



GOVERNMENT COLLEGE BIROHAR

DISTRICT – JHAJJAR (HARYANA)

Website : www.gcbirohar.ac.in
E-mail : naacgcbirohar@gmail.com



Criteria 6.2.2

Institution implements e-governance in its operations

E-Governance Policy and its implementation

According to Cambridge Dictionary policy is "A set of ideas or a plan of what to do in particular situation that has been agreed officially by a group of people, a business organization or a Government. In other words policy is a plan or course of action as of a Government, or business, intends to influence and determine decisions, actions and other matters. However, Dimock defines policy as the consciously acknowledged rule of conduct that guides the administrative.

The above definitions make it clear that Administration is a cooperative effort of a group of people in pursuit of a common objective. In its general sense, administration is a universal process that can be found in various institutional settings such as business firms, a hospital, a university, a college, a Government Department and so on. In the way, an attempt has been made to examine the policy of e-governance and its administration of government of Haryana which is implemented by the college in letter & spirit. The following efforts have been made to explain various initiatives of the College to implement the policy of E- Governance Government of Haryana.

An Introduction

The Government of Haryana has recognized the huge potential of Information Technology (IT) and decided to deliver the benefits of IT to the people of the state. The state has realized this huge potential and as a result, is on its way to emerge as a premier cyber state in the country. The intention of the Govt. is to

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make the state as one of the most prosperous state in the country with IT-driven economy, e-Governance, extensive percolation of IT literacy and massive IT-related employment opportunities. IT would improve the quality of life of the people, besides upgrading the standard of administration, especially in social and public services".

Therefore, the objective of achieving e-Governance in the state Govt. has outlined its Information Technology Policy by stating in its preamble that, "The state Government recognizes the role of IT as an effective tool in catalysing economic activity, in efficient governance and in developing human resource. This policy seeks a deep impact initiative by the state Government in encouraging replacement of traditional delivery system of public services by IT driven system of governance that works better, cost less and is capable of serving the citizen's needs with ease."

E-Governance policy of the College:

As discussed above that it is mandatory for all Departments, Board and Corporation to follow and implement the E-Governance policy of the government in letter& spirit and follow the procedure to procure hardware, software and networking equipment etc., according to specifications and standardization laid down by HARTRON (Haryana State Electronics Development Corporation Limited) which shall be the sole agency of the state government to procure software and equipment. General use application software like payroll, personnel information system, inventory management system, budget expenditure control, grievance handling and office automation systems etc., are developed by government departments, boards and corporations on the technical advice of HARTRON. These steps shall enable integration of resources into the state intranet, creation of central data warehouses and predictable architecture ensuring the manageability, portability and inter-operability of systems.

Consequently the college is also complying and implementing the policy of e-governance in the following areas of operation: -


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3.Student Admission and Support: The most important key factor of the college is the transparent student's admission system. The admission process in both types of course, i.e. UG and PG Level, is made through Online System of Higher Education, Haryana purely on merit basis and college also coordinates in this process by updating the sanctioned intake, course combinations and fee structure of all the programmes. The Scholarships are offered to deserving and needy students to encourage them to take up higher education. This incentive falls in line with the motto of Higher Education Department of the state. The College also entertains the claim of such students and puts them for further process through online system and gets the amount sanctioned. As the amount of scholarship is sanctioned, the same is disbursed through RTGS/NEFT in the respective accounts of the beneficiaries without any delay. It is also pertinent to mention here that College has extended helping counters, free of cost, for filling utility forms, Admission forms, Examination form as well as Scholarship Forms.


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DATE BOUND / IMMEDIATE ACTION REQUIRED

From

Director General Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

The Principals of all Government Colleges of Haryana
The Principals of all Govt. Aided Colleges of Haryana
The Principals of Self-Financing Colleges of Haryana

Memo No.: DHE-010019/6/2020-Coordination-DHE
Dated, Panchkula, the 26.07.2022

Sub: Regarding Online Admissions for UG Courses for the Session 2022-23

Kindly refer to the subject cited above.

I have been directed to inform you that the process of centralized Online Admissions for Undergraduate Classes for the session 2022-23 in all Government, Aided and Self-Financing Colleges of Haryana will commence from 01st August, 2022 for which detailed information is available on Department website Portal i.e. <https://higherduhry.ac.in>. The instructions for Online Admissions for 2022-23 are as under:

1. The Admission Schedule for the session 2022-23 will be as follows: -

Sr No	Event	Date/Timeline
1	Filling up of College Profile/Module (Details of College, Admission Nodal Officers, College Bank Details, Courses, Subject Combinations, Seats, Fee etc.)	27.07.2022 to 28.07.2022
2	Approval of College profile (Courses and Seats) by HQ	29.07.2022 to 31.07.2022
3	Online Registration and Submission of Application by Applicants on Online Admission Portal	01.08.2022 to 08.08.2022
4	Online Documents Verification	02.08.2022 to 09.08.2022
5	1 st Merit List Out (Valid upto 16.08.2022)	12.08.2022
6	Fee Submission (1 st Merit List)	13.08.2022 to 16.08.2022
7	2 nd Merit List Out (Valid upto 23.08.2022)	19.08.2022
8	Fee Submission (2 nd Merit List)	20.08.2022 to 23.08.2022
9	Teaching Term	w.e.f. 22.08.2022
10	Open Counselling/Re-opening of Online Admission Portal for Registration for leftover seats	26.08.2022

