

# **E-GOVERNANCE POLICY**



**LALA LAJPATRAI COLLEGE OF LAW**

**Lala Lajpatrai Marg, Mahalaxmi, Mumbai 400 034**

*(Affiliated to the University of Mumbai, Mumbai, &*

*Approved by Bar Council of India)*

# E-GOVERNANCE POLICY

## Statement of Policy

Lala Lajpatrai College of Law places a strong emphasis on the transformative potential of technology in enhancing our admission, examination and administrative procedures and providing an exceptional digital experience for all stakeholders, including students, faculty, and staff. To underscore our unwavering commitment to leveraging technology for optimal outcomes, we have devised an E-Governance Policy. Our primary objectives with this policy are to streamline the existing operations, enhance communication channels for efficient information dissemination, and prioritize data security and privacy in all our technological endeavors. Serving as a comprehensive guiding framework, this policy establishes the cornerstone for effective e-governance practices throughout the college ecosystem. Through this strategic approach, we aspire to raise the bar in terms of academic support and administration standards, ultimately contributing to the comprehensive growth and success of every member within our educational community.

## Objective

The E-Governance Policy at Lala Lajpatrai College of Law encompasses the following key objectives:

1. **Streamlining Administrative Processes:** One of our primary goals is to streamline various administrative tasks within the college, including admissions, student records management, and course registration. The aim is to reduce the reliance on paperwork, eliminate manual tasks, and enhance the overall efficiency and accuracy of administrative operations.
2. **Data Protection and Security:** We are committed to implementing robust data protection measures, such as encryption protocols, access controls, and regular data backups. These measures are essential to safeguard sensitive information and ensure compliance with relevant data protection regulations, prioritizing the security and privacy of our stakeholders' data.
3. **Digital Assessment and Examination:** We seek to enhance assessment and examination processes through the implementation of online assessment systems, secure examination platforms, and digital grading tools. This approach not only streamlines these processes but also ensures fairness and provides prompt feedback to

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students, promoting transparency and efficiency.

4. **Embracing Technological Innovation:** As part of our commitment to harnessing technology's potential, we are open to embracing technological innovations. This includes exploring emerging technologies like artificial intelligence, machine learning, and data analytics to improve administrative efficiency, enhance decision-making processes, and elevate the overall student experience.

### **Scope**

#### **Administration:**

- **AISHE Reporting:** We utilize the AISHE portal to provide government authorities with essential data about our institution, including student and staff enrollment, infrastructure, and more. This web-based survey helps monitor our institutional status.
- **Accounts and Finance:** Tally ERP is the backbone of our financial processes, ensuring efficient and accurate management of all accounts and finances.
- **Biometric Attendance:** The attendance of both teaching and non-teaching staff is recorded through a biometric system, ensuring accuracy and accountability.
- **CCTV Surveillance:** Our campus is equipped with round-the-clock CCTV surveillance, allowing continuous monitoring of activities within the premises for security and safety.
- **Online Grievance Redressal and Feedback:** Stakeholders have access to dedicated online mechanisms for registering grievances and providing feedback. These channels are closely monitored to ensure swift resolution and action on complaints and feedback.
- **ICT-Enabled Classrooms:** All classrooms are equipped with ICT tools to enhance the teaching and learning experience through technology.

#### **Student Admission and Support:**

- **Common Admission Process (CAP):** We adhere to the Common Admission Process

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prescribed by the Maharashtra Common Entrance Test (CET) Cell for student admissions. Admissions are based on entrance exam scores, and seat allocation is managed by the CET Cell.

- **Online Admission & Fee Payment:** College offers an online admission form filling in and fees payment portal, providing prospective students with a convenient and user-friendly platform to apply for admission and submit fees. This online system streamlines the application process, allowing applicants to complete and submit forms from anywhere with internet access. Additionally, secure online payment options ensure hassle-free submission of admission fees, enhancing efficiency and accessibility for all applicants.

### **Enrollment and MIS:**

- **Online Enrollment:** Student enrollment with the University of Mumbai is conducted online, and their information is updated in compliance with the directives of the Government of Maharashtra's Directorate of Higher Education.

### **Scholarship:**

- **Online Scholarship Application:** Eligible students can apply for scholarships through online channels as prescribed by the Government of Maharashtra's Scrutiny Portal.

### **Examination and Assessment**

- **University of Mumbai Examinations:** All examinations are conducted by the University of Mumbai. We leverage online platforms for various administrative aspects of exams, including registration, hall ticket downloading, and question paper distribution, ensuring security and transparency.
- **Online Assessments:** Final year LLB assessments are conducted online, with faculty members having exclusive access to On Screen Marking system of University of Mumbai. CAP centers within the college premises ensure confidentiality and security.

### **Library and Resource Management:**

- **Automated Library Management:** Our library is managed through the 'e-Granthalaya' an Integrated Library Management Software by the National Informatics Centre,

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Ministry of Electronics and Information Technology, Government of India.

- **Access to Legal Resources:** Students and faculty are provided access to 'DigiLegal' keeping them informed about the latest updates in the field of law and judiciary.

### **Website:**

- **Informative College Website:** Our user-friendly college website serves as a central platform for accessing essential information, announcements, events, and resources, enhancing transparency and accessibility for all stakeholders.

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