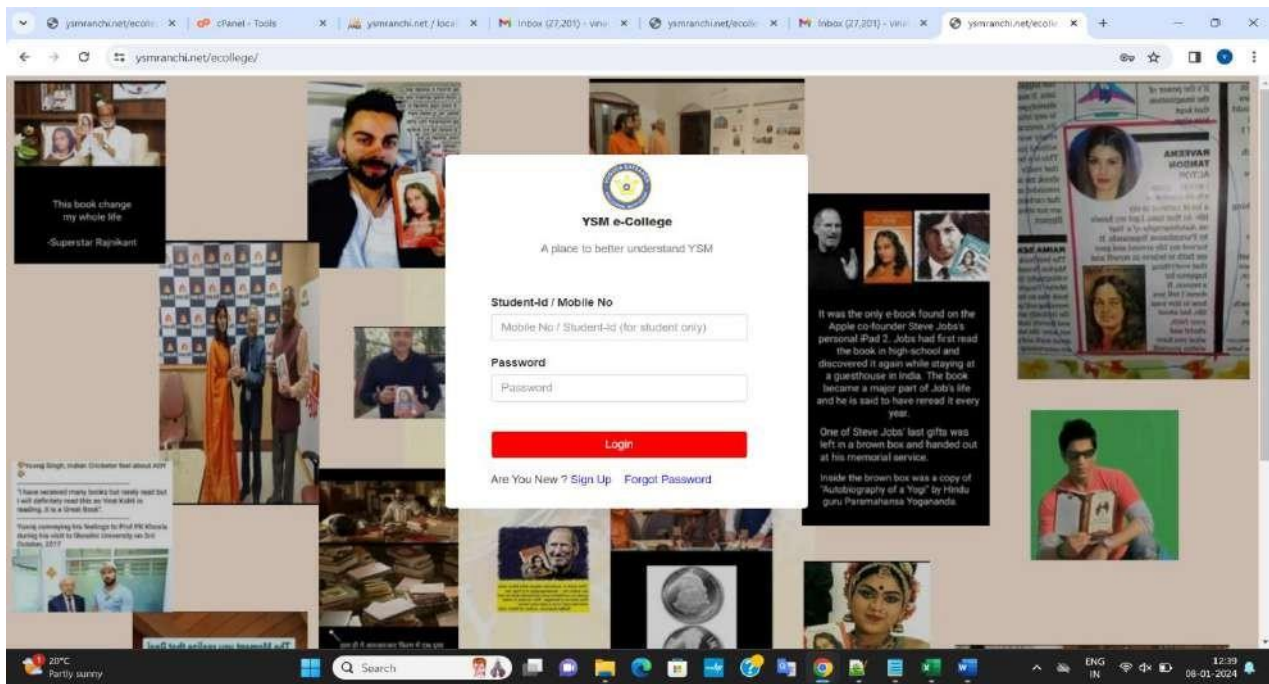


Figure 12: Login e-College at YSM website <https://ysmranchi.net> with student-id and password

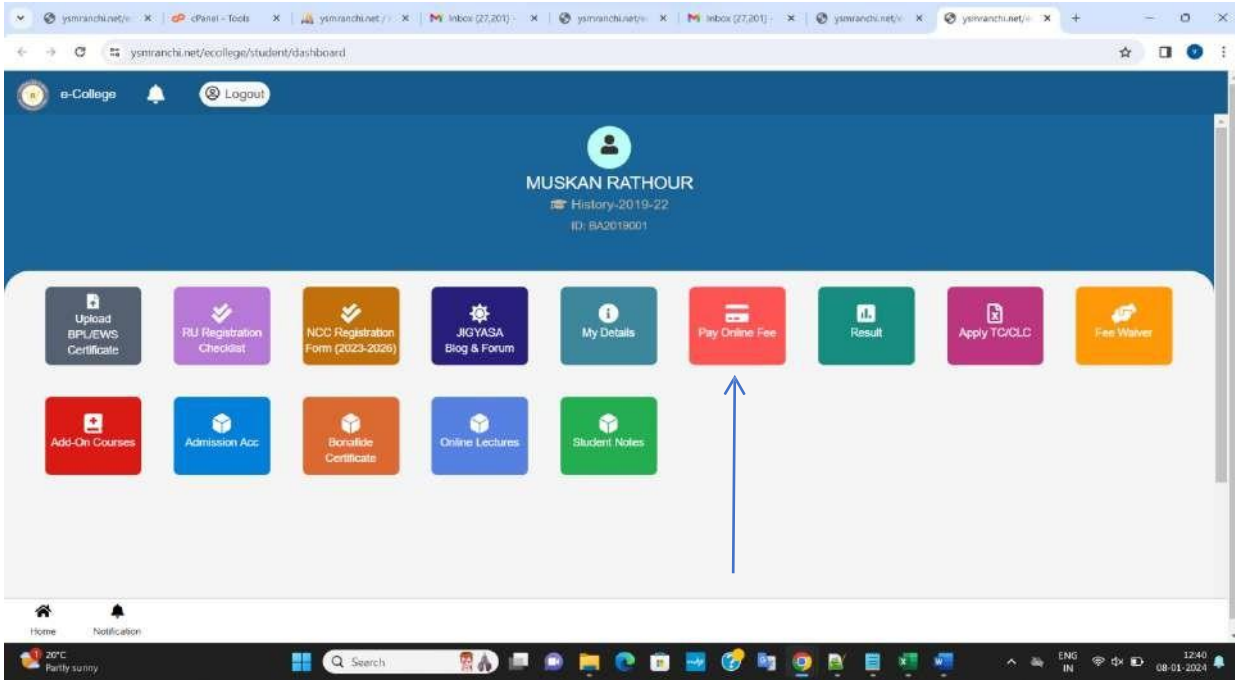


Figure 13: Click on "Pay Online fee"

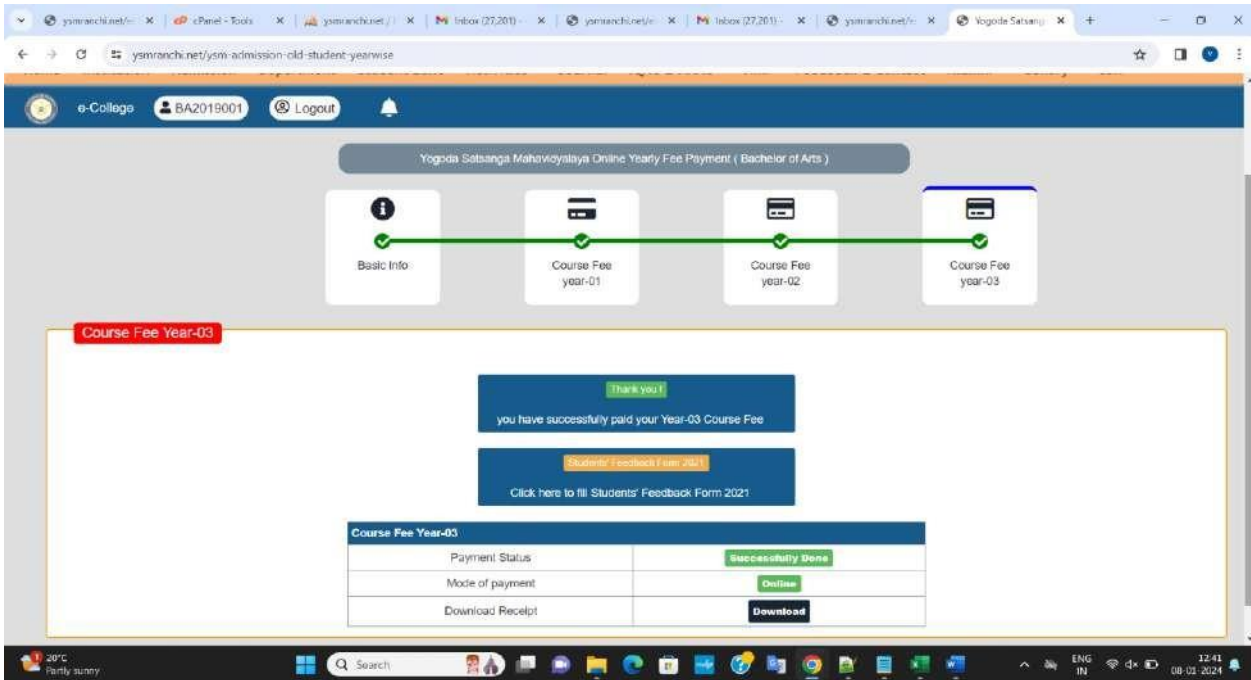


Figure 14: Online Payment: Payment can be made through Debit Card / Credit card / UPI / Internet Banking.



Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act

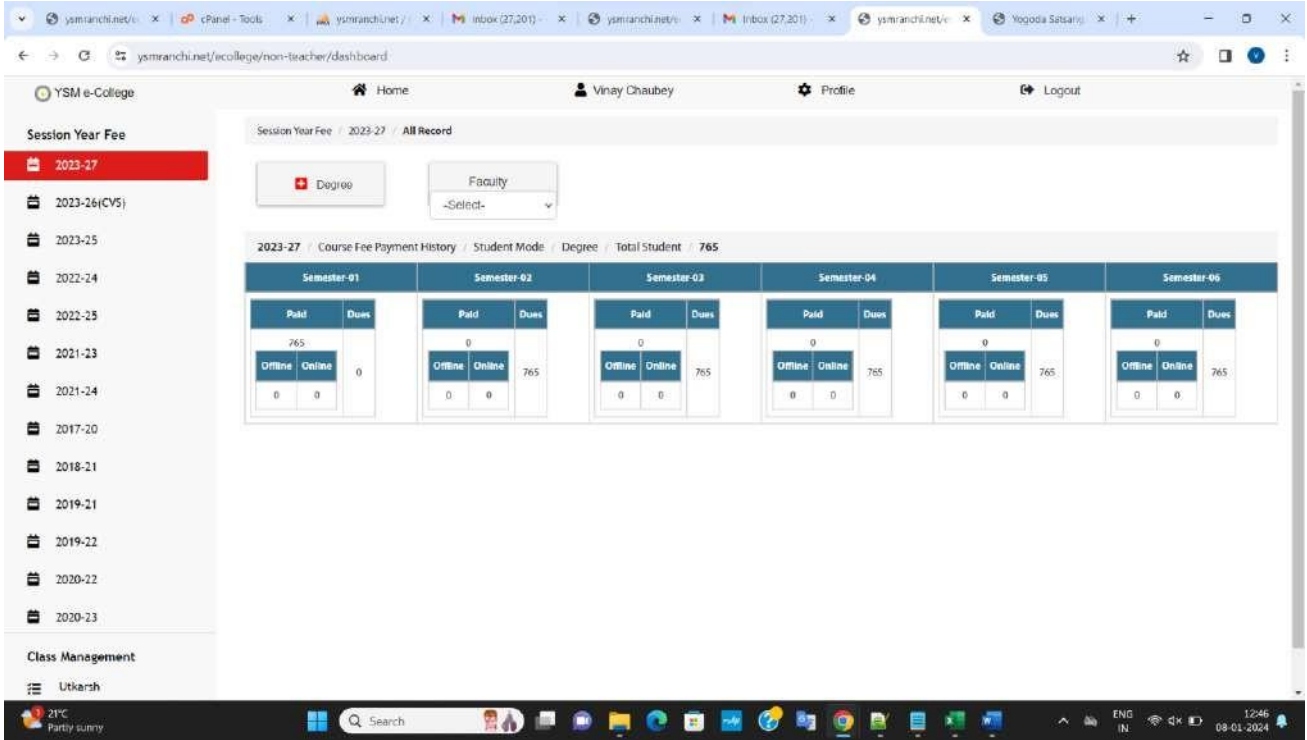


Figure 15: Analyse fee dues through the e-college dashboard

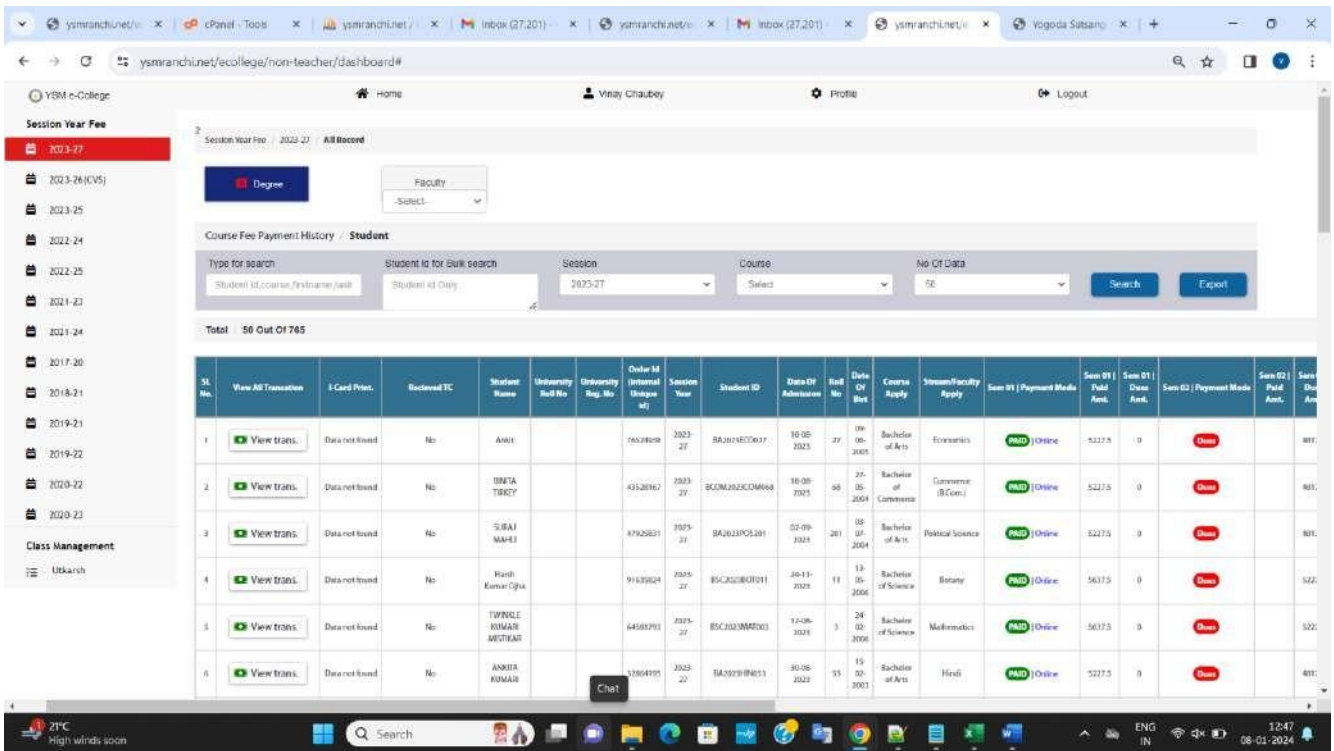


Figure 16: Notice can be issued at the notification section of the official website ysmranchi.net

Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand
Email: ysmprincipal@gmail.com, Web: ysei.edu.in

Under the auspices of YOGODA SATSANGA SOCIETY OF INDIA
Founder: SRI SRI PARAMAHANSA YOGANANDA • President: SRI SRI SWAMI CHIDANANDA GIRI



2. Automated Salary Processing and Digital Salary Slips:

YSM has embraced automation in its salary processing system. Electronic salary slips are now generated, providing employees with secure access to their pay information.

