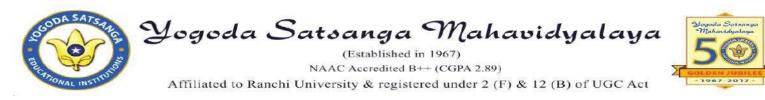


## **6.2.2 Implementation of e-governance in the areas of operations**

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) **<u>E-GOVERNANCE IN ADMINISTRATION:</u>**

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.

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My Lesson Plan							reate Template	a l

Figure 1: Utkarsh for academic documentation



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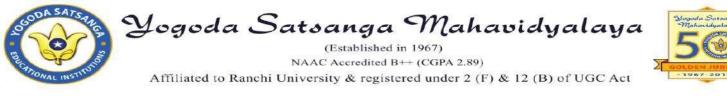


(b) Leave Application -Leave applications are seamlessly processed through the online leave application feature on the e-college portal. This functionality not only displays the current status of leave processing but also provides information on the remaining balance of available leaves.

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:≣ Utkarsh											

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.

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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.

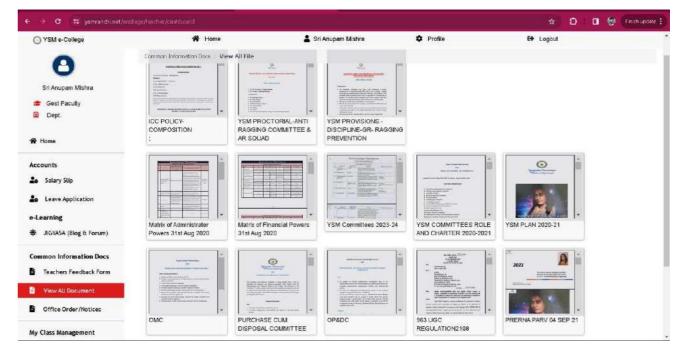


Figure 4: Document section E-college

#### 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.

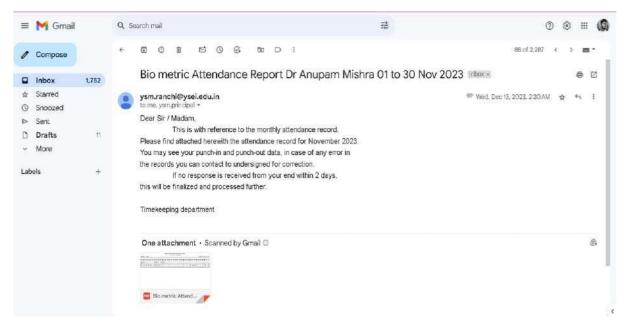


Figure 5: Biometric Attendance report via mail

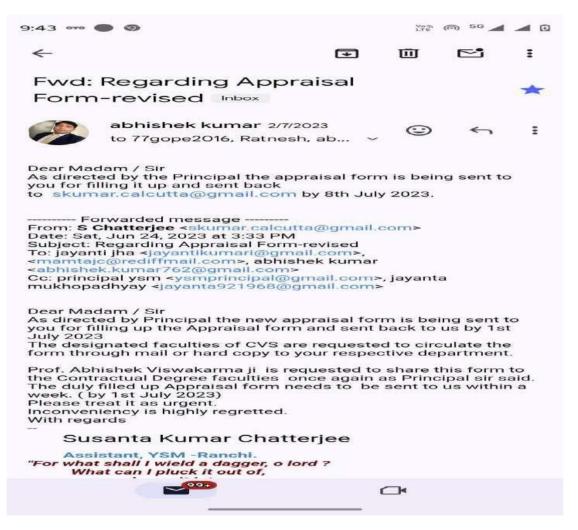






#### 3. Domain-based email

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* 



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## (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.

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Figure 7: Pension silp download portal



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#### 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.

