



e-Governance Policy

IILM UNIVERSITY

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		Issued for Implementation
Rev.	Date	Description
IILM UNIVERSITY GREATER NOIDA		e-Governance Policy



1. Introduction

IILM University, Greater Noida, is committed to delivering excellence in education across diverse disciplines including Engineering, Artificial Intelligence, Cyber Security, Management, Law, Psychology, Liberal Arts, Design, and Mass Communication. In pursuit of our mission to promote transparency, accountability, efficiency, and innovation, this E-Governance Policy outlines a strategic approach to digitizing administrative and academic processes.

E-Governance at IILM University aims to create a digitally empowered ecosystem where technology enables seamless operations, enriched learning experiences, improved stakeholder engagement, and sustainable growth. By integrating cutting-edge digital platforms across all verticals, the University enhances accessibility, responsiveness, and institutional performance.

2. Objectives

The key objectives of this policy are to:

- Integrate digital technologies across academic, administrative, and support functions.
- Foster a transparent and paperless governance system that enhances decision-making.
- Enable efficient service delivery to students, faculty, staff, alumni, and external stakeholders.
- Utilize data-driven analytics for academic and administrative planning.
- Establish secure and user-friendly platforms for managing institutional processes.
- Promote environmental sustainability through reduced physical documentation.
- Ensure compliance with national standards for digital security and governance.

3. Scope

This policy applies to all academic schools, administrative departments, centers of excellence, research wings, and affiliated offices of IILM University. It encompasses:

- Academic and examination management systems.
- Financial, HR, and payroll automation.
- Student lifecycle services from admission to alumni.
- Digital communication and collaboration platforms.
- Learning Management Systems (LMS) and digital libraries.
- University website, portals, intranet, and mobile applications.

4. Implementation Areas

4.1 Academic Administration

- Automation of admission processes through online applications and merit systems.
- Deployment of a Learning Management System (LMS) for course delivery, assessment, and feedback.
- Secure conduct of online and blended mode examinations with digital evaluation.
- Maintenance of digital student academic records, degree audits, and certifications.
- Real-time analytics for curriculum effectiveness and academic performance.

4.2 Student Lifecycle Management

- Integrated Student Information System for admissions, registration, attendance, and grievances.
- Online grievance redressal, counselling, and mentoring portals.
- Alumni engagement through a digital network platform.
- Online issuance of transcripts, certificates, and ID cards.

4.3 Human Resource & Payroll

- E-recruitment portal for academic and administrative hiring.
- Online onboarding, leave management, service book updates, and performance appraisal.
- Digital attendance and biometric integration.
- Payroll automation and direct bank transfers.

4.4 Finance & Procurement

- Implementation of ERP systems for budget preparation, audits, and financial reporting.
- Online fee payment, scholarships, and refund systems.
- E-procurement and inventory management through digital dashboards.

4.5 Library & Knowledge Resource Management

- Access to e-resources, online databases, research repositories, and digital libraries.
- Use of integrated library management software for cataloguing and lending.
- AI-powered systems for research recommendations and content curation.

4.6 Communication & Collaboration

- Official university domain-based email systems for faculty, staff, and students.
- Virtual meeting platforms for academic and administrative discussions.
- Centralized notification and announcement systems through portals and mobile apps.
- Video conferencing and webinar platforms for guest lectures and training.

4.7 Research & Innovation

- Central repository for thesis, dissertations, publications, and patents.
- Online submission and review system for research proposals and ethics clearance.
- Digital platforms for managing IPR, consultancy projects, and funded research.
- Integration with IILM Innovation Foundation (IILMIF) for start-up and entrepreneurship support.

5. Data Security & Privacy

- Strict adherence to national data protection regulations and IT Act provisions.
- Multi-layered cybersecurity framework including encryption, authentication, and access control.
- Regular data backups and disaster recovery mechanisms.
- Defined user roles, access rights, and audit trails to maintain data integrity.
- Periodic cybersecurity audits and vulnerability assessments.

6. Legal & Compliance Framework

- All e-Governance implementations shall comply with IT Act, UGC, AICTE, and regulatory authority guidelines.
- Systems and software shall be regularly updated to ensure compliance with changing legal and technological standards.
- Digital records will be maintained in a manner admissible in legal and regulatory contexts.

7. Monitoring & Evaluation

- The E-Governance Committee constituted under the IQAC shall oversee policy implementation.
- Periodic audits and feedback will be used to enhance digital systems.
- Key Performance Indicators (KPIs) will be used to track efficiency, transparency, and user satisfaction.

8. Capacity Building

- Continuous digital literacy and training programs for faculty, staff, and students.
- Inclusion of ICT awareness modules in orientation programs.
- Engagement with external experts for workshops on cybersecurity, ERP, LMS, and emerging technologies.

9. Conclusion

IILM University, Greater Noida, through this E-Governance Policy, reiterates its commitment to transforming higher education administration through innovation and digital empowerment. By integrating robust digital practices, the university seeks to deliver responsive, secure, and transparent governance while supporting academic excellence and institutional sustainability.

Approved by

Vice Chancellor
IILM University, Greater Noida