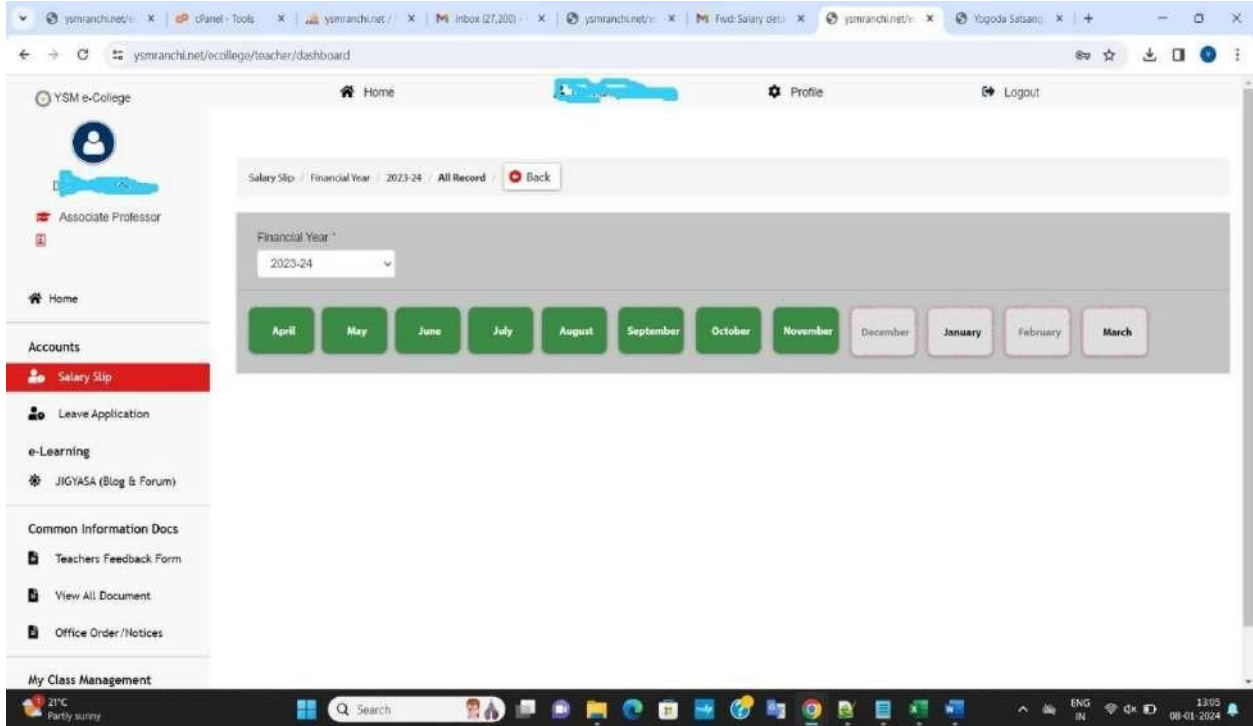


Figure 17: Monthly salary slips are accessible for download online through the individual dashboards on the e-college portal



Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



Yogoda Satsanga Mahavidyalaya

NACC Accredited "B++" (CGPA : 2.89), Affiliated to Ranchi University, Ranchi
Jagannathpur Dhurwa Ranchi, Jharkhand - 834004

SALARY SLIP for the Month of November 2023

| | |
|-------------------------------|-------------------------|
| EMPLOYEE NAME : [REDACTED] | EMPLOYEE TYPE : Teacher |
| EMP CODE : | PAN NO. : |
| DESIGNATION : ASSOCIATE PROF. | BANK NAME : |
| DATE OF JOINING : | BANK A/C NO. : |

| | |
|-------------|--------------------|
| PAID DAYS : | LOSS OF PAY DAYS : |
|-------------|--------------------|

| EARNINGS | ACTUAL (Rs.) | DEDUCTIONS | ACTUAL (Rs.) |
|-----------------|--------------|------------------|--------------|
| PAY BAND | 171400 | PF OWN | 17140 |
| AGP | | PF LOAN | |
| DA @% | 71,988 | ADVANCE | |
| MEDICAL | 1000 | INCOME TAX | 60000 |
| HRA @18% | 30852 | LIC | |
| TA | 5112 | P. TAX | |
| OTHER ALLOWANCE | | OTHER DEDUCTIONS | |

| | | | |
|------------|--------|------------------|-------|
| GROSS AMT. | 280352 | TOTAL DEDUCTIONS | 77140 |
| NET PAY | 203212 | | |

AUTHORISED SIGNATURE. _____

Figure 18: Sample salary slip as downloaded from the faculty dashboard.



3. Streamlined Fund Transfers through RTGS and NEFT:

These online fund transfer methods through the UCO Bank Extension counter at the College campus guarantee swift, secure, and efficient financial transactions. This technology is leveraged for vendor payments, and other financial disbursements, ensuring that YSM's financial ecosystem runs seamlessly.

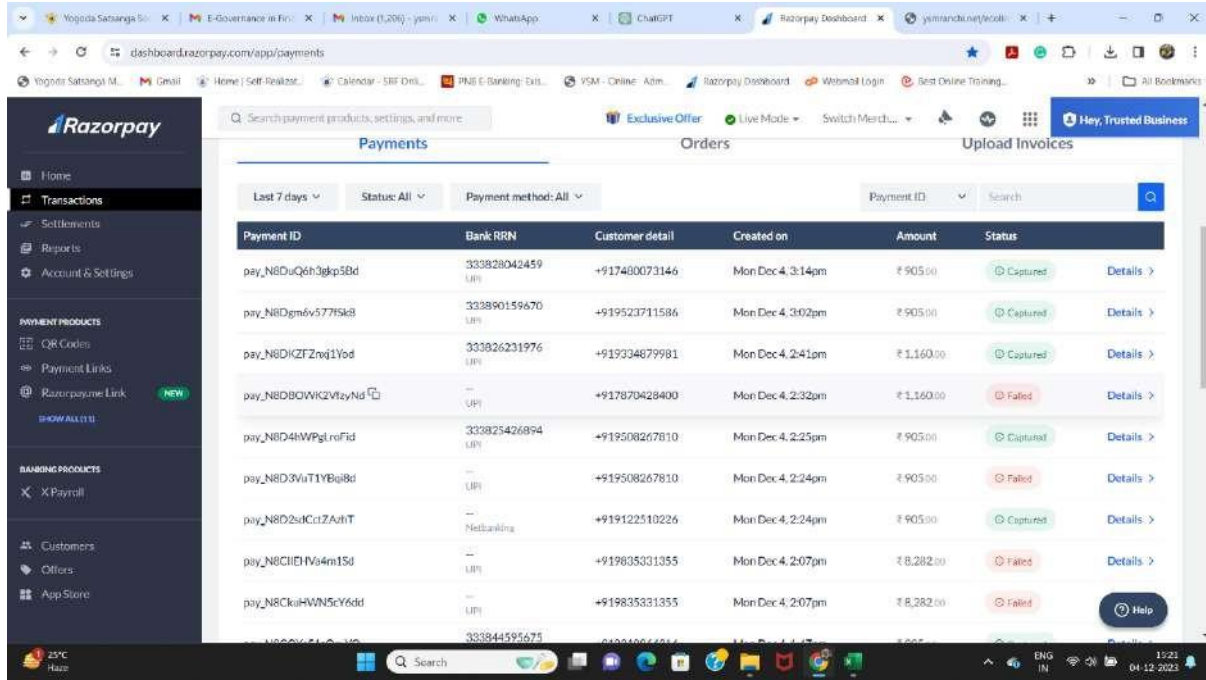


Figure 19: Razorpay Dashboard

4. Internet Banking for Tracking Transactions:

Internet banking at YSM enables seamless transaction tracking and passbook access, fostering transparency and financial awareness among stakeholders, thus enhancing trust in the institution's financial operations.

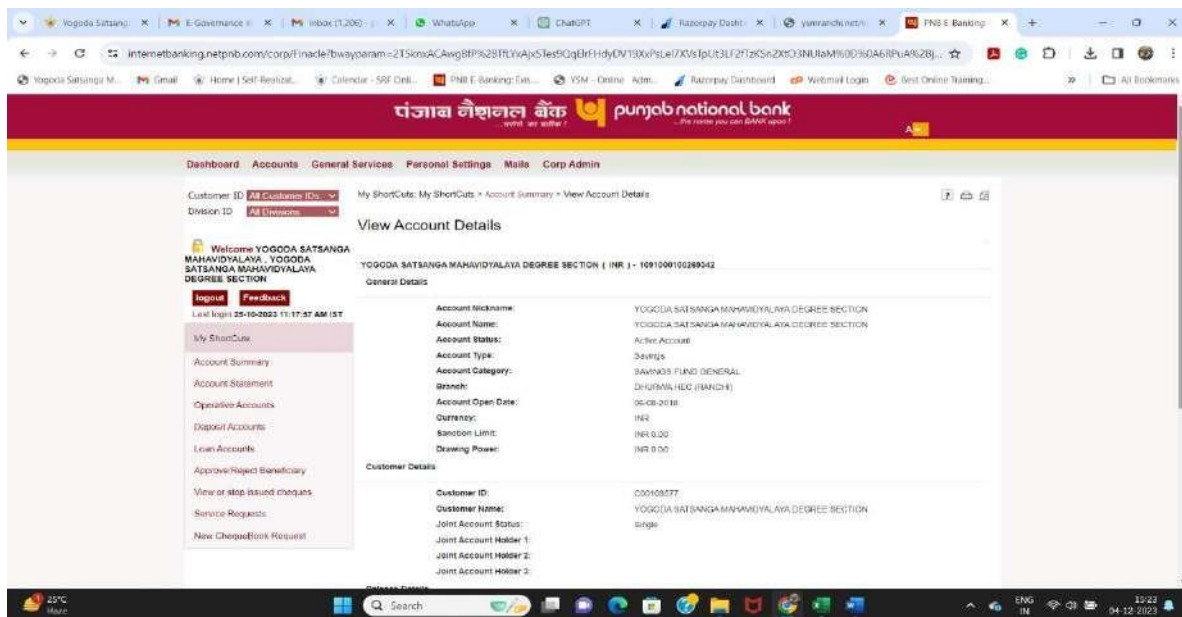


Figure 20: Internet banking

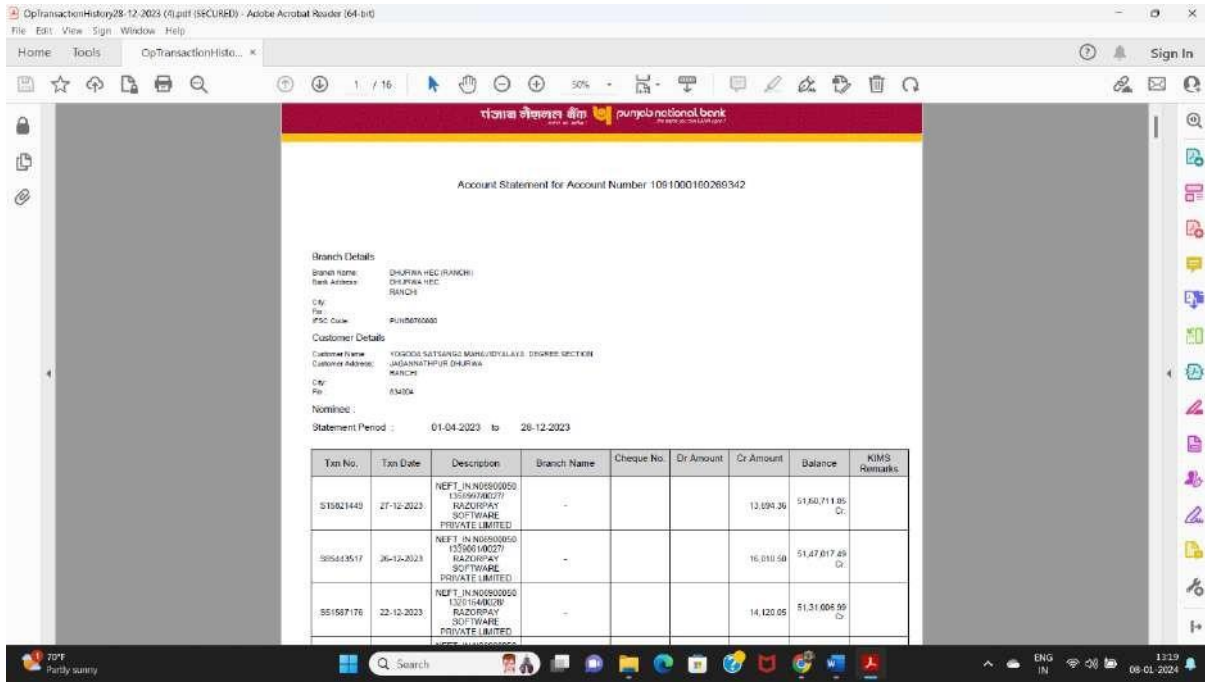


Figure 21: Internet banking statement viewing feature

5. E-governance tools in Income Tax Management:

E-governance tools have been introduced to Facilitate tax filings, ensuring compliance with tax regulations while reducing administrative complexities. The process of Individual TDS Computation and management follows this process:

- **Demanding of Individual tax declaration through mail.**

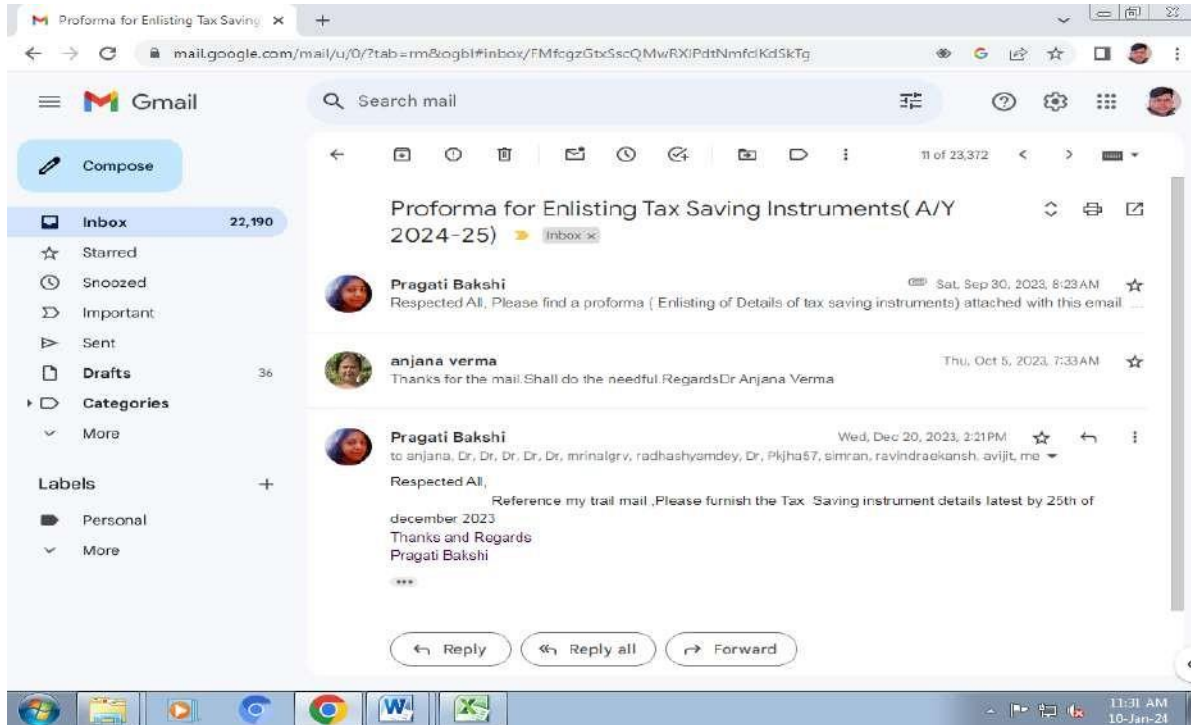


Figure 22: Call for tax declaration through mail

- Receiving declaration (form 12BB).