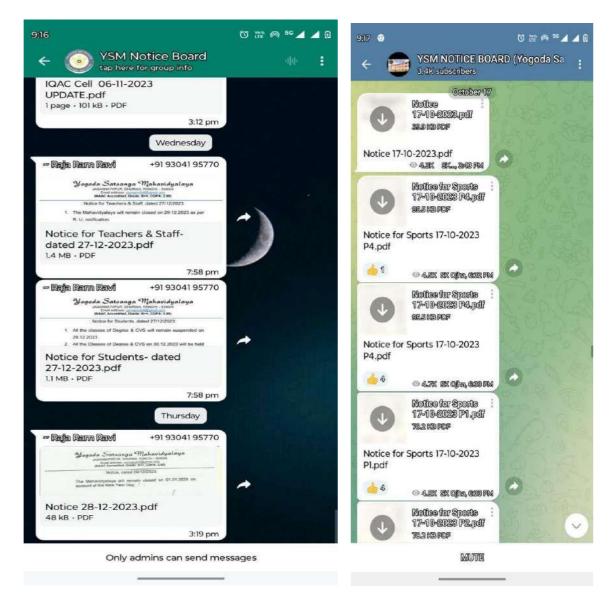


Figure 8: Notification through official Whatsapp and telegram notice channel



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## 5. College Website

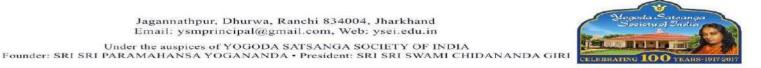
The college website is a repository of diverse information, encompassing event updates, details about placement drives, job vacancies, tender invitations, admissions, fee-waiver, registration and payment for certificate courses, examination results, grievance registration, application for TC, notifications,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

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Figure 11: Communication via bulk messaging



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## (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

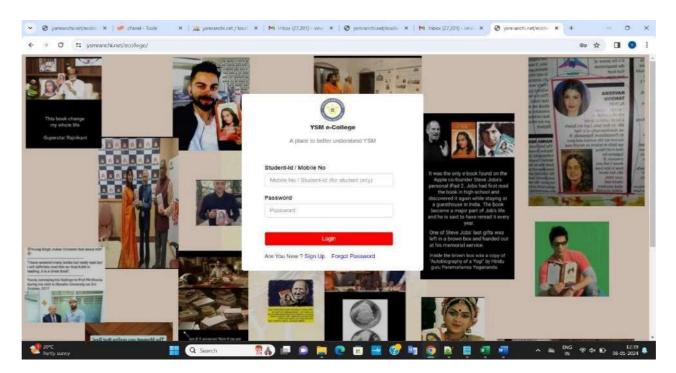


Figure 12: Login e-College at YSM website https://ysmranchi.net with student-id and password





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Figure 13: Click on "Pay Online fee"

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



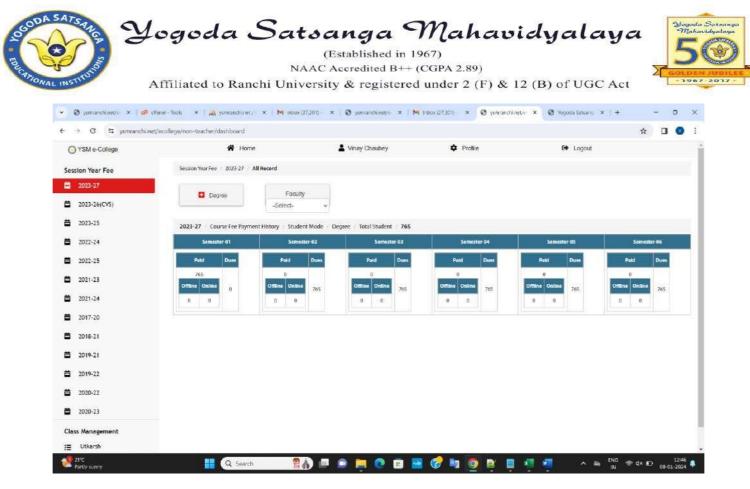


Figure 15: Analyse fee dues through the e-college dashboard

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





## 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.

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



OGODA SATSANG
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# 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



SA	LARY SLIP for th	e Month of November	2023
		EMPLOYER	TYPE : Teacher
EMP CODE :		PAN NO. :	
DESIGNATION : ASSOCI	ATE PROF.	BANK NAM	E :
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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.