2. Non-refundable Registration Fee* shall be charged from the applicants w.e.f session 2022-23 and will be as follow:

Girl Students	@ Rs. 50
SC Students of Haryana Domicile	@ Rs. 50
Other Students	@ Rs. 100

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3. Late fee* will be charged from the applicants admitted through Open Counselling and is as follow:-

Late Fee (1 st week during Open Counselling)	Rs. 100
From 2 nd Week onwards during Open Counselling	Rs. 100 + Rs. 100 Per day

**Registration Fee and Late Fee shall remain with the State Government.*

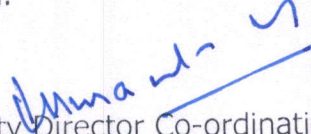
4. Fee/Fund structure for admission to various courses shall be as per State Govt/University norms.
5. No change will be allowed after freezing the subject combination seats, so the colleges are advised to fill the combination seats as per their requirement keeping in view the previous year's admission trends.
6. PPP shall remain mandatory for Haryana students for taking admissions in Degree Colleges. Also, the caste/reservation/financial benefits given to the candidate shall be on the basis of verified caste/income fetched through PPP. Any unverified data of PPP of the candidate shall lead to his candidature considered in general category only.
7. In case of courses having multiple subject combinations (≥ 3), It shall be made mandatory for candidates to choose minimum 3 subject combinations in one college/different colleges at the time of filling the admission form.
8. Weightage criteria for preparing the merit list during session 2022-23 shall also stand same as was in the session 2021-22.
9. The State Reservation Policy shall be followed in letter and spirit.
10. Merit lists for session 2022-23 shall be prepared after considering marks in the qualifying examination, weightage and State Reservation Policy on the same pattern as followed during session 2021-22.
11. Online Documents Verification shall be carried out by the college opted as first choice by the applicant. All colleges including Govt. Colleges, Govt. Aided Colleges and Self-Financing Colleges shall be included during the process of Online Documents Verification.
12. Also, colleges shall ensure the inclusion of Sports Seats while filling the Seats of a course, if applicable. The process of filling Sports Seats, if applicable, shall be ensured by the Colleges only during open counselling as per affiliating University/State Government norms.
13. The applicant whose admission is confirmed shall submit his/her original migration certificate in the college within ten days of admission, if he/she has passed the qualifying examination from any Board other than Board of School Education Haryana.
14. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
15. The colleges shall ensure that seats be filled according to norms only.
16. Refund, if any, to the students shall be ensured by the Colleges only as per affiliating University/State Government norms. The college is also authorized to take the short payment, if any, from the student at later stage as per norms.
17. The mode of fee collection from students during 2022-23 will be Online, whereas offline mode will be added during the open/physical counselling.
18. Registration on Online Admission Portal is mandatory for admission seekers. In no circumstances, admission without registration on portal shall be allowed.
19. The students will be initially given provisional admission only, subject to the verification of their documents by the College/Affiliating University. In case of any discrepancy at any stage, the college is authorized to cancel the provisional admission of the student without any notice or can change his/her stream/subjects subject to availability of seats & his/her willingness. It shall be the sole

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responsibility of the student to confirm the eligibility in the courses from colleges/affiliating university in which he/she has applied for.

20. Earned Leaves shall be granted as per norms to the staff members on admission duties during the summer vacations notified by the affiliating Universities, if any.
21. The other admission guidelines/instructions issued by the Department of Higher Education, Haryana in the session 2021-22 shall also be applicable during academic session 2022-23.
22. Fresh instructions, if any, shall be uploaded/displayed on department website <https://highereduhry.ac.in> and <https://admissions.highereduhry.ac.in>
23. For any admission related query, Student can contact either on Toll Free No. 1800-180-2133 or on helpdesk email id admissions@highereduhry.com
24. Implementation of COVID guidelines/protocol issued by the State Government shall be ensured by the Colleges.
25. Principals of the Colleges must ensure to add those Courses & Subjects only on the online admission portal which have been approved by State Government/University.

Strict compliance of the guidelines be ensured.