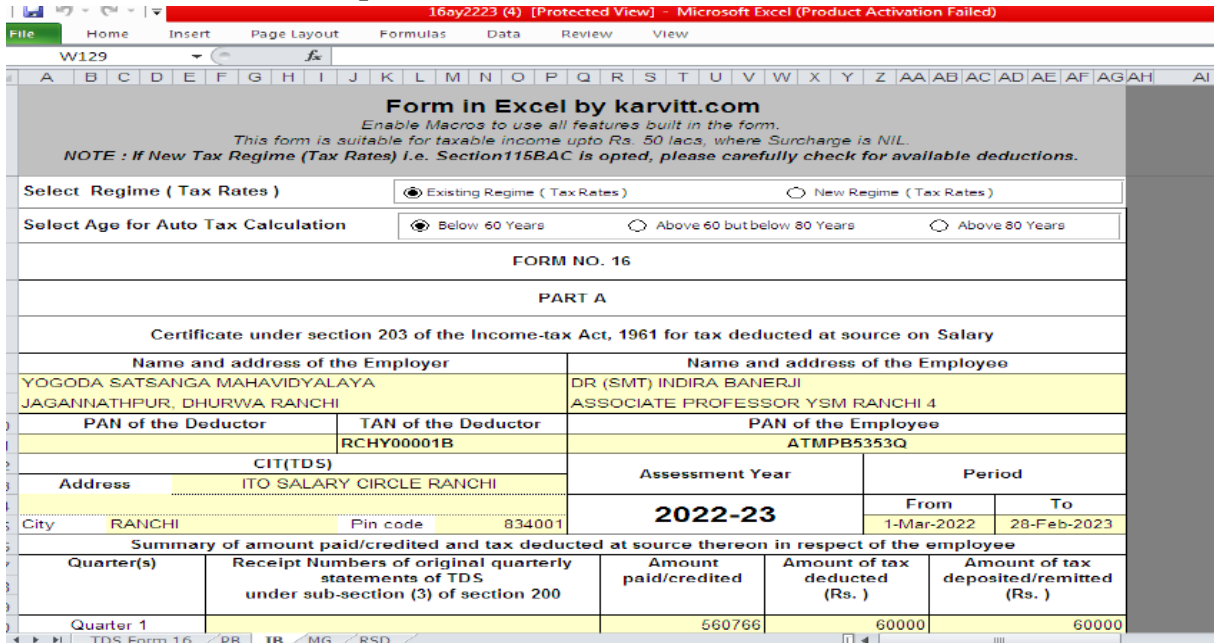
FORM NO.12BB

(See rule 26C)s

| 1. Name and address of the employee: | | Simran Kaur | Veera Niwas, Pee Pee Compound, Ranchi |
|--|--|--------------|---------------------------------------|
| 2. Permanent Account Number of the employee: | | EEZPK9296D | |
| 3. Financial year: 2023-24 | | | |
| Details of claims and evidence thereof | | | |
| Sl No. | Nature of claim | Amount (Rs.) | Evidence / particulars |
| (1) | (2) | (3) | (4) |
| 1 | House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees | | |
| 2 | Leave travel concessions or assistance | | |
| 3 | Deduction of interest on borrowing: (i) Interest payable/paid to the lender (Nov '23-March '24) (ii) Name of the lender -Bank of Baroda (iii) Address of the lender -Baroda Branch, Ranchi (iv) Permanent Account Number of the lender (v) Financial Institutions (if available) | 1.96,035 | Annexure A |

Figure 23: Form 12-BB for declaration of tax

- Individual tax computation.



Form in Excel by karvitt.com
Enable Macros to use all features built in the form.
This form is suitable for taxable income upto Rs. 50 lacs, where Surcharge is NIL.
NOTE : If New Tax Regime (Tax Rates) i.e. Section 115BAC is opted, please carefully check for available deductions.

Select Regime (Tax Rates) Existing Regime (Tax Rates) New Regime (Tax Rates)

Select Age for Auto Tax Calculation Below 60 Years Above 60 but below 80 Years Above 80 Years

FORM NO. 16

PART A

Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source on Salary

| Name and address of the Employer YOGODA SATSANGA MAHAVIDYALAYA JAGANNATHPUR, DHURWA RANCHI | | Name and address of the Employee DR (SMT) INDIRA BANERJI ASSOCIATE PROFESSOR YSM RANCHI 4 | |
|--|--|---|---|
| PAN of the Deductor | TAN of the Deductor RCHY00001B | PAN of the Employee ATMPB5353Q | |
| CIT (TDS) Address ITO SALARY CIRCLE RANCHI | | Assessment Year 2022-23 | Period From 1-Mar-2022 To 28-Feb-2023 |
| City RANCHI | Pin code 834001 | | |
| Summary of amount paid/credited and tax deducted at source thereon in respect of the employee | | | |
| Quarter(s) | Receipt Numbers of original quarterly statements of TDS under sub-section (3) of section 200 | Amount paid/credited | Amount of tax deducted (Rs.) |
| Quarter 1 | | 560766 | 60000 |
| | | | 60000 |

Figure 24: Tax computation



Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



- Sending the computed sheet to CA office for filing return

| | | | | | |
|--|--|--|--------------------------------------|------------------------------------|---|
| SAM Hash: 00000000000000001813 | | File Hash: 00000000000191555028 | | Deductor's Copy | |
| Statement of TDS under section 200 (3) of the Income-tax Act, 1961 | | | | | |
| Particulars as reported by deductor* (For final acceptance check status at www.protean-tinpan.com) Tax Invoice cum Provisional Receipt | | | | | |
| Tax Invoice cum Token Number: 070639600359053 | | Name of Deductor: YOGODA SATSANG MAHAVIDYALAYA | | GSTIN of Deductor/Collector: NA | Receipt no (to be quoted on TDS): QVKGIFYOF |
| Date: 31 July 2023 | TAN: RCHY00001B | AO Code: PTNCT661 | Form No: 24Q | Periodicity: Q1 | Type of Statement: Regular |
| Financial Year: 2023-24 | No. of challans: 13 | No. of challans unmatched: 0 | Total challan amount (₹): 4999317.00 | Total tax deducted (₹): 4999316.20 | Total tax deposited as per deductee details (₹): 4999316.20 |
| Upload Fees (₹): 213.60 | CGST 9 % | SGST 9 % | IGST 18 % (₹): 38.44 | Total (Rounded off) (₹): 252.00 | |
| No. of deductee records: 216 | No. of deductee records with PAN: 216 | No. of deductee records where tax deducted at higher rate: - | JHARKHAND (20) | | |
| No. of salary records as per Annexure II (Salary): 0 | Net taxable income as per Annexure II (Salary details)(₹): - | | | | |
| On behalf of Protean eGov Technologies Limited (CIN: U72800MH1995PLCC095642), (GSTIN: 27AAACN2062N1Z8), (TIN-FC Managed by Protean) (SAC: 999319), (TIN-FC ID: 07063) Allrais Technologies Private Limited ROOM NO 202, 2ND FLR, COMMERCE HOUSE SHARDA BABU STREET, LINK TANK ROAD, RANCHI - 834001 null | | | | | |
| *This is a computer generated Receipt and does not require signature | | | | | |
| SAM 1.00 | | | | | |

Figure 25: Shared computed tax sheet with CA

- Receiving acknowledgement (26Q) statement from and Receiving Form 16 from CA

| | | | | | |
|--|--|----------------------|---|--|---|
| AAEPL0620P_2023-24.pdf | | | | | |
| FORM NO. 16 | | [See rule 31(1)(a)] | | | |
| PART A | | | | | |
| Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary paid to an employee under section 192 or pension/interest income of specified senior citizen under section 194P | | | | | |
| Certificate No. AVGOAZA | | | Last updated on 16-Jul-2023 | | |
| Name and address of the Employer/Specified Bank | | | Name and address of the Employee/Specified senior citizen | | |
| YOGODA SATSANG MAHAVIDYALAYA JAGANNATHPUR, RANCHI - 834004 Jharkhand YSM.RANCHI4@GMAIL.COM | | | SHANKER SEMAR LOKA JAGANNATHPUR, DHURWA - 834004 Bihar | | |
| PAN of the Deductor | | TAN of the Deductor | | PAN of the Employee/Specified senior citizen | Employee Reference No. provided by the Employer/Pension Payment order no. provided by the Employer (If available) |
| PANNOTREQD | | RCHY00001B | | AAEPL0620P | |
| CIT (TDS) | | Assessment Year | | Period with the Employer | |
| The Commissioner of Income Tax (TDS) C.R. Building, 2nd Floor, Bir Chand Patel Marg Patna - 800001 | | 2023-24 | | From 01-Apr-2022 | To 31-Mar-2023 |
| Summary of amount paid/credited and tax deducted at source thereon in respect of the employee | | | | | |
| Quarter(s) | Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200 | Amount paid/credited | Amount of tax deducted (Rs.) | Amount of tax deposited / remitted (Rs.) | |
| Q1 | QVAZSOQF | 241037.00 | 6000.00 | 6000.00 | |
| Q2 | QVDRODVE | 189273.00 | 2000.00 | 2000.00 | |
| Q3 | QVGDRTYB | 89273.40 | 0.00 | 0.00 | |
| Q4 | QVJFZPUG | 145037.00 | 0.00 | 0.00 | |

Figure 26: FORM 16 received from CA and distributed

Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand
Email: ysmprincipal@gmail.com, Web: ysei.edu.in

Under the auspices of YOGODA SATSANGA SOCIETY OF INDIA
Founder: SRI SRI PARAMAHANSA YOGANANDA • President: SRI SRI SWAMI CHIDANANDA GIRI



- Office Distribution of individual form 16 and maintaining individual tax file.

AEPL0620P_2023-24.pdf

Open with Google Docs

Certificate Number: AVGQAZA TAN of Employer: RCHV00001B PAN of Employee: AAEPLO620P Assessment Year: 2023-24

| Sl. No. | Tax Deposited in respect of the deductee (Rs.) | Challan Identification Number (CIN) | | | |
|--------------------|--|-------------------------------------|--|-----------------------|--------------------------------|
| | | BSR Code of the Bank Branch | Date on which Tax deposited (dd/mm/yyyy) | Challan Serial Number | Status of matching with OLTAS* |
| 5 | 2000.00 | 0321931 | 06-08-2022 | 21267 | F |
| 6 | 0.00 | - | 05-09-2022 | - | F |
| 7 | 0.00 | - | 06-10-2022 | - | F |
| 8 | 0.00 | - | 05-11-2022 | - | F |
| 9 | 0.00 | - | 02-12-2022 | - | F |
| 10 | 0.00 | - | 05-01-2023 | - | F |
| 11 | 0.00 | - | 04-02-2023 | - | F |
| 12 | 0.00 | - | 06-03-2023 | - | F |
| 13 | 0.00 | - | 06-04-2023 | - | F |
| 14 | 0.00 | - | 06-04-2023 | - | F |
| Total (Rs.) | 8000.00 | | | | |

Verification

I, **SHYAM KUMAR PANDEY**, son / daughter of **PURSHOTTAM PANDEY** working in the capacity of **PRINCIPAL** (designation) do hereby certify that a sum of **Rs. 8000.00 [Rs. Eight Thousand Only]** (in words) has been deducted and a sum of **Rs. 8000.00 [Rs. Eight Thousand Only]** has been deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

| | | |
|------------------------|-------------------------------|--|
| Place | RANCHI | (Signature of person responsible for deduction of Tax) |
| Date | 17-Jul-2023 | |
| Designation: PRINCIPAL | Full Name: SHYAM KUMAR PANDEY | |

Notes:

- Part B (Annexure) of the certificate in Form No 16 shall be issued by the employer.
- If an assessee is employed under one employer during the year, Part A of the certificate in Form No 16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
- If an assessee is employed under more than one employer during the year, Part A of the certificate in Form No 16 shall contain the details of tax deducted and deposited for each of the employers or the last employer at the option of the assessee. Part B (Annexure) of the certificate in Form No 16 shall be issued by each of the employers.
- To update PAN details in Income Tax Department database, apply for PAN change request through NSDL or UTIISL.

Page 2 / 2

Figure 27: Maintenance of individual tax file

6. Procurement and Transparent E-Tendering:

YSM's website now hosts an e-tendering platform that promotes transparency, competition, and cost efficiency in procurement.