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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.

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Figure 20: Internet banking



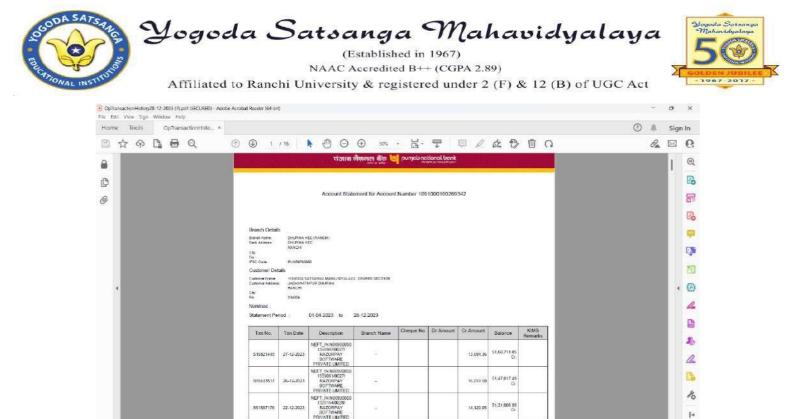


Figure 21: Internet banking statement viewing feature

## 5. E-governance tools in Income Tax Management:

Q S

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:

100 

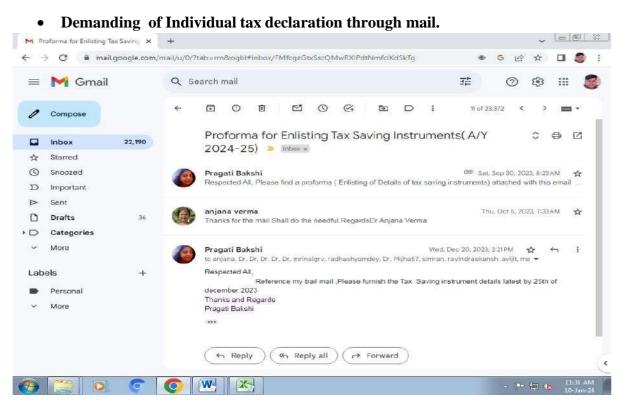


Figure 22: Call for tax declaration through mail



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## • Receiving declaration (form 12BB).

#### FORM NO.12BB

(See rule 26C)s

1. Nam	e and address of the employee:	Simran Kaur	Veera Niwas Compound,R	
2. Pern employ	nanent Account Number of the	EEZPK9296D		
3. Fina	ncial year: 2023-24			
	Details of claims	and evidence thereof	f	
SI 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 Note: Permanent Account Number shal aggregate rent paid during the previous lakh rupees			
2	Leave travel concessions or assistance	S		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender (N (ii) Name of the lender -Bank of Baroda (iii) Address of the page -1 stry ii P <sub>2</sub> and (iv) Permanent Account Number of the (a) Einandel Institutions(if available)	ch, Ranch@ +	1,96,035	Annexure A

