E-GOVERNANCE POLICY

Sharda Education Society's

Anand Vishwa Gurukul College of Law

Near Mental Hospital, Opp. ACC Cement Colony, Thane
(Affiliatedtothe University of Mumbai,Mumbai)

E-GOVERNANCEPOLICY

Statement of Policy

At Anand Vishwa Gurukul College of Law, we believe in the immense potential of technology to bring about a positive transformation in the way we manage administrative tasks and offer an unparalleled digital experience for all our stakeholders, including students, faculty, and staff. With this realization, we have crafted the E-Governance Policy as a testament to our steadfast commitment towards harnessing the power of technology for optimal results. Our focus encompasses streamlining existing processes, refining communication channels for better information flow, and ensuring that data security and privacy remain at the heart of all our technological undertakings. As a comprehensive guiding framework, this policy sets the foundation for effective e-governance practices across the entire college ecosystem. Through this approach, we aim to elevate standards of academic support and administration, ultimately contributing to the holistic growth and success of everyone within our educational community.

Objective

1. To streamline administrative processes within the college such as admissions, student records management and course registration. The objective is to reduce paperwork, eliminate manual tasks, and improve the overall efficiency and accuracy of administrative operations.

2. To implement robust data protection measures, such as encryption protocols, access controls, and regular data backups, to safeguard sensitive information and comply with relevant data protection regulations.

3. By implementing online assessment systems, secure examination platforms, and digital grading tools, the objective is to streamline these processes, ensure fairness, and provide prompt feedback to students.

4. To embrace technological innovations that can enhance the overall functioning of the College. This includes exploring emerging technologies, such as artificial intelligence, machine learning, and data analytics, to improve administrative efficiency, decision-making processes and the overall student experience.

E-GOVERNANCEPOLICY

Scope

Administration

AISHE: The status of the Institution, students and staff enrolled, infrastructure, etc. is recorded by the Government through this portal which serve as a web-based survey to monitor the status of the institution.

Accounts and Finance: All accounts and finances are processed through Tally ERP.

Bio-metric: The attendance of teaching and non-teaching staff, is recorded via biometric system.

CCTV Surveillance: The college premises are under CCTV surveillance round the clock which enablescontinuous monitoring of activities within the campus.

Online Grievance Redressal and Feedback: The stakeholders in the institution can register their grievances and feedback through dedicated online mechanism. These channels are regularly monitored to ensure speedy redressal and action taken in respect of the complaints/ feedback.

ICT enabled classrooms: All classrooms in the institution are enabled with ICT tools for an enhanced teaching learning experience.

Student Admission and Support

The institution follows the Common Admission Process (CAP) as prescribed by the Maharashtra Common Entrance Test (CET) Cell. All admissions are processed on the basis of the scores of the Entrance Exam and the seats are allotted to the candidates by the CET Cell.

Enrollment and MIS

The enrolment of students with the University of Mumbai is completed online and their details are updated to the MIS incompliance with the directives of the Government of Maharashtra- Directorate of Higher Education.

E-GOVERNANCEPOLICY

Scholarship

Students eligible for scholarship under various State Government schemes shall apply for the same via online mode only as prescribed through the Government of Maharashtra's Scrutiny Portal.

Examination and Assessment

All examinations of the College are conducted by the University of Mumbai. To ensure the smooth functioning, majority of the administration i.e. exam registration, downloading hall tickets, downloading of question papers is conducted online. These portals are secured channels with exclusive access and are under constant surveillance to avoid any mishap or malpractice.

The assessments for final year of the LLB course and the entirety of LLM course are done online. The faculty registered for online assessments have exclusive access to the assessment portal and are provided with CAP center within the college premises to ensure confidentiality and security.

Library and Resource Management

The college library is managed through the automated system **'e-Granthalaya'** designed by National Informatics Centre, Ministry of Electronics and Information Technology, Government of India.

The students and faculty are also provided access to '**Law Finder**' to keep them abreast with the latest updates in judiciary.

Website

The college website is user-friendly and informative that serves as a central platform for accessing college-related information, announcements, events, and resources.

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