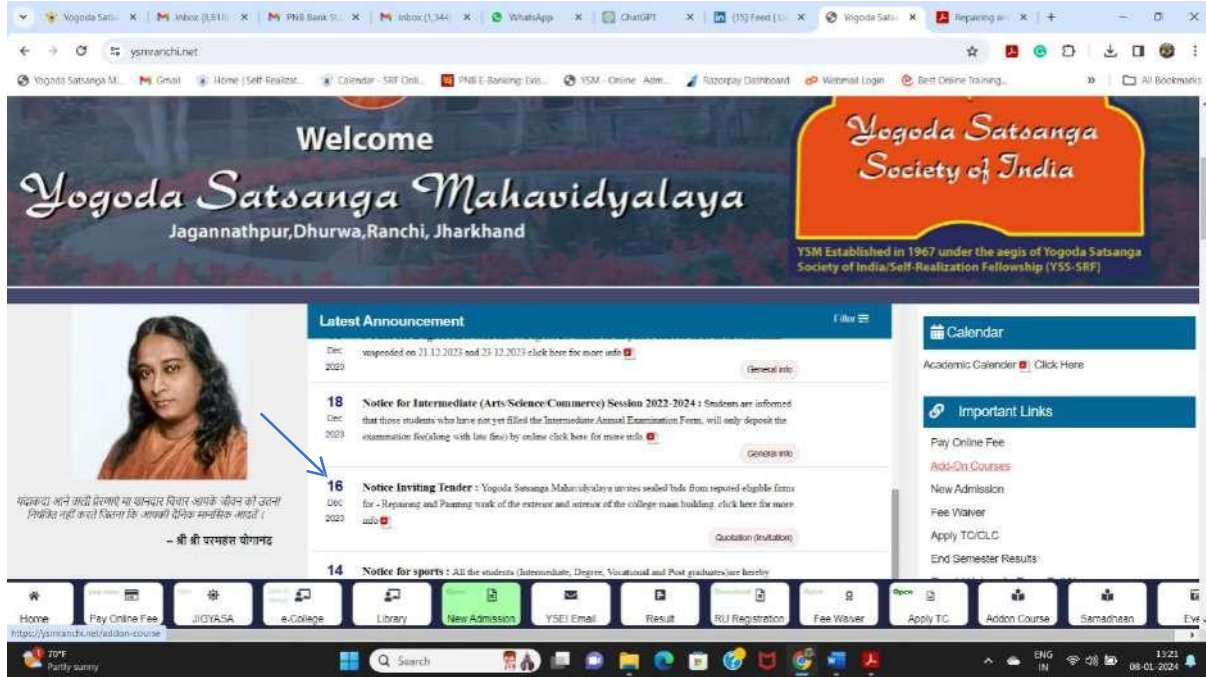


Figure 28: Tender notice on website

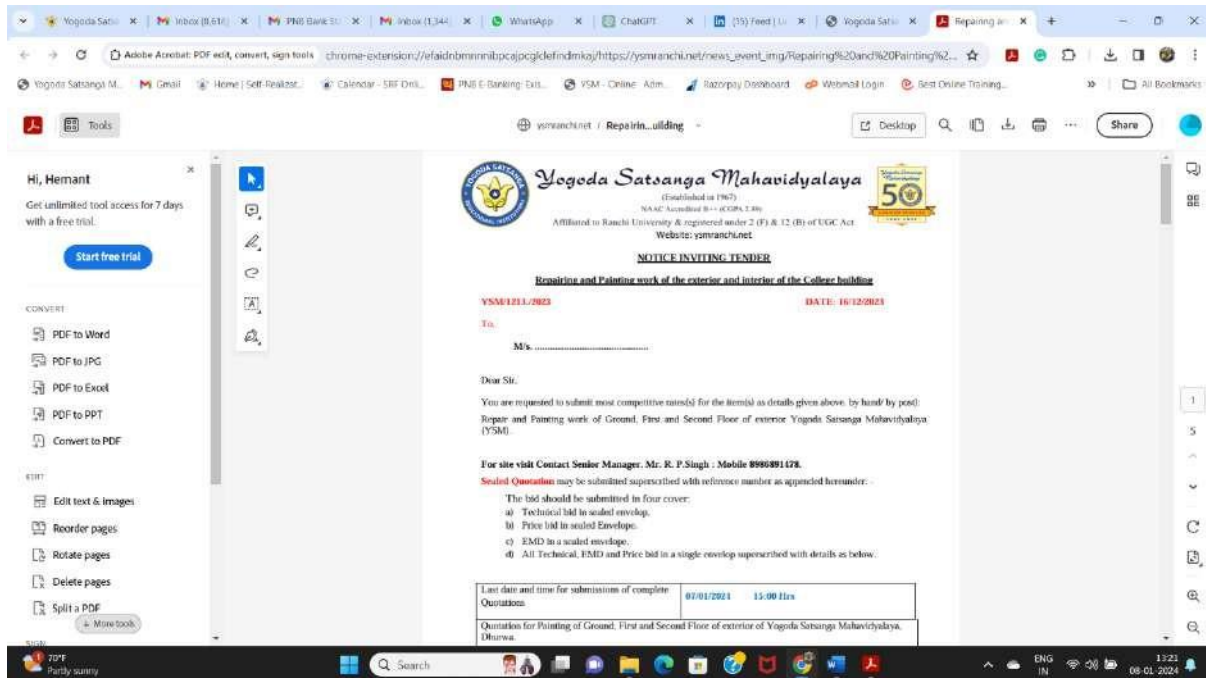


Figure 29: Notice inviting tender

7. Digital Approval Mechanisms:

Financial decision-making and approvals at YSM have been accelerated using digital platforms like emails and Zoom meetings. This approach not only strengthens accountability but also guarantees transparency, minimizing paperwork and facilitating prompt responses. As outlined in the Finance Matrix of the college, any payment exceeding threshold amount requires approval from the Finance Committee, a process efficiently conducted through emails and Zoom meetings.

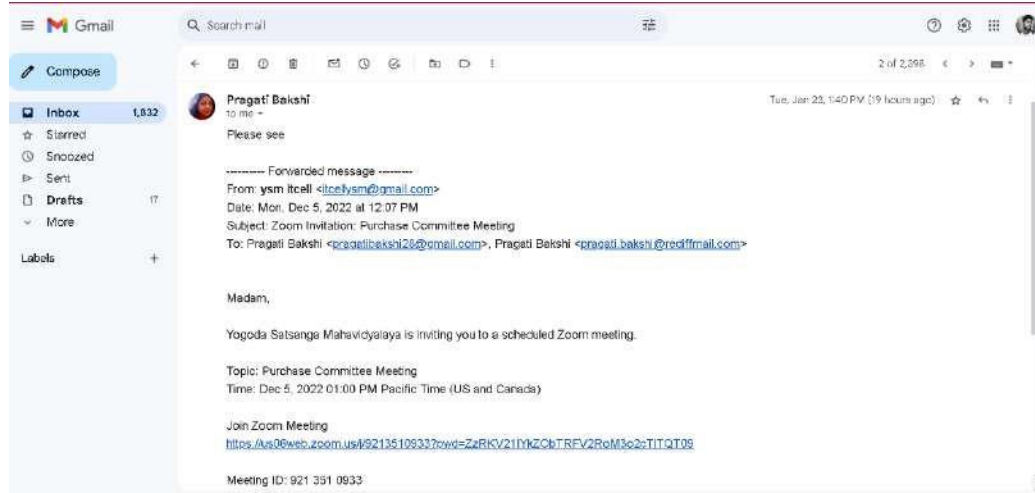
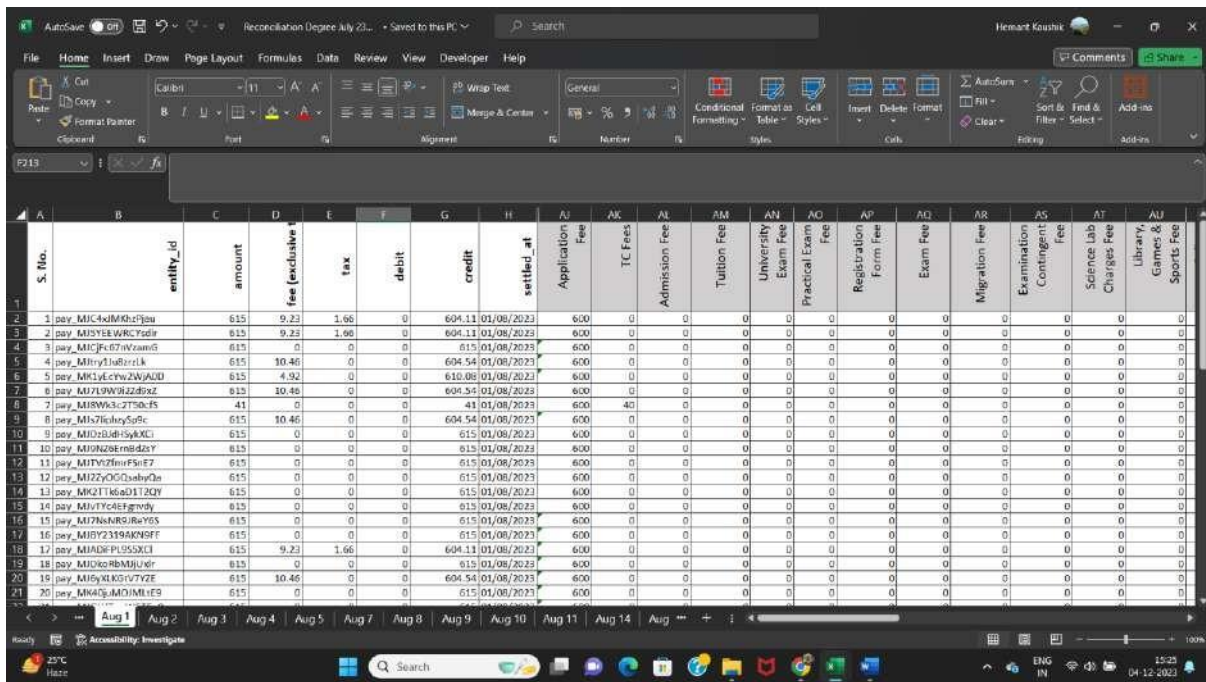


Figure 30: Online meet mail for financial discussion

8. MIS Reports:

To monitor and analyze online fee receipts, YSM generates daily MIS (Management Information System) reports. These reports provide valuable insights into financial trends, empowering YSM to make informed decisions regarding budgeting and financial planning.



| S. No. | entity_id | amount | tax | debit | credit | settled_at | Application Fee | TC Fees | Admission Fee | Tuition Fee | University Exam Fee | Practical Exam Fee | Registration Form Fee | Exam Fee | Migration Fee | Examination (Contingent) Fee | Science Lab Charges Fee | Library Games & Sports Fee |
|--------|-------------------------|--------|-------|-------|--------|------------|-----------------|---------|---------------|-------------|---------------------|--------------------|-----------------------|----------|---------------|------------------------------|-------------------------|----------------------------|
| 1 | | | | | | | | | | | | | | | | | | |
| 2 | 1 pay_M1C4xMhCfjau | 615 | 9.23 | 1.66 | 0 | 604.11 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | 2 pay_M1D3YEEWRCYzdlr | 615 | 9.23 | 1.66 | 0 | 604.11 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | 3 pay_M1CJF67nVzamiG | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 4 pay_M1M1y1u8zr1k | 615 | 10.46 | 0 | 0 | 604.54 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 5 pay_M1S1yE2FwZwAUd | 615 | 4.32 | 0 | 0 | 610.08 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 6 pay_M1V1UW1W1Zz8z2 | 615 | 10.46 | 0 | 0 | 604.54 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 7 pay_M1R1M13c2T5b2F5 | 41 | 0 | 0 | 0 | 41 | 01/08/2023 | 600 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 8 pay_M1N7lcluy59c | 615 | 10.46 | 0 | 0 | 604.54 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 9 pay_M1D3BldH5yXkC | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | 10 pay_M1G2BEmd2zY | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | 11 pay_M1V2Z1mF5nE7 | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 12 pay_M1Z2yOGQabYDa | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | 13 pay_MK21T1k8d1T2QY | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 14 pay_M1V1y6E1gndy | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | 15 pay_M1V1N1A1R1R1P1S | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 16 pay_M1D3Y231M1M1R1F | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 17 pay_M1A2B1P1S5S1C1 | 615 | 9.23 | 1.66 | 0 | 604.11 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | 18 pay_M1D3B1R1M1J1U1R | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | 19 pay_M1S1y1K1G1V1Y2E | 615 | 10.46 | 0 | 0 | 604.54 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 21 | 20 pay_M1A2B1M1D1M1L1E9 | 615 | 0 | 0 | 0 | 615 | 01/08/2023 | 600 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Figure 31: MIS report

9. Online Purchase Committee Meetings and Email Approvals:

Purchase committee meetings at YSM now take place online through Zoom, with approvals facilitated via email. This streamlined approach accelerates decision-making for procurement and reduces the need for in-person meetings.

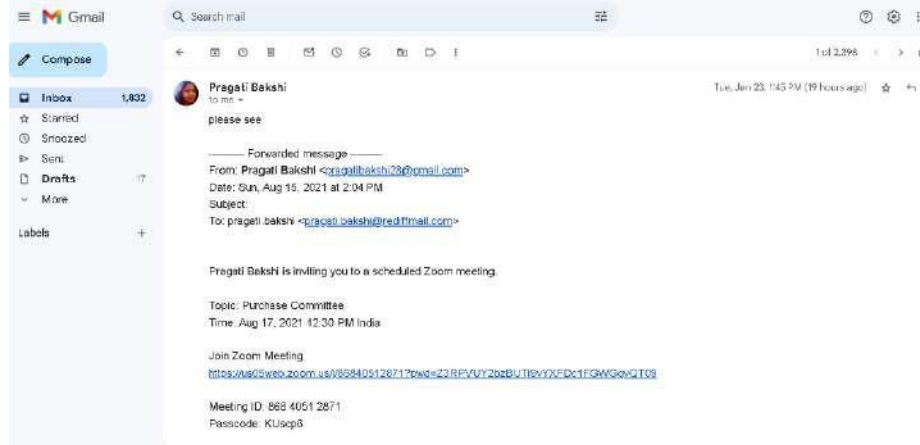
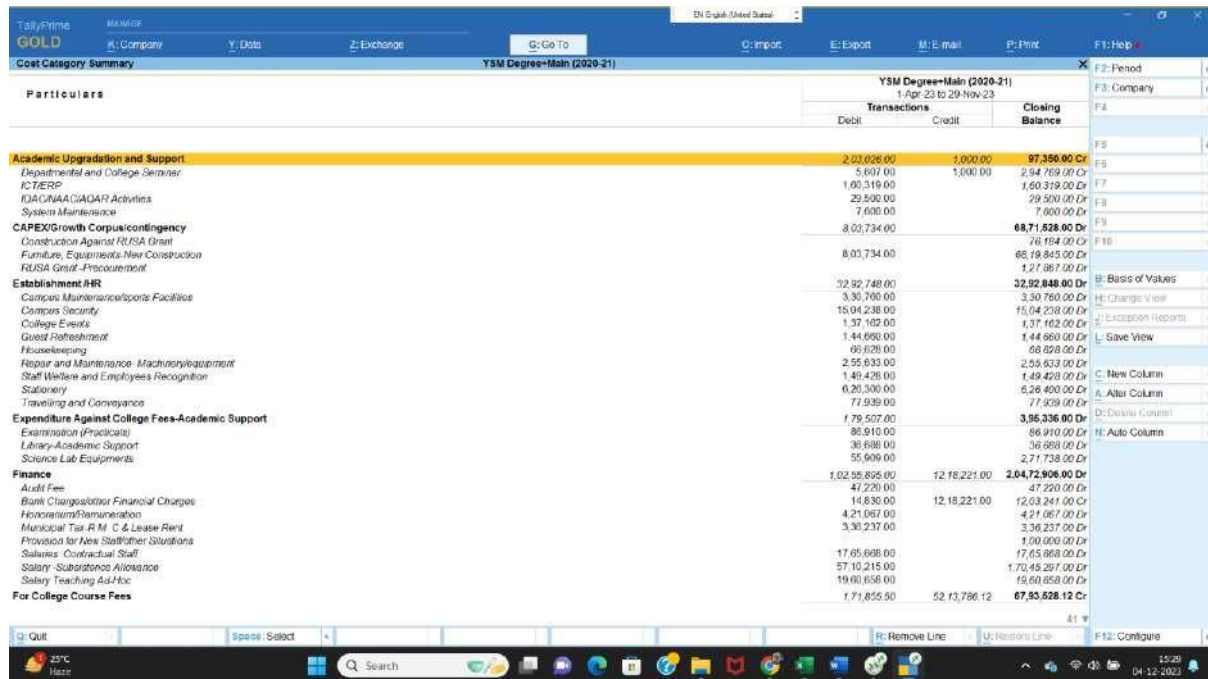


Figure 32: Link of purchase committee online meet via email

10. Tally Accounting in Real-Time:

YSM has transitioned to an online mode for Tally accounting, enabling real-time tracking and access to financial data from various locations. This cloud-based solution enhances flexibility and collaboration within the finance and accounts team.