Figure 23: Form 12-BB for declaration of tax

## • Individual tax computation.

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W129 - fx						
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Ent	Form in Excel able Macros to use all f le for taxable income u b) I.e. Section115BAC	features built in the form pto Rs. 50 lacs, where	Surcharge is NI		eductions.	
Select Regime (Tax Rates)	Existing Regime ( Tax	Rates)	O New Regime	(Tax Rates)		
Select Age for Auto Tax Calculation	Below 60 Years	Above 60 but be	low 80 Years	Abov	e 80 Years	
	FORM	NO. 16				
	PAR	АТА				
Certificate under section 2	03 of the Income-tax	Act, 1961 for tax ded	ucted at source	on Salary	,	
Name and address of the Em	nployer	Name ar	nd address of th	e Employe	30	
YOGODA SATSANGA MAHAVIDYALAYA	C	DR (SMT) INDIRA BAN	ERJI			
JAGANNATHPUR, DHURWA RANCHI		ASSOCIATE PROFESS				
	N of the Deductor	P/	AN of the Empl			
	/00001B		ATMPB5353	ב		
CIT(TDS) Address ITO SALARY CIR	CLE RANCHI	Assessment Ye	ear	Per	riod	
		2022-23	2	From	То	
City RANCHI Pin o	code 834001	2022-2	<b>5</b> 1.	Mar-2022	28-Feb-2023	
Summary of amount paid/cre						
Quarter(s) Receipt Numbers	of original quarterly	Amount paid/credited	Amount of ta deducted		ount of tax sited/remitted	
under sub-section	on (3) of section 200	paravereance	(Rs. )		(Rs. )	

Figure 24: Tax computation



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## 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

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	e cum Token Imber	Na	me of Deductor		GST Deductor/				Receipt no	(note i) (to on TDS	
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Date		TA	N	AO Code	Form No	Periodicity	Type of Staten	nent	Financial Year		
31 July 20	23	HY00001B	PTNCT661	24Q	Q1	Regular		2023-24			
No. of challans	No. of challans unmatche		tal challan iount(₹)	Total tax de	Total tax de deductee d	Upload F CGST 9	(₹) 213.60				
13	0	495	9317.00	4999316.20		4999316.20	SGST 9				
No. of deductee			of deductee ords with PAN	No. of deducts where tax ded higher rate		JHARK	HAND (20)	IGST 18 Total (Rou	(₹) 38.44 (₹) 252.00		
216		216	R.	-		On behalf of Pr	otean eGov Techno	logies Limit	ed (CIN		
	ry records as ure II (Salary		Net taxable i (Salary detail	ncome as per ls)(₹)	Annexure I	FC Managed b TIN-FC ID: 070	5PLC095642), (GS y Protean) (SAC 96 63	TIN: 27AAA 38319)	CN2082N12	28), (TIN-	
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										SAM 1.00	
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#### Figure 25: Shared computed tax sheet with CA

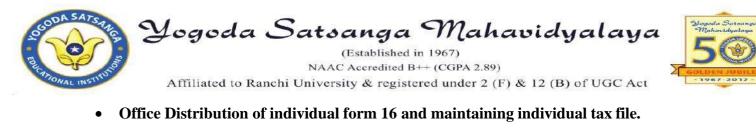
• Receiving acknowledgement (26Q) statement from and Receiving Form 16 from CA

0620P_2023,24	and a state of the second				and the second second		Incon	e Tax Department	
			FORM	NO. 1	6				
			[See rule	: 31(1)(a)]					
			PA	RT A					
Certificate under Sec	ction 203 of the Income-ts		for tax deducted at so of specified senior citi			loyee under s	ection 192 or pen	sion/interest incom	
Certificate No. AV	GQAZA			1		1	ast updated on	16-Jul-2023	
Name	and address of the Emplo	yer/Specific	d Bank		Name and address	s of the Emple	oyee/Specified set	ilor citizen	
YOGODA SATS JAGANNATHPU RANCHI - 83400 Jharkhand YSM.RANCHI4	54	A		02.0	HANKER SEMAR LO AGANNATHPUR, DH		004 Bihar		
PAN of the	e Deductor	TAN o	f the Deductor	PAN of Employ citizen	the /ee/Specified senior	Employer/	Reference No. pro Pension Payment bloyer (If availabl	order no. provided	
PANNO	TREQD	RC	HY00001B	4	AAEPL0620P				
2	CIT (TDS)				Assessment Year		the Employer		
	The Commissioner of Incor ng, 2nd Floor, Bir Chand P				2023-24		From 01-Apr-2022	To 31-Mar-2023	
	Summary of a	mount paid	credited and tax dedu	icted at so	ource thereon in resp	ect of the emp	loyee	9	
Quarter(s)	Receipt Numbers of quarterly statements under sub-section Section 200	of TDS	Amount paid/cree	tited	Amount of tax d (Rs.)	educted	Amount of tax deposited / remit (Rs.)		
Q1	QVAZSOQF	8	24	11037.00		6000.00		6000.0	
Q2	QVDRODVE			9273.00	<b>^</b>	2000.00		2000.0	
Q3	QVGDRTYB	Pag	ge 1 / 2,	89273:40	Q +	0.00		0.0	
04	QVJFZPUG	6 St	14	5037.00		0.00		0.0	