Deputy Director Co-ordination
for Director General Higher Education,
Haryana, Panchkula


A copy is forwarded to following for information:

1. Registrars of all the State Universities of Haryana
2. Sh. Alok Srivastava, Scientist – F, NIC Haryana
3. IT Cell, Higher Education, Haryana
4. All the stakeholders concerned


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Online Admission portal

<https://admissions.highereduhry.ac.in>



Online ADMISSION PORTAL

Directorate of Higher Education, Haryana

DashboardCollege ManagementProgramme MastersVerification MastersAdmissionsReports2nd Year Admissions

Welcome - GC Birohar Jhajjar (JJR002)Sign Out

PG Dashboard2024-25

1PG Total Programmes

12PG Total Applicants

11PG Applications for Verification

0PG Verified Applications

11PG Applications Pending for Verification

0PG Applications In Objection State

0PG Admitted Students

0PG Boys Admitted

0PG Girls Admitted

College Status (PG)

PG Status : Active

PG Data Freeze Status : Freezed UnFreeze Data

Note: When the Data Status is in the *Unfreeze* state, your college will not appear to students for choice filling. So Please make sure to update the data (Programmes, Seats, Fees etc) at the earliest and *Freeze* the data.

Note: जब डेटा स्टेटस अनफ्रीज अवस्था में होता है, तो आपका कॉलेज छात्रों को चॉइस फिलिंग के लिए दिखाई नहीं देगा। इसलिए कृपया जल्द से जल्द डेटा (प्रोग्राम, सीट, फीस आदि) अपडेट करना सुनिश्चित करें और डेटा को फ्रीज करें।

Dashboard Data Last Updated : 16-07-2024 16:03:27 (Refreshes every 15 minutes)

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From

Director Higher Education
Higher Education, Haryana, Chandigarh

To

1. The Principals of all Government Colleges of Haryana
2. The Principals of all Govt. Aided Colleges of Haryana
3. The Principals of all Self-Financing Colleges of Haryana

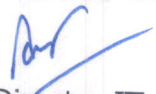
Memo No.: DHE-080001/16/2021-IT CELL-DHE
Dated, Panchkula, the 07.07.2023

Sub: Regarding Online Admissions of 2nd/3rd Year Students in UG/PG Courses for the Session 2023-24

Kindly refer to the subject cited above.

I have been directed to inform you that the promotion for 2nd/3rd year students (UG & PG) will commence from 10.07.2023 for all the Government, Govt. Aided & Self Finance colleges. Promotion and admission to 2nd/3rd year will be done through DHE ERP portal (<https://erp.highereduhry.ac.in>). Other instructions will be as under:-

1. Admission of 2nd & 3rd year students shall be done online on ERP portal ([www.erp.highereduhry.ac.in](https://erp.highereduhry.ac.in)) as per the last year practice for all the Govt/Aided/Self Finance Colleges. All the colleges are required to promote the students to the next year/semester on ERP portal which is developed in-house.
2. All the Colleges shall update the Course Fee, Subject Combination mapping for 2023-24 session for 2nd/3rd year.
3. ERP Portal shall be opened for admissions from 10.07.2023 to 31.07.2023 without late fee. After 31.07.2023, Late fee is proposed as under:
 - a. Late Fee from 01.08.2023 to 07.08.2023 = Rs. 100/-
 - b. From 08.08.2023 onwards = Rs. 100 + Rs. 100/- per day
4. Late Fee shall remain with the State Government and all colleges will submit the Late Fee to the HQ after the completion of admissions.
5. Fee Payment mode for Govt. College will be both Online and Offline, whereas for Aided & Self Finance Colleges there will be offline mode only as per previous year practices. In case of offline mode, Student will submit the fee in cash at the college counter and Fee receipt will be generated through the ERP portal only.
6. Refund of fee, if any, to the students shall be ensured by the Colleges only as per affiliating University/State Government norms. The college is also authorized to take the short payment, if any, from the student at later stage as per norms.
7. Timely submission of Registration Return in the affiliating University shall be ensured by the Colleges only.
8. Earned/Compensatory Leaves shall be granted as per norms to the staff members on admissions duties during the summer vacations notified by the affiliating Universities, if any.
9. Admission through ERP Portal is mandatory for all the students/colleges. In no circumstances, admission without registration on ERP portal shall be allowed.


Deputy Director IT
for Director Higher Education,
Haryana, Chandigarh

A copy is forwarded to following for information:

1. Registrars of all the State Universities of Haryana
2. IT Cell, Higher Education


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Online Admission portal Link:

<https://erp.highereduhry.ac.in/UserLogin.aspx>

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Jhajjar

Dashboard

College Profile

Admissions 3rd/4th Year

Anti-Ragging Report NEW

College Labs

IT Infrastructure UPDATE

Demand Assessment

Stock Register NEW

Time Table NEW

Free Passport Scheme

Library NEW

Fund Management NEW

College Result NEW

College Information

College Name

GC Birohar Jhajjar

District of the Institute

Jhajjar

Block of the Institute

MATANHAIL BL

Ward / Village of the Institute

Birohar

Name of Head of Institute *

Dr. Satyavart

Mobile No. of Head of Institute *

9812443925

Date of your Institute Establishment *

10-07-2007

Education Type *

Co-ed

Location Area *

Rural

Is your Institute recognized as a Minority Institution *


No

Campus Area in Acres *

13.85 Acres

Building Area in Sq. ft. *

College Logo



ERP Module Status

Sr No.	Module	Status
1	NAAC	Updated
2	Land Record	Updated
3	Building Record	Pending
4	Passport Fee Reimbursement	Pending

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