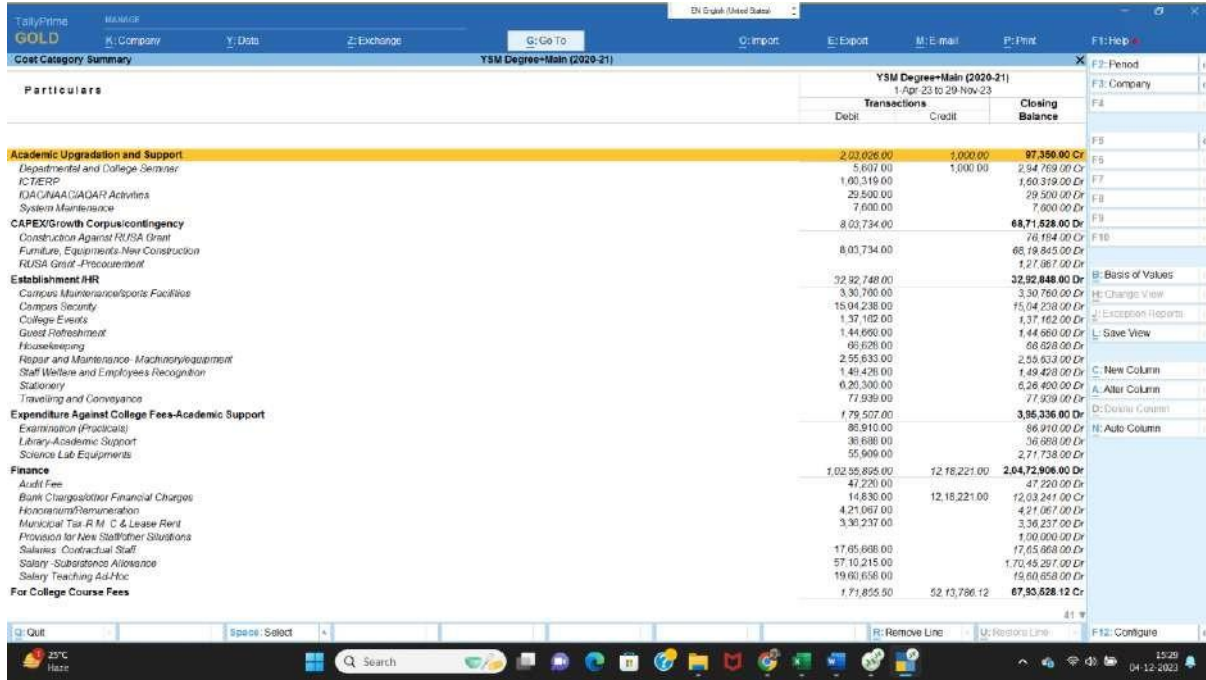


| Particulars | Transactions | | Closing Balance |
|--|----------------|--------------|-------------------|
| | Debit | Credit | |
| Academic Upgradation and Support | 2,03,026.00 | 1,000.00 | 97,356.00 Cr |
| Departmental and College Seminar | 5,607.00 | | 2,34,769.00 Cr |
| ICATERP | 1,00,316.00 | 1,000.00 | 1,60,319.00 Cr |
| IOA/DNAA/CIADAR Activities | 29,500.00 | | 29,500.00 Cr |
| System Maintenance | 7,600.00 | | 7,600.00 Cr |
| CAPEX/Growth Corpus/contingency | 8,03,734.00 | | 68,71,628.00 Dr |
| Construction Against RUSA Grant | | | 76,194.00 Cr |
| Furniture, Equipments, New Construction | 8,03,734.00 | | 68,19,845.00 Dr |
| RUSA Grant - Procurement | | | 1,21,067.00 Dr |
| Establishment HR | 32,92,748.00 | | 32,92,848.00 Dr |
| Campus Maintenance/sports Facilities | 3,30,700.00 | | 3,30,700.00 Dr |
| Campus Security | 15,04,238.00 | | 15,04,238.00 Dr |
| College Events | 1,37,162.00 | | 1,37,162.00 Dr |
| Guest Refreshment | 1,44,690.00 | | 1,44,690.00 Dr |
| Housekeeping | 86,626.00 | | 86,626.00 Dr |
| Repair and Maintenance - Machinery/equipment | 2,55,933.00 | | 2,55,933.00 Dr |
| Staff Welfare and Employees Recognition | 1,49,420.00 | | 1,49,420.00 Dr |
| Stationery | 6,26,300.00 | | 6,26,400.00 Dr |
| Traveling and Conveyance | 77,939.00 | | 77,939.00 Dr |
| Expenditure Against College Fees-Academic Support | 1,79,507.00 | | 3,95,336.00 Dr |
| Examination (Practicals) | 86,910.00 | | 86,910.00 Dr |
| Library-Academic Support | 36,636.00 | | 36,636.00 Dr |
| Science Lab Equipments | 55,961.00 | | 2,71,730.00 Dr |
| Finance | 1,02,55,826.00 | 12,18,221.00 | 2,04,72,906.00 Dr |
| Audit Fee | 47,220.00 | | 47,220.00 Dr |
| Bank Charges/bktr Financial Charges | 14,830.00 | 12,18,221.00 | 12,03,241.00 Cr |
| Honorarium/Remuneration | 4,21,067.00 | | 4,21,067.00 Dr |
| Municipal Tax R.M. C & Lease Rent | 3,30,237.00 | | 3,30,237.00 Dr |
| Provision for New Staff/other Stations | | | 1,20,000.00 Dr |
| Salaries Contractual Staff | 17,05,868.00 | | 17,05,868.00 Dr |
| Salary -Subordinate Allowance | 57,10,215.00 | | 1,70,45,297.00 Dr |
| Salary Teaching Ad-Hoc | 19,60,636.00 | | 15,60,658.00 Dr |
| For College Course Fees | 1,71,855.50 | 52,13,786.12 | 67,85,628.12 Cr |

Figure 33: Tally accounting

11. Online Internal Audit with Tally:

The internal audit process at YSM has been partially digitized through the use of web-based Tally accounting. This online access to financial records ensures that audit processes are more efficient and can be conducted remotely.



| Particulars | YSM Degree-Main (2020-21) | | Closing Balance |
|--|---------------------------|--------------|-------------------|
| | Debit | Credit | |
| Academic Upgradation and Support | 2,02,026.00 | 1,000.00 | 97,356.00 Cr |
| Departmental and College Seminar | 5,607.00 | 1,000.00 | 2,94,769.00 Cr |
| ICT/ERP | 1,00,319.00 | | 1,00,319.00 Dr |
| I/O/A/INAA/ADAR Activities | 29,500.00 | | 29,500.00 Dr |
| System Maintenance | 7,600.00 | | 7,600.00 Dr |
| CAPEX/Growth Corpus/contingency | 8,00,734.00 | | 68,71,628.00 Dr |
| Construction Against RUSA Grant | | | 76,194.00 Cr |
| Furniture, Equipments-New Construction | 8,00,734.00 | | 68,19,845.00 Dr |
| RUSA Grant -Pre-Procurement | | | 1,27,067.00 Dr |
| Establishment /HR | 32,92,748.00 | | 32,92,848.00 Dr |
| Campus Maintenance/sports Facilities | 3,30,700.00 | | 3,30,700.00 Dr |
| Campus Security | 15,04,238.00 | | 15,04,238.00 Dr |
| College Events | 1,37,102.00 | | 1,37,102.00 Dr |
| Guest Refreshment | 1,44,660.00 | | 1,44,660.00 Dr |
| Housekeeping | 66,626.00 | | 66,626.00 Dr |
| Repair and Maintenance- Machinery/equipment | 2,55,633.00 | | 2,55,633.00 Dr |
| Staff Welfare and Employees Recognition | 1,49,426.00 | | 1,49,426.00 Dr |
| Stationery | 6,20,300.00 | | 6,20,300.00 Dr |
| Traveling and Conveyance | 77,939.00 | | 77,939.00 Dr |
| Expenditure Against College Fees-Academic Support | 1,79,507.00 | | 3,95,336.00 Dr |
| Examination (Practicals) | 86,910.00 | | 86,910.00 Dr |
| Library-Academic Support | 38,686.00 | | 38,686.00 Dr |
| Science Lab Equipments | 55,909.00 | | 55,909.00 Dr |
| Finance | 1,02,55,856.00 | 12,16,221.00 | 2,04,72,906.00 Dr |
| Audit Fee | 47,220.00 | | 47,220.00 Dr |
| Bank Charges/bdtr Financial Charges | 14,830.00 | 12,16,221.00 | 12,03,241.00 Cr |
| Honorarium/Renovation | 4,21,067.00 | | 4,21,067.00 Dr |
| Municipal Tax-R.M. C & Lease Rent | 3,30,237.00 | | 3,30,237.00 Dr |
| Provision for New Staff/other Situations | | | 1,00,000.00 Dr |
| Salaries- Contractual Staff | 17,65,608.00 | | 17,65,608.00 Dr |
| Salary-Subsistence Allowance | 57,10,215.00 | | 1,70,48,297.00 Dr |
| Salary Teaching Ad-Hoc | 19,80,658.00 | | 19,80,658.00 Dr |
| For College Course Fees | 1,71,855.50 | 52,13,786.12 | 67,93,628.12 Cr |

Figure 34: Online internal audit

12. E-Governance in Budgeting for College Budgets:

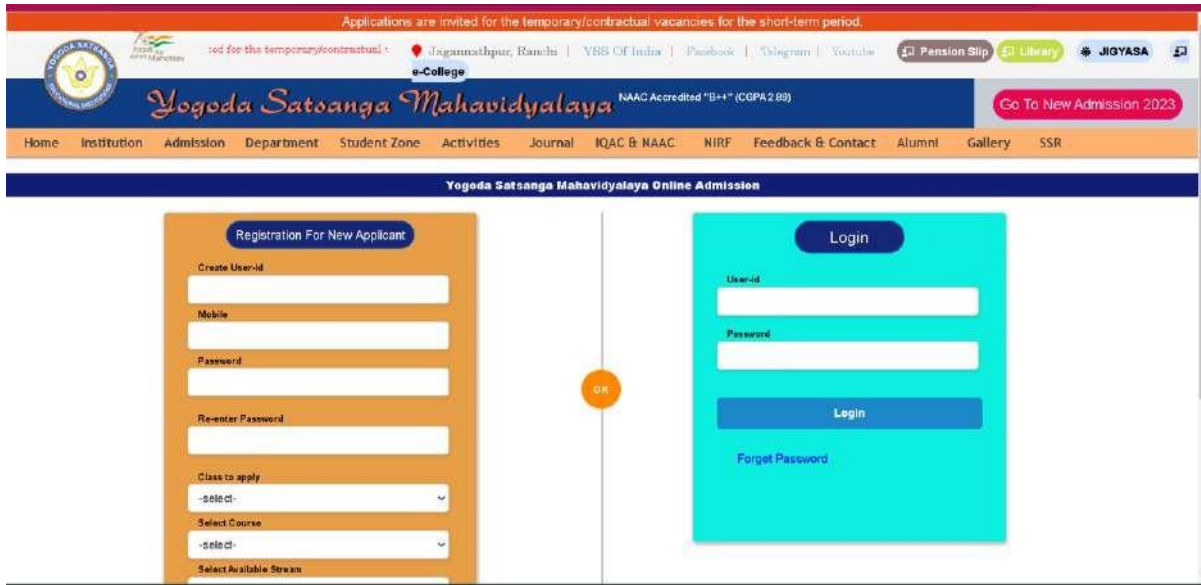
The budget meetings at YSM are occasionally conducted online using Zoom, while the ultimate approval occurs during the offline Governing Body (GB) meeting. However, the initial budget brainstorming is facilitated through online communication channels such as emails and Zoom meetings. This streamlined process expedites decision-making, minimizes reliance on physical gatherings, and effectively addresses budgetary concerns, resulting in efficient resolutions while conserving time and resources.

(C) E-governance in Student Admission and Support:

The Mahavidyalaya has implemented E-governance in following areas for student admission and support:

a) **Online student admission**

The Mahavidyalaya provides facility for **online enrolment into the college** using the admission portal and e-prospectus of the institution is also available.



The screenshot shows the online admission portal for Yogoda Satsanga Mahavidyalaya. The page features a navigation menu with options like Home, Institution, Admission, Department, Student Zone, Activities, Journal, IQAC & NAAC, NIRF, Feedback & Contact, Alumni, Gallery, and SSR. The main content area is titled "Yogoda Satsanga Mahavidyalaya Online Admission" and contains two primary forms: "Registration For New Applicant" and "Login". The registration form includes fields for "Create User-id", "Mobile", "Password", "Re-enter Password", "Class to apply", "Select Course", and "Select Available Stream". The login form includes fields for "User-id" and "Password", along with "Login" and "Forget Password" buttons. A central "OR" button separates the two forms.

Figure 35: Online admission portal



b) E-college portal with distinct Login ID and password for each student

Every student has their distinct profile on E-college portal which helps them avail online services related to Mahavidyalaya.

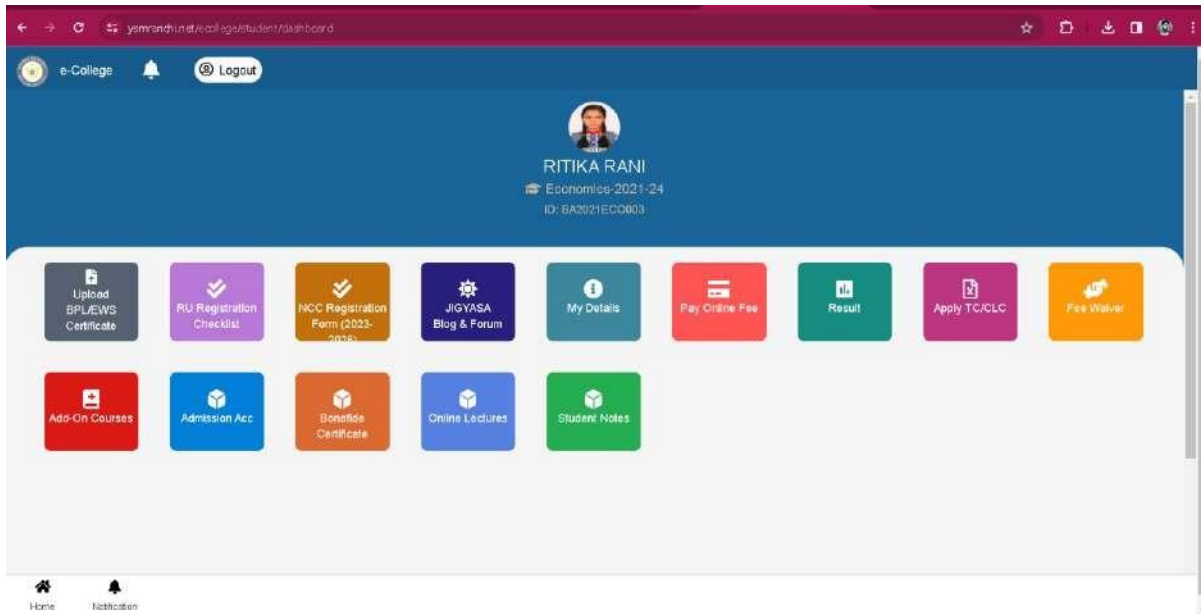


Figure 36: E-college portal of student





Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



c) Online Fee Payment

The Mahavidyalaya has streamlined online fees submission for students by providing the facility.