Figure 26: FORM 16 received from CA and distributed



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	Tax Deposited in respect of the		Challan Identification ?	Number (CIN)	
SI, No.	deductee (Rs.)	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	727	05-09-2022	12	F
7	0.00	199	06-10-2022		F
8	0.00	73	05-11-2022	1	F
9	0.00	1985	02-12-2022		F
10	0.00	920	05-01-2023	1	F
11	0.00	1000	04-02-2023		F
12	0.00	2	06-03-2023		F
13	0.00		06-04-2023	14 H	F
14	0.00	85	06-04-2023	1	F
Total (Rs.)	8000.00				
		Ve	rification		
Rs. <u>8000.00</u> (R Central Gove	UMAR PANDEX, son / daughter of J ts. <u>Eight Thousand Only</u> (in words)] rament. I further certify that the in DS deposited and other available reco RANCH	has been deducted and a s formation given above is ords.	um of Rs. <u>8000.00</u> [Rs. <u>Eight Tho</u>	usand Only] has been dep	osited to the credit of th
20192855 March		52			
Date	17-Jul-202	23	(Signature of perso	on responsible for deducti	on of Tax)
Designation:	PRINCIPAL	1	Full Name: SHYAM KUMAR PAN	DEY	
Notes:		- 10 M		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

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	e	Repairing and Painting work of th	e exterior and interior of the College	building		
ONVERT	[X]	YSMF1211/2923	DATE	16/12/2028		
PDF to Word	a	To.				
PDF to JPG		M/s				
PDF to Excel		Diar Sir.				
PDF to PPT		You are requested to submit most competitive rate				
Convert to PDF		Repair and Painting work of Ground, First and (YSM)	Second Floor of exterior Yogoda Se	isanga Mohavidyalaya		
		For site visit Contact Senior Manager, Mr. R. I	Singh : Mobile 8986891478.			
117	1	Sealed Quotation may be submitted superscribed	아님이 아무 집에 들었다. 아무 집에 가슴 아무 아무 말을 했다.	reunder: -		
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Figure 29: Notice inviting tender



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#### 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.

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<ul> <li>More</li> </ul>		Subject: Zoom Invitation: Purchase Committee Meeting		
		To: Pragati Bakshi <pre>pragatibakshi28@gmall.com&gt;, Pragati</pre>	Bakshi <pragati @rectiffmail.com="" bakshi=""></pragati>	
Labels	+			
		Madam,		
		Yogoda Satsanga Mahavidyalaya is inviting you to a sched	uled Zoom meeting.	
		Topic: Purchase Committee Meeting		
		Time: Dec 5, 2022 01:00 PM Pacific Time (US and Canada	1)	
		Join Zoom Meeting		
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		Meeting ID: 921 351 0933		

*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.

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Figure 31: MIS report



Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand



#### 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.

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Figure 32: Link of purchase committee online meet via email

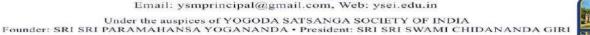
#### **10. Tally Accounting in Real-Time:**

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.

TallyPrime									
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*Figure 33: Tally accounting* 





Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand



## **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.

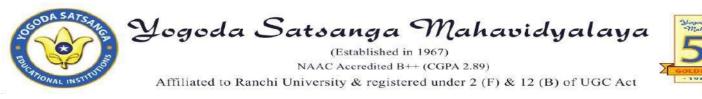
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Figure 34: Online internal audit

## 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) <u>E-governance in Student Admission and Support:</u>

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.

	for the temporary/contractual vacan	cies for the short-term period.	
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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.

