

6.2.2 Institution Implements e-governance in the following operations

<p>Administration</p>	<p>As Bikram College is the Govt. college so all rules and regulations of Punjab govt. are strictly followed. The institute implements e-governance in administration work as it has introduced the digitization of all database and records. The college communicates with higher authorities through emails and WhatsApp groups. Google forms are also filled to provide timely information. The Institution uses iHRMS portal https://hrms.punjab.gov.in/ to maintain the staff service record, preparing salary bills, tax deductions whereas the employees can get their salary statement, TDS details, GPF details and get projected salary statements to calculate Income Tax. Employees can also apply their leaves directly on this portal. All the significant information is available at college website. Notices and other correspondence with regard to administration are communicated via e-channels.</p>
<p>Finance and Accounts</p>	<p>All salary bills are generated on iHRMS and these bills are directly related with E-treasury, IFMS https://ifms.punjab.gov.in/ where online vouchers are given to the bills. This has resulted in the reduction of manual work. Challans are generated online and students directly deposit their fees at their ease. Same way, all medical bills, telephone bills, electricity bills are directly paid through IFMS portal. Purchase of equipment is done through GeM portal https://gem.gov.in/ and e bills are procured. Payment is made through cross cheques, RTGS and PFMS portal https://pfms.nic.in/Users/LoginDetails/NewLayoutLogin.aspx . So, being the govt. college, it is using ERP in finance and accounts very well.</p>
<p>Student Admission and Support</p>	<p>The college uses Punjab govt. admission portal https://admission.punjab.gov.in/ for entry level classes' admissions and college portal http://gbcpatialaadmissions.com for other classes admissions. Students fill their forms online and get admission on merit basis. The time table and other academic and non-academic communications are uploaded on college website www.gbcpatiala.ac.in. Student database is available on the college portal. e-Academe is a web-based E-Governance application for online registrations, admissions, fee collection using cash or bank challan or online payment. The academic, sports& cultural programmes and additional activities are uploaded and communicated to students through the college portal. Timely information on the college website is available</p>

	<p>during the admission process. Helpline numbers of teachers are there and the students can directly contact with them. For students support national scholarship portal is also used by college to provide scholarship to the students through direct bank transfers (DBT). Students can have the access to numerous e-books, journals and magazines through INFLIBNET. KOHA and SOUL 2.0 softwares are used in the library. Every year the data of the institute is uploaded on the AISHE (All India Survey on Higher Education) portal (https://aishe.gov.in/aishe/home) under the supervision of the AISHE coordinator of the institute. The institution is registered on NIRF (National Institutional Ranking Framework) Portal (https://www.nirfindia.org/home) and data has been successfully uploaded. The mentor of each class has also created WhatsApp groups with his/her mentees i.e., students to post latest updates related to academic and non-academic activities. Relevant information and notices are uploaded on the college website. College has its Facebook page, Instagram and Twitter account also.</p>
<p>Examination</p>	<p>The college is affiliated to Punjabi University Patiala. So, all the guidelines are followed accordingly. The university's portal is www.pupexamination.ac.in. All the students fill online examination forms, download their admit cards and attendance sheets. Results are also downloaded by the students through portal. Students are facilitated to have provisional DMC also. Uploading of assessment is done by the concerned teacher well in time on the university portal using college name and id and they can use the staff login to fill internal and external marks. During the COVID phase, the question papers were received online. The internal assessment is uploaded by the college. For implementation of transparency internal assessment is displayed on notice boards and is also uploaded on college website www.gbcpatiala.ac.in. All the important notices regarding examination are also uploaded on college website and portal. Teachers also disseminate important information through WhatsApp groups, emails and use Google forms to receive the details from students and various stakeholders.</p>



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ERP Policy

Enterprise Resource Planning (ERP): A College ERP system is a technology-based software to pile, analyze, manage, and administer the data. The college ERP is designed to accomplish student enrolment, online fees, online admissions etc. It also helps in smoother operations and healthier internal communication together with maintaining transparency.

The basic objective of implementing an ERP system is to fetch together different functions of the institution e.g. enrolment, examination, finance, human resources etc. ERP supports distinct system setting and therefore facilitates to run operations more efficiently and competently.

In view of the current computerisation scenario and the innovative challenges of today, the need therefore in higher education is for an ERP solution that is custom-built to fit the distinctive requirements of the education sector and for this we take a holistic approach to automation and restructuring of the entire range of functions and practices in an institute. Since our institution is a government institution, so we are taking the benefit of all the softwares provided by central and state government which makes our functioning very cost competitive. The college website (www.gbcpatiala.ac.in) is maintained and updated by the faculty under the guidance of ERP coordinator. Besides this, every year college spends money on the updation of college portal so that students can take maximum benefit of timely and necessary information.

- The implementation of our policy introduces a greater transparency, higher productivity and healthier controls. All communication with higher office and other departments is through official mail of the college. Implementation of the work is timely done within the given time limit.
- The students are facilitated through centralised Online Admission Portal (<http://admission.punjab.gov.in>) developed by Punjab Government for entry level classes. Online fees payment through challans is also available on this portal. The college also uses another portal (<http://gbcpatialaadmissions.com>) for online admissions of running classes. Personal biodata of the student is also available in their login IDs as per their current academic status. The college portal provides the facility of Day book, students detail, name correction, subjects detail, registration numbers, students fees detail, registration return summary, photo and signature downloading. When students fill online admission forms on the portal they can deposit online fee through challans in the bank.
- Students can pay any type of fees to the college account through this facility.
- All important instructions are given to the students on the college portal as well as on the website.
- Applicability of KOHA (<https://dpi-lib-staff.pbhe.punjab.gov.in/>) and SOUL 2.0 software (<https://soul.inflibnet.ac.in/>) facilitates the Library

functioning in a smoother way for maintaining and up keeping the records of books. Students and faculty can access E-resources on N-List through their IDs as every year college gives the subscription for E-Resources.

- Students availing different scholarships such as Minority and Merit Scholarships are facilitated through the Scholarship Portals like National Scholarship Portal (<https://scholarship.gov.in/>) and Dr. Ambedkar Scholarship Portal (<https://scholarships.punjab.gov.in/>).
- Public Financial Management System (PFMS) a web-based online software application is also practically implemented through this portal (<https://pfms.nic.in/Users/LoginDetails/NewLayoutLogin.aspx>). Payments under RUSA (RashtriyaUchchatarShikshaAbhiyan) grant and various other grants have been done through this portal which gives more transparency in financial transactions.
- GeM (Govt. E-market Place) is also used to purchase the equipment and (<http://gem.gov.in/>) portal is used frequently by the institution.
- The salary of the staff is generated through the IHRMS Portal (<https://hrms.punjab.gov.in/>) of Punjab Government and staff intimates regarding leave on the portal. The budget is granted and payments are generated through IFMS portal (Integrated Financial Management System) (<https://ifms.punjab.gov.in/>)

- MS office 2016 Sngl Academic OLP licence, MS windows Pro 10 Sngl OLP licence and MS visual Studio Pro Sngl Academic OLP licence which have been purchased earlier are frequently used.
- We also use the Punjabi University Examination portal (<https://pupexamination.ac.in/>) for the uploading of internal and external assessment both for theory and practical papers.
- Every year the data of the institute is uploaded on the AISHE (All India Survey on Higher Education) portal (<https://aishe.gov.in/aishe/home>) under the supervision of the AISHE coordinator of the institute.
- The institution is registered on NIRF (National Institutional Ranking Framework) Portal (<https://www.nirfindia.org/home>) and data has been successfully uploaded.



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