6.2.3 Screenshot of User Interface.

Figure.1: YSM online semester Fee

Shyam
18.01.2023

Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand
Email: ysmprincipal@gmail.com, Web: ysei.edu.in
Under the auspices of YOGODA SATSANGA SOCIETY OF INDIA
Founder: SRI SRI PARAMAHANSA YOGANANDA • President: SRI SRI SWAMI CHIDANANDA GIRI

Figure 37: Screenshot of fee submission





d) Online Application for Fee-Waiver

The Mahavidyalaya has online facility for students to apply for fee waiver.

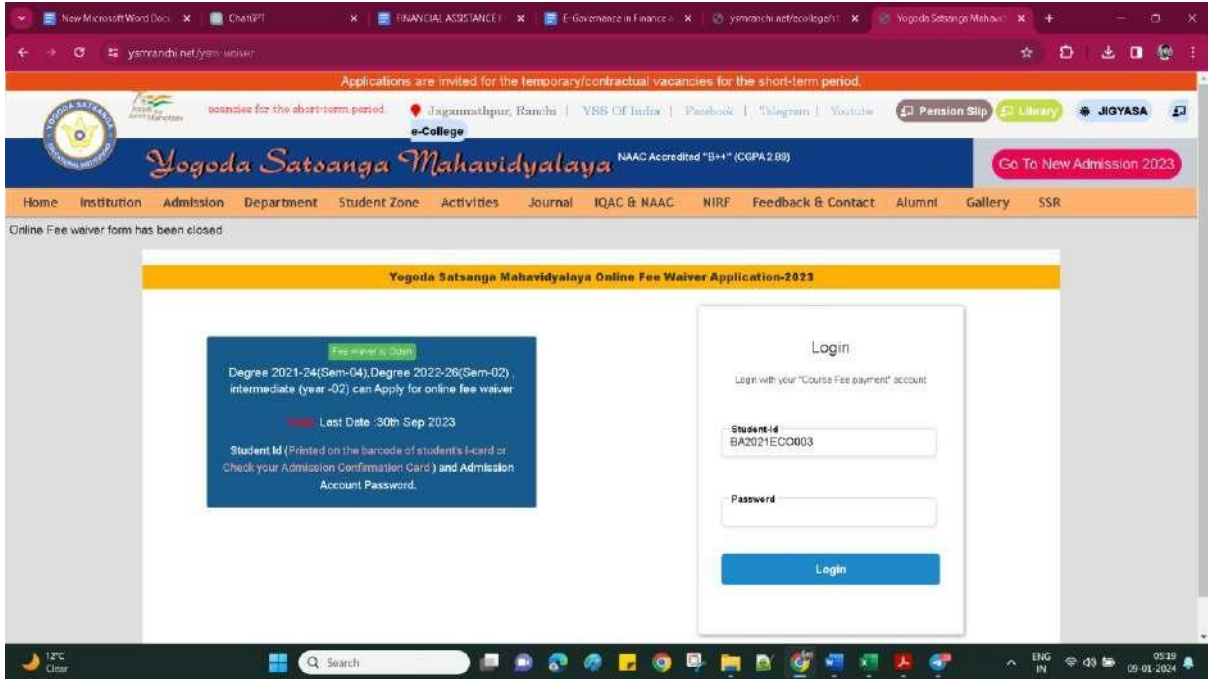


Figure 38: Online fee waiver portal



e) Online registration to Add-on courses

Students are provided with add-on courses and the registration process is online.

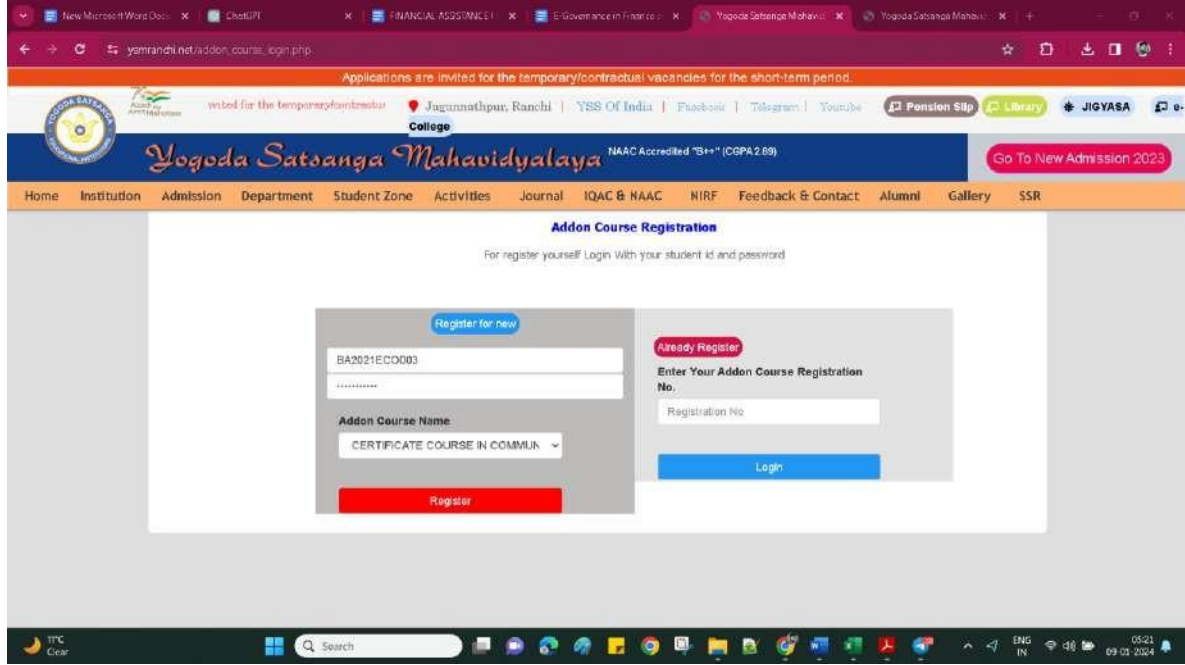


Figure 39: Online portal for Add-on courses

f) Online Application for Transfer Certificate

The Mahavidyalaya provides portal for online application for transfer certificate.

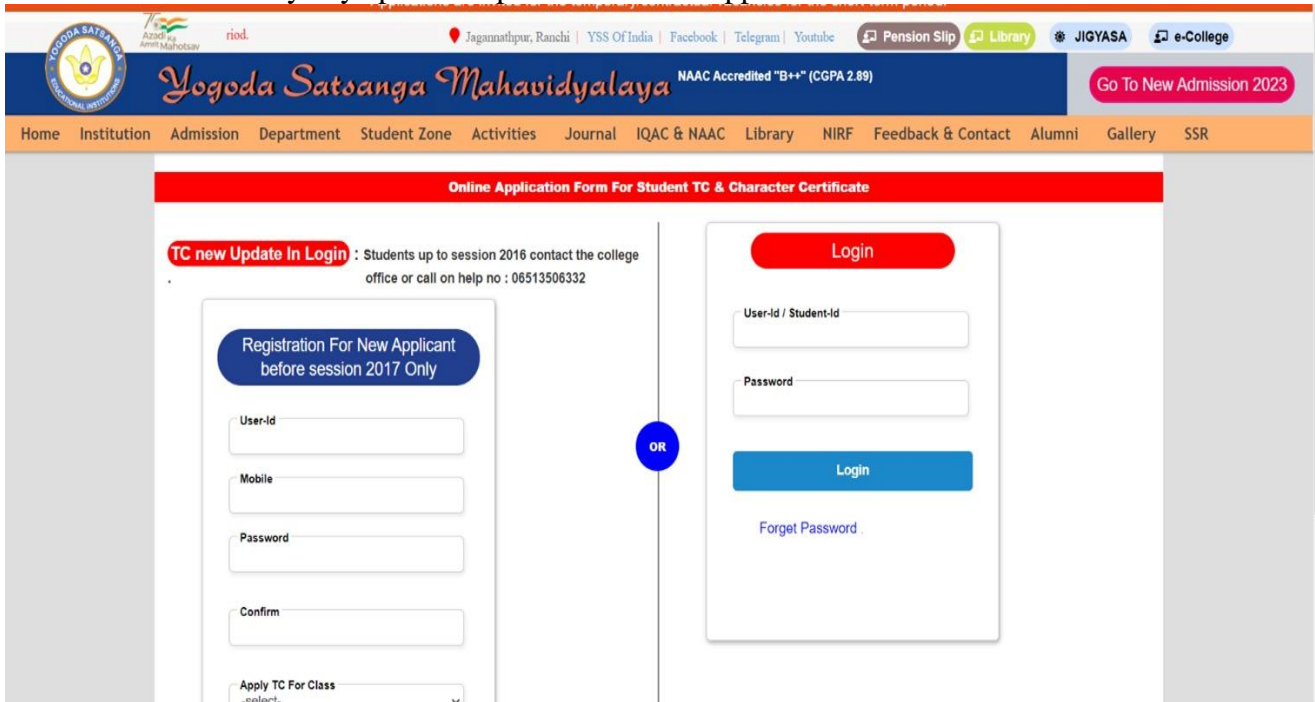
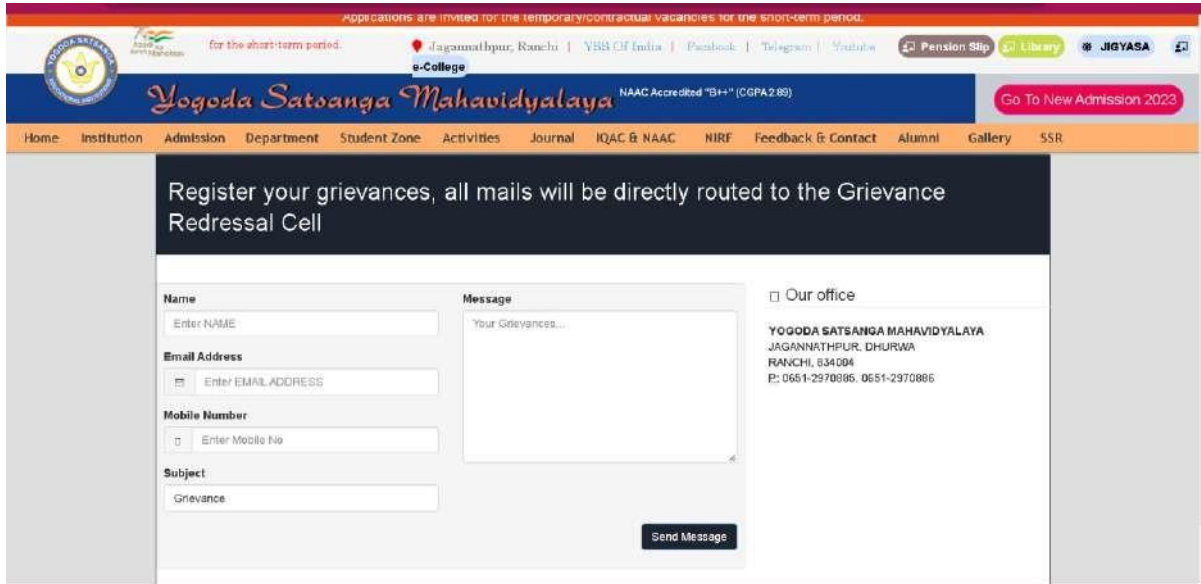


Figure 40: Screenshot documents of registration portal for Transfer Certificate

g) Online submission of Grievances

The Mahavidyalaya has provision of online submission of grievances which is directly routed to the grievance redressal cell.

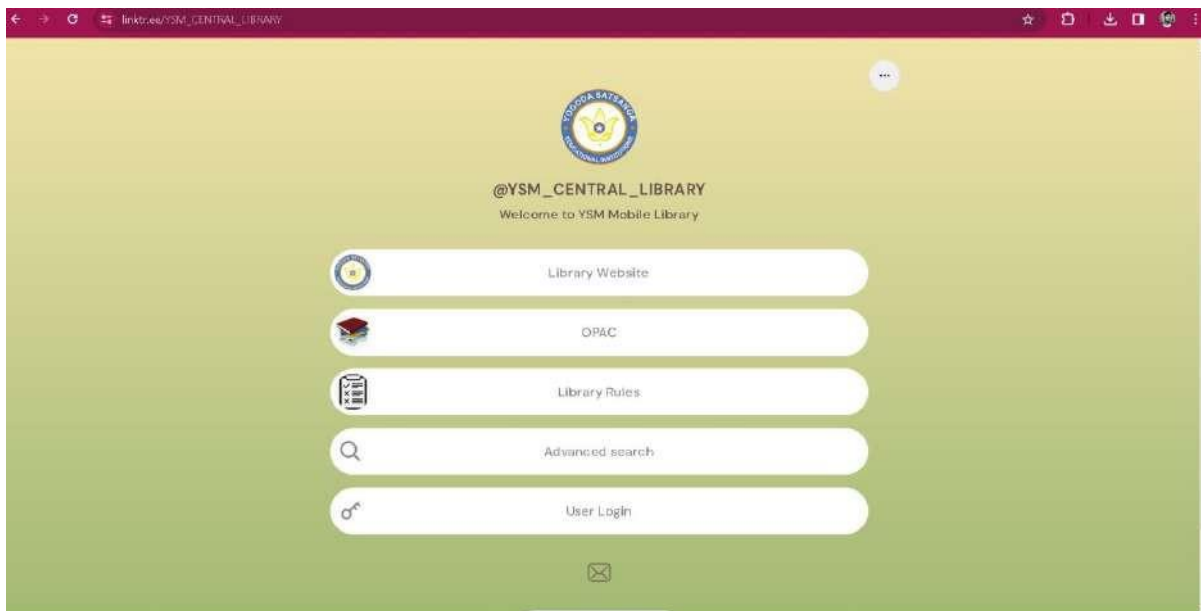


The screenshot shows a web browser displaying the grievance registration portal. At the top, there is a navigation bar with the college name and various links. Below the navigation bar, there is a main heading that reads "Register your grievances, all mails will be directly routed to the Grievance Redressal Cell". The form contains several input fields: "Name" (with a placeholder "Enter NAME"), "Email Address" (with a placeholder "Enter EMAIL ADDRESS"), "Mobile Number" (with a placeholder "Enter Mobile No"), and "Subject" (with a placeholder "Grievance"). There is also a "Message" field with a placeholder "Your Grievances...". To the right of the form, there is a section titled "Our office" with the following details: "YOGODA SATSANGA MAHAVIDYALAYA, JAGANNATHPUR, DHURWA, RANCHI, 834004, P: 0661-2970866, 0651-2970866". A "Send Message" button is located at the bottom right of the form.

Figure 41: Grievance registration portal

h) E-library (N-List, OPAC ,email alerts, E-notes etc)

The library at Mahavidyalaya has upgraded in digital fronts and provides services like N-list, OPAC, Email alerts and E-notes.



The screenshot shows a mobile application interface for the library. At the top, there is a header with the college logo and the text "@YSM_CENTRAL_LIBRARY Welcome to YSM Mobile Library". Below the header, there are five main menu items, each with an icon and a text label: "Library Website" (with a globe icon), "OPAC" (with a book icon), "Library Rules" (with a book icon), "Advanced search" (with a magnifying glass icon), and "User Login" (with a person icon). The background is a light green color.