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Add-On Courses	dmission Acc	Conline Loctures		
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Figure 36: E-college portal of student





## c) Online Fee Payment

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

Already Registered, For Login, Click here Registration For New Applicant Student-id Date of birth Day Month Year 00 0000 Password 225 Confirm	ant
Student-Id Date of birth Day Month Year 00 0000 Password	
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Day Month Year 00 0000 Password	
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Register	TO BE AN AVERAGE AND
Figure.1: YSM online semester Fee	
	nester Fee
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Shypen 18.01. 2023	nester Fee

Figure 37:Screenshot of fee submission



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



## d) Online Application for Fee-Waiver

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

Applications are invited for the temporary/contractual vaca where the electric scatter is the electric scatter of a gammathpur, Ranchi   VBS of India   e-College Yogoda Satoanga Makavidyalaya	Pasebook   Talegram   Youtube (2) Pension	Siip (Ei Liininy) 🛊 Jigyasa 🗊
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Yogoda Satsanga Mahavidyalaya Online Fee Wa	tiver Application-2023	
Degres 2021-24(Sem-04),Degres 2022-28(Sem-02), intermediate (year-02) can Apply for online fee waiver	Login Login with your "Course Fee payment" account	
Lest Date :30th Sep 2023 Student Id (Printed on the barcodie of student's i-card of Check your Admission Card ) and Admission Account Password.	Student-Id BA2021ECO003	
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Figure 38: Online fee waiver portal



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 •



e) Online registration to Add-on courses

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

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*Figure 39: Online portal for Add-on courses* 

## f) Online Application for Transfer Certificate

The Mahavidyalaya provides portal for online application for transfer certificate.

Institution Ad	mission	Department	Student Zor	e Activities	Journal	IQAC & NAAC	Library	NIRF	Feedback & Contact	Alumni	Gallery	SSR
				Online Applic	ation Form F	or Student TC &	Character C	ertificate	•			
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	_		office or call	on help no : 065	13506332	8						
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	Par	sword					Forget P	assword				
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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.

Service Condengi	a Mahavidyalaya 🔤	Go To New	/ Admissio
tion Admission Department Studer	nt Zone Activities Journal IQAC & NA	AAC NIRF Feedback & Contact Alumni Gallery SSR	
Redressal Cell	Message	□ Our office	
Enter NAME	Your Grievances	YOGODA SATSANGA MAHAVIDYALAYA	
Enter NAME Email Address E Enter EMAIL ADDRESS	Your Gdevances	YOGODA SATSANGA MAHAVIDYALAYA JAGANINATHFUR, DHURWA RANCH, BASOD4 P: 0651-2970805, 0651-2970806	
Email Address	Your Odeyances	JAGANNATHPUR, DHURWA RANCHI, 834004	
Email Address	Your Odeyances	JAGANNATHPUR, DHURWA RANCHI, 834004	
Email Address Enter EMAL ADDRESS Mobile Number	Your Edevances	JAGANNATHPUR, DHURWA RANCHI, 834004	

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.

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		@YSM_CENTRAL_LIBRARY Welcome to YSM Mobile Library						
	$\odot$	Library Website						
		OPAC						
		Library Rules						
	Q	Advanced search						
	0°	User Lögin						

Figure 42: OPAC at Library portal



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Jagannathpur, Dhurwa, Ranchi 834004, Jharkhand



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.