Figure 42: OPAC at Library portal

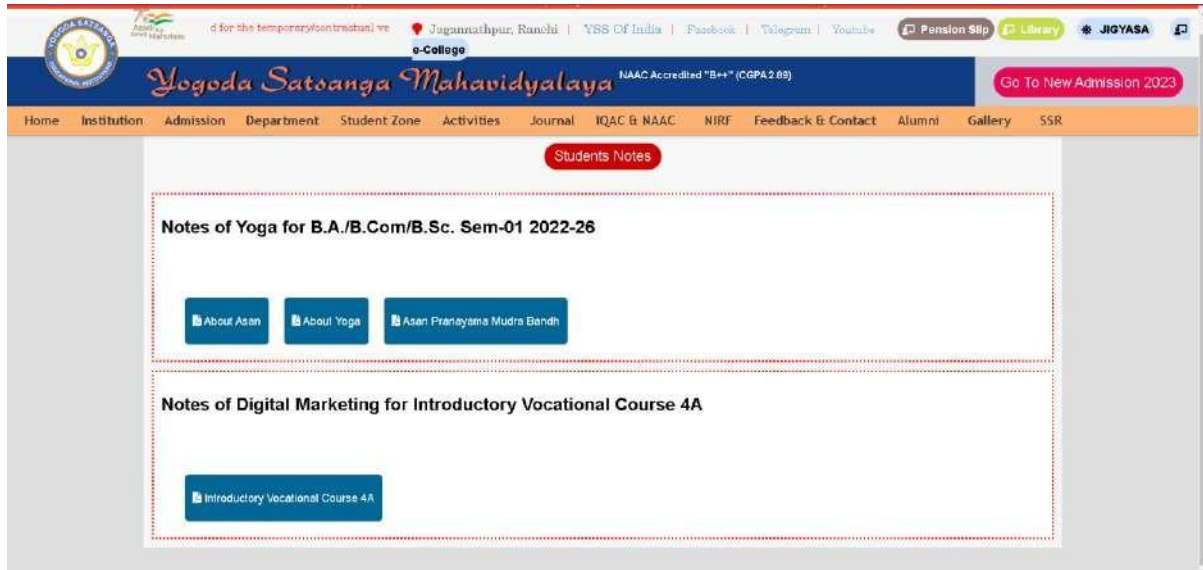


Figure 43: student notes

i) **Jigyasa for student faculty interactions.**

The Mahavidyalaya has its own Jigyasa portal where students and faculties can interact with basic motive of question-answers.

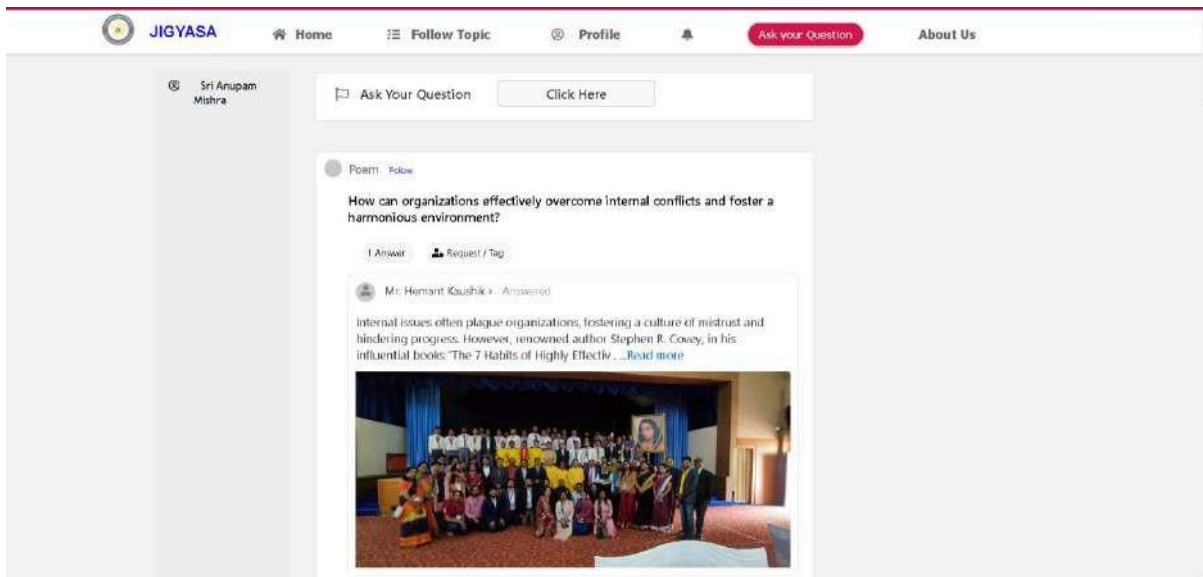


Figure 44: Jigyasa portal for student-faculty interaction



Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



j) YouTube channel

Mahavidyalaya has its YouTube channel for dissemination of recorded lectures, admission tutorial, live steaming of webinars and other important events.

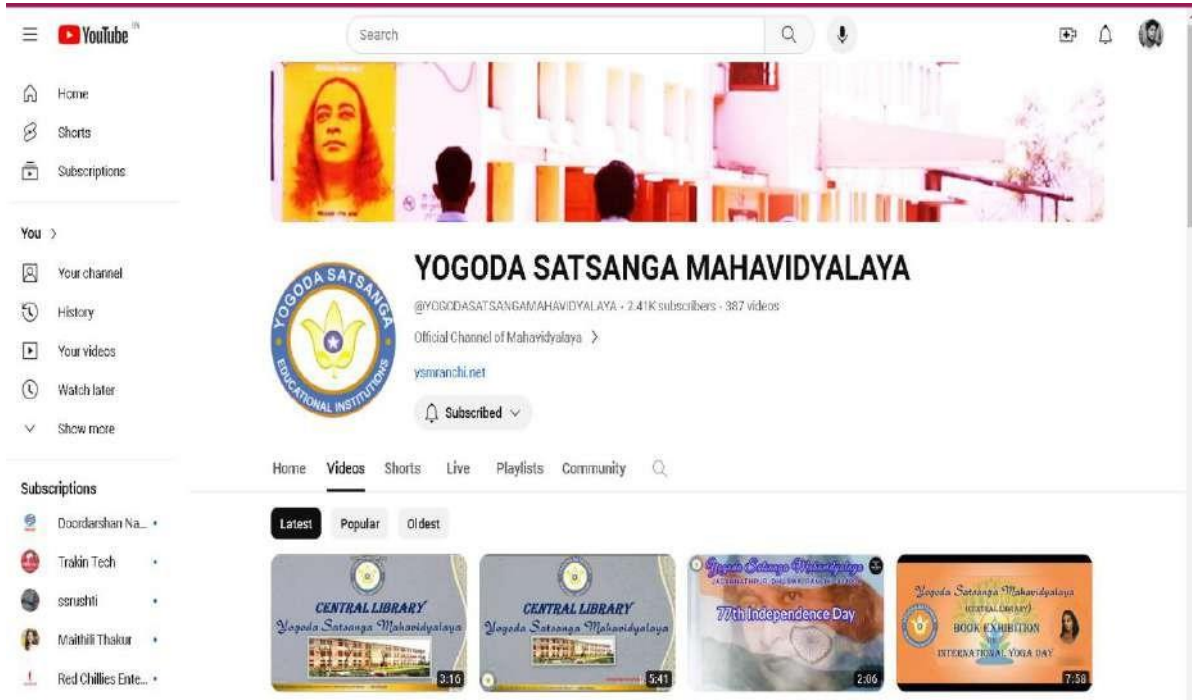


Figure 45: YSM YouTube Channel



(D) E-Governance in Examination:

The Examination department at YSM and the affiliated University practices E-governance, and the process flows from University level to student level, facilitating issues related to the following stages:

(I) End Semester Examination conducted by the Affiliated University

a. Notification of Examination –

1. Ranchi University (affiliating University) notifies details of form fill-up on its official website.

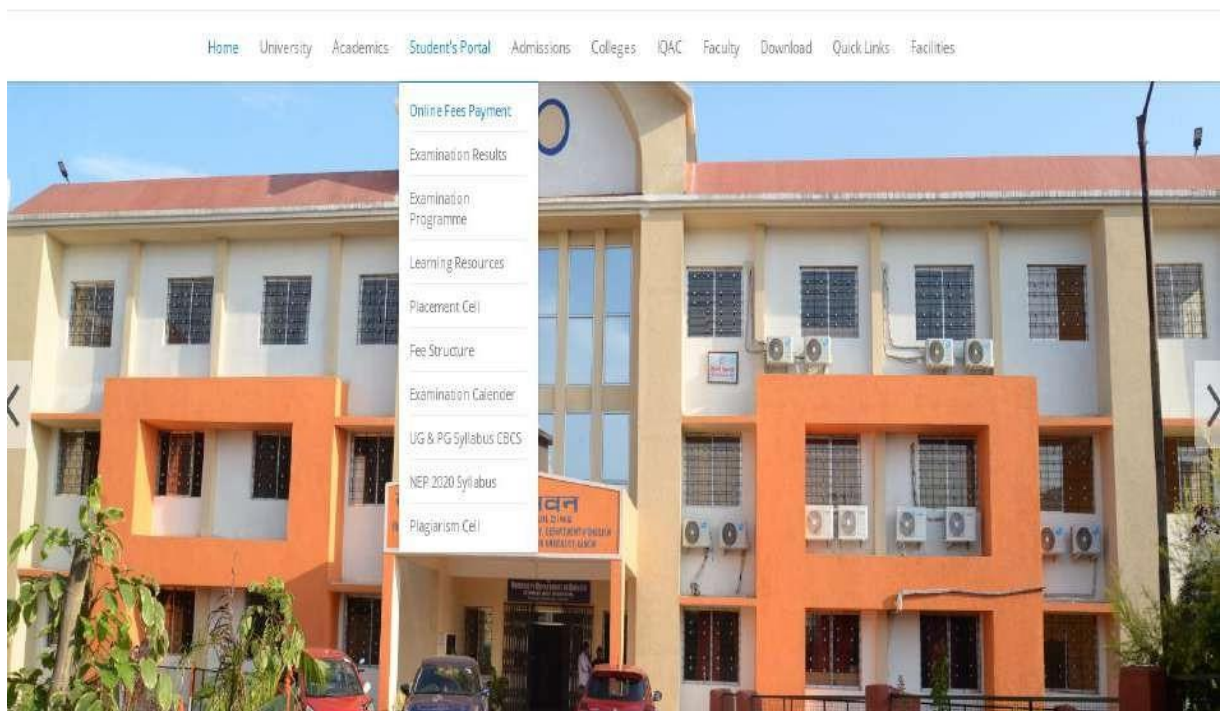


Figure 46: Snapshot of RU examination portal

2. Thereafter, the college notifies students via the following platforms:

- College Website
- Official Telegram Channel of the College
- Department/Semester-specific WhatsApp groups.



Figure 47: Notification on college website

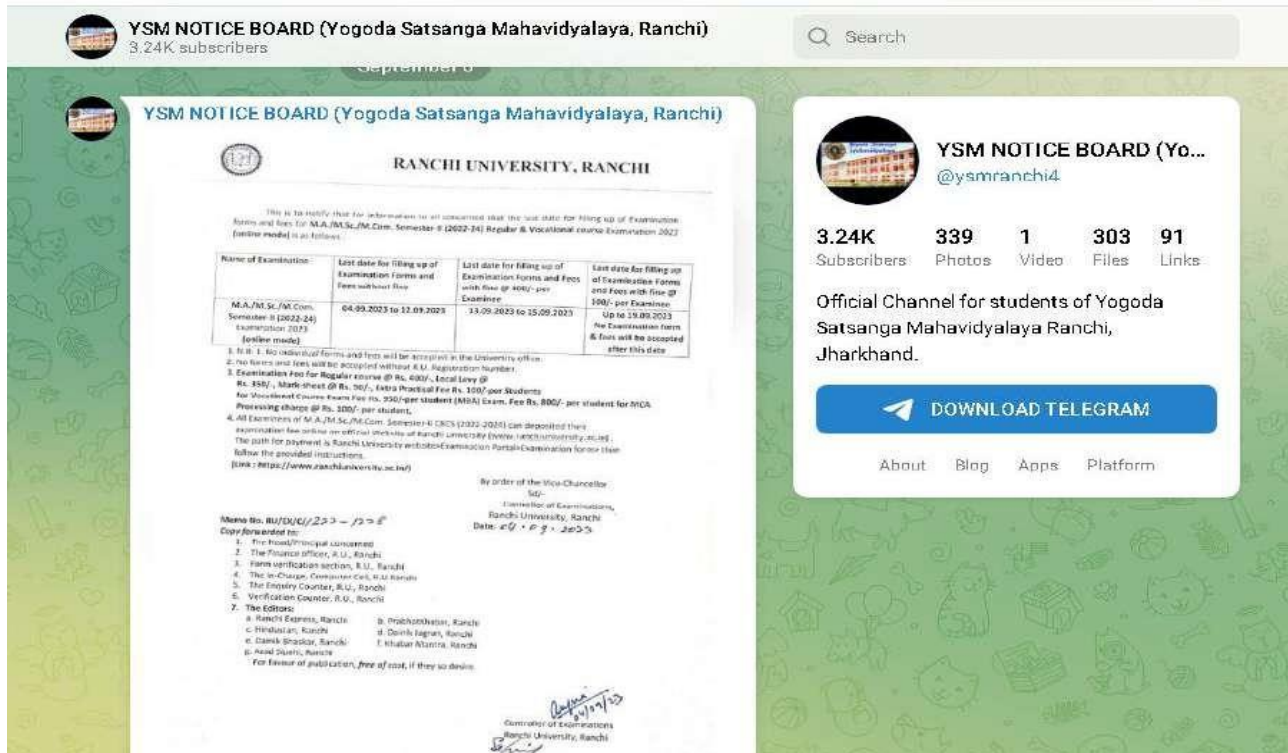


Figure 48: Exam notification in official Telegram channel of college

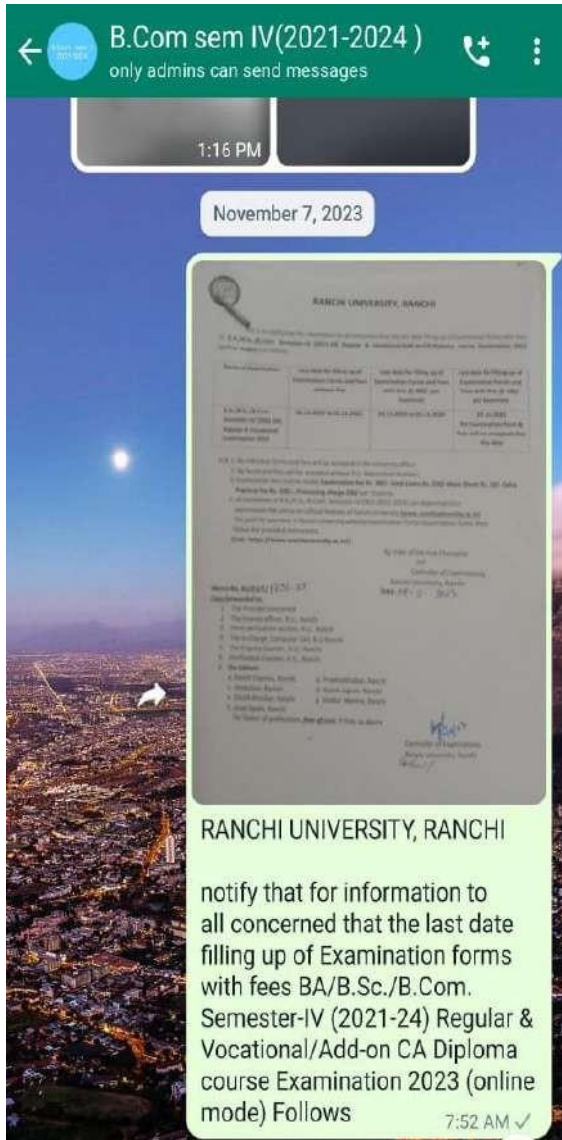


Figure 49: Exam notification in department/semester specific WhatsApp group

b. Filling of Examination form on the Ranchi University website after online payment.