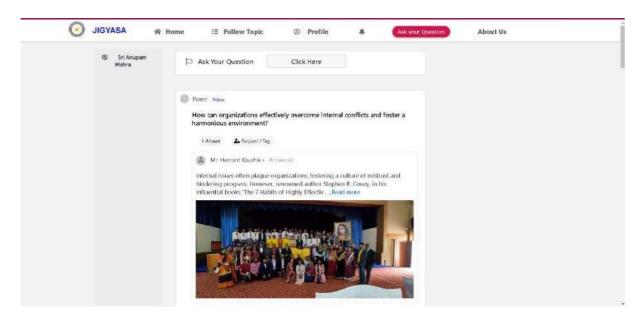


Figure 44: Jigyasa portal for student-faculty interaction





## 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



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## (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.





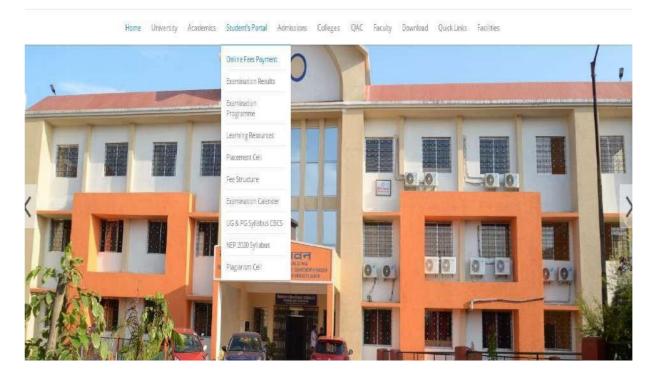


Figure 46: Snapshot of RU examination portal

- 2. Thereafter, the college notifies students via the following platforms:
  - College Website
  - Official Telegram Channel of the College
    - Department/Semester-specific WhatsApp groups.





# Yogoda Satsanga Mahavidyalaya

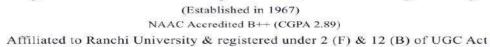






Figure 47: Notification on college website

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Figure 48: Exam notification in official Telegram channel of college