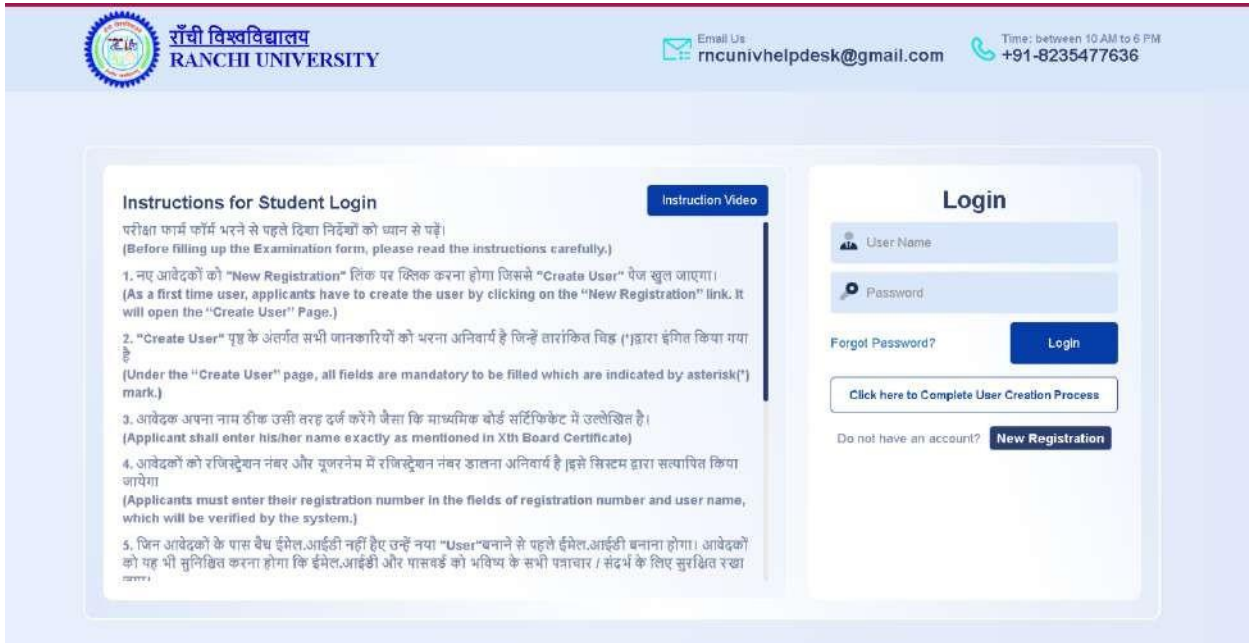


Figure 50: Student portal for examination form fill-up

c. Notification of Exam Schedule and Examination Centre through the aforementioned channels.

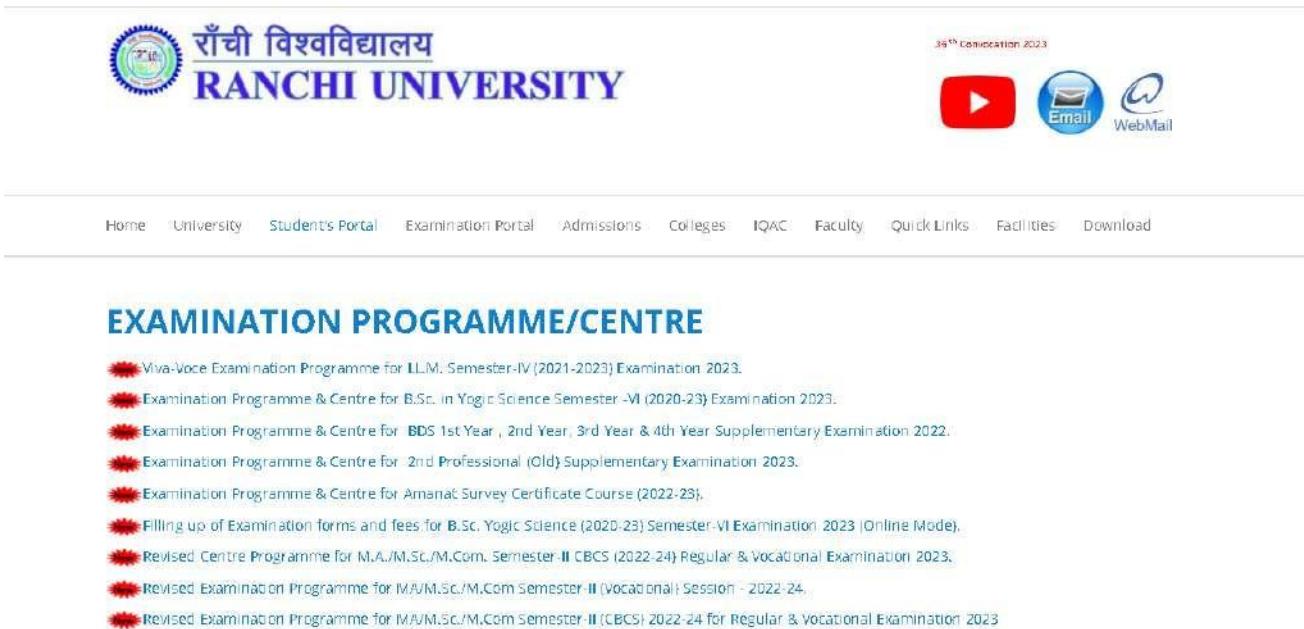


Figure 51: Notification of Exam Schedule on RU website

d. Downloading of Admit Card by students from the R.U. Examination Portal.



Figure 52: Portal to download admit card (RU website)

e. Downloading of Result/ Marksheet from the R.U. Examination Portal by students for ready reference.



Figure 53: Online download of marksheet



(II) -Semester Examination/Internal Examination

a. Notification of Examination by the Departments:

The departments communicate the schedule for the internal examination through the department/semester specific WhatsApp groups.

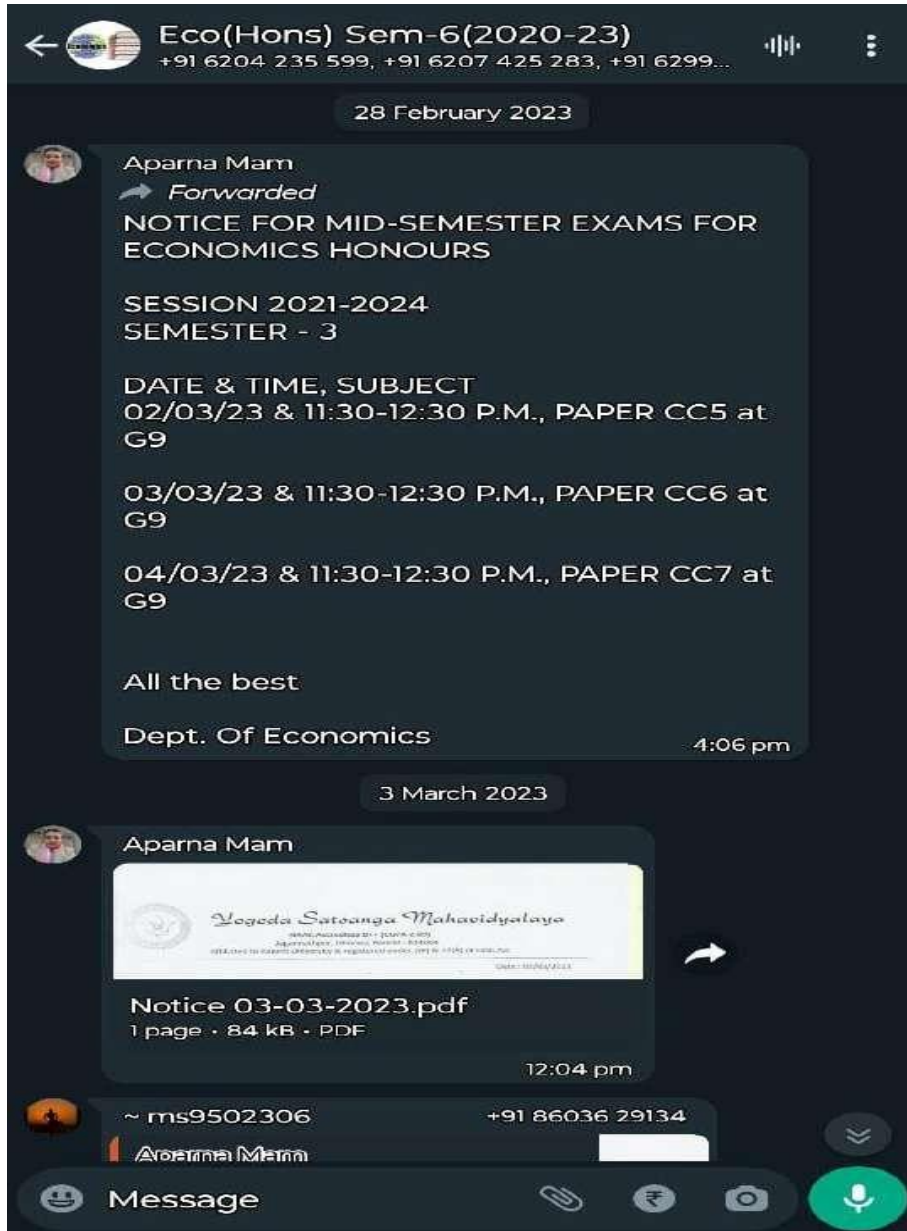


Figure 54: Notification of mid-sem exam in department/semester specific WhatsApp group



b. Submission of Question Papers:

Question papers are submitted by the academic departments to the examination department via email at the e-mail id created for the same: ysmexam834004@gmail.com.

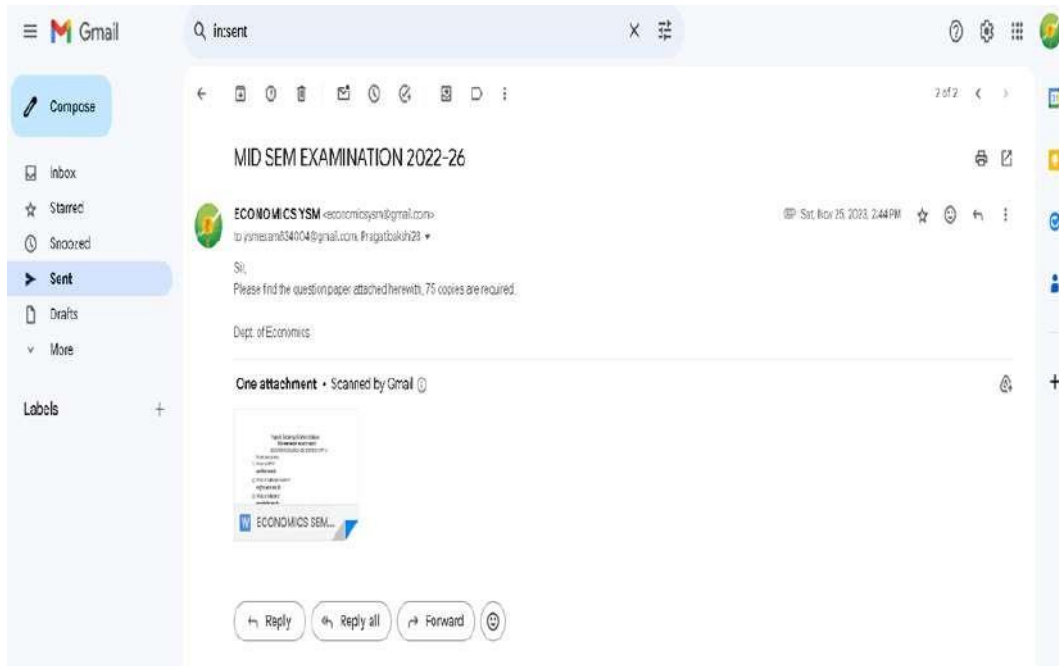


Figure 55: Submission of mid-semester question to exam department via email

c. Post-Conduct of the Mid-Semester Examination:

After the completion of the mid-semester examination, the marks foil along with corresponding attendance records should be submitted online to the following mail_id:

ysmmidsemestermarks@gmail.com.

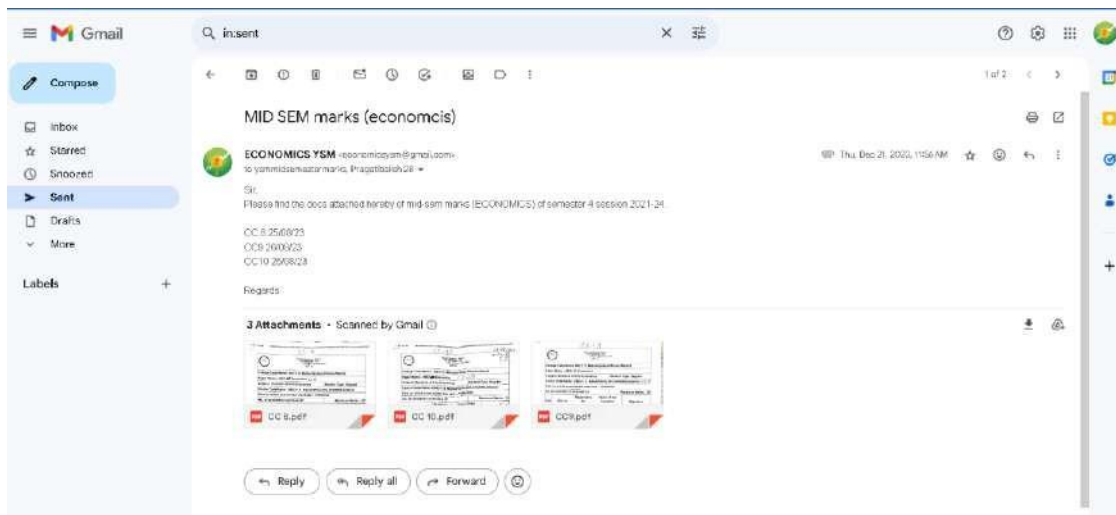


Figure 56: Submission of attendance and marks foil of mid-semester exam via email



Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand
Email: yasmprincipal@gmail.com, Web: ysei.edu.in

Under the auspices of YOGODA SATSANGA SOCIETY OF INDIA

Founder: SRI SRI PARAMAHANSA YOGANANDA • President: SRI SRI SWAMI CHIDANANDA GIRI