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

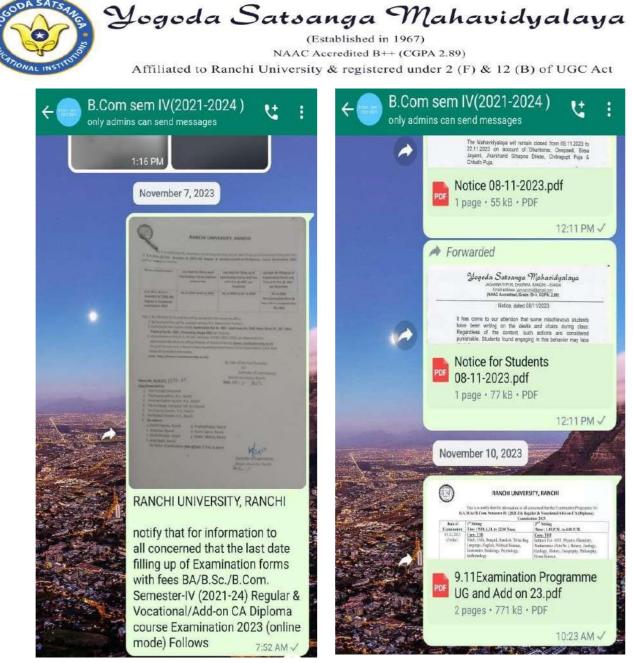


Figure 49:Exam notification in department/semester specific WhatsApp group



da Satoa

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



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

Instructions for Student Login Instruction Vid	Login
परीक्षा फार्म फॉर्म भरने से पहले दिया निर्देखों को ध्यान से पहें। (Before filling up the Examination form, please read the instructions carefully.)	Luser Name
1. नए आवेदकों को "New Registration" लिंक पर क्लिक करना होगा जिससे "Create User" पेज खुल जाएगा। (As a first time user, applicants have to create the user by clicking on the "New Registration" link. It will open the "Create User" Page.)	Password
2. "Create User" पृष्ठ के अंतर्गत सभी जानकारियों को भरना अनिवार्य है जिन्हें तारांकित चिह्र (')ड़ारा इंगित किया गय है	T Forgot Password? Login
(Under the "Create User" page, all fields are mandatory to be filled which are indicated by asterisk(" mark.)	") Click here to Complete User Creation Process
3. आवेदक अपना नाम ठीक उसी तरह दर्ज करेंगे जैसा कि माध्यमिक बोर्ड सर्टिफिकेट में उल्लेखित है। (Applicant shall enter his/her name exactly as mentioned in Xth Board Certificate)	Do not have an account? New Registration
4, आवेदकों को रजिस्ट्रेशन नंबर और यूजरनेम में रजिस्ट्रेशन नंबर डालना अनिवार्य है  इसे सिस्टम द्वारा सल्पापित किया जायेगा	
(Applicants must enter their registration number in the fields of registration number and user name which will be verified by the system.)	E
5. जिन आवेदकों के पास वैध ईमेल.आईडी नहीं हैए उन्हें नया "User"बनाने से पहले ईमेल.आईडी बनाना होगा। आवेदक को यह भी सुनिश्चित करना होगा कि ईमेल.आईडी और यासवर्ड को भविष्य के सभी प्रजावार / संदर्भ के लिए सरक्षित रखा	ñ

Figure 50: Student portal for examination form fill-up

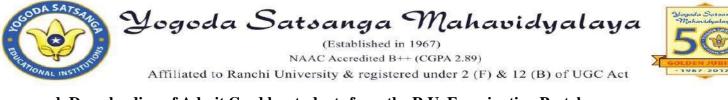
c. Notification of Exam Schedule and Examination Centre through the aforementioned channels.



Figure 51:Notification of Exam Schedule on RU website



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



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

Admit Card	Welcome to
Examination Form	Examination Portal
Examination Result	
College/Centre Login	
Ph.D. Entrance Examination 2023	
	How to Download Admit Card & Instructions to Fill OMR Answer Copy
Result of UG Semeste	r VI (Bachelor of Commerce-Commerce(Hons.), Bachelor of Science(Hons.)) Examination 20

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.

Result				
Course Type	Semester/Year	Stream	Roll No	
Select Course	<ul> <li>Select Semester</li> </ul>	<ul> <li>Select Stream</li> </ul>	<ul> <li>Enter Your Roll No.</li> </ul>	Get Result

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.

<del>~</del>	● Eco(Hons) Sem-6(2020-23) +91 6204 235 599, +91 6207 425 283, +91 6299	•								
	28 February 2023									
•	Apama Mam Forwarded NOTICE FOR MID-SEMESTER EXAMS FOR ECONOMICS HONOURS									
	SESSION 2021-2024 SEMESTER - 3									
	DATE & TIME, SUBJECT 02/03/23 & 11:30-12:30 P.M., PAPER CC5 at G9									
	03/03/23 & 11:30-12:30 P.M., PAPER CC6 at G9									
	04/03/23 & 11:30-12:30 P.M., PAPER CC7 at G9									
	All the best									
	Dept. Of Economics 4:06 pm									
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*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: <u>ysmexam834004@gmail.com</u>.

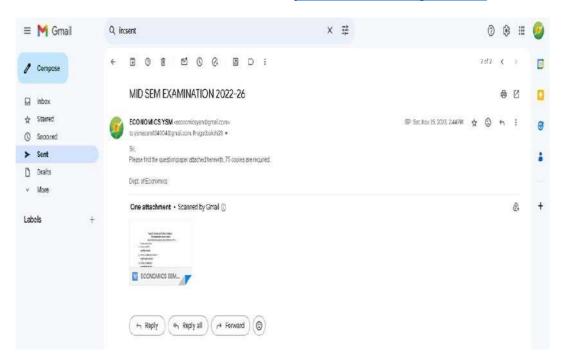


Figure 55:Submission of mid-semester question to exam department via email

#### 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: <a href="mailto:ysmmidsemestermarks@gmail.com">ysmmidsemestermarks@gmail.com</a>.

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	(*n Reply) (*n Reply all) (* Forward) ((2))						ar.

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







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