

# IT Policy



## Banda University of Agriculture & Technology

Drafted By

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## Need for Policy:

- The policy is intended to preserve, safeguard and ensure the legitimate and effective use of the university's network facilities.
- The university incorporated this policy and set up the basic network infrastructure in the premises, acknowledging the importance of these facilities.
- The university has approximately 200 network connections around the campus in five buildings which will be increased as per the requirements.
- BSNL provides broadband (Leased line) to the university. The total bandwidth available from the BSNL source is now 50Mbps (leased line), however this may be increased as the number of users grows.
- The "Media & IT Cell" is the department responsible for operating Internet services in the University.
- A professional team (including software and hardware engineers and other qualified individuals) will be given to the department to equip the Media & IT cell to carry out this job.
- University shall make the budgetary provision for enhancement and maintenance of the IT infrastructure prior to the starting of the financial year.
- This policy should be updated regularly within 2 years of span.

### 1. Hardware Installations:

#### 1.1. The primary user?

The "primary" user is considered to be a person in whose room the machine/system is installed and is mainly used by him/her.

#### 1.2. Warranty & annual contract for maintenance:

The offline and online UPS should be linked to systems and peripherals. Since the power supply by the UPS is constant, the power supply to the UPS can never be switched off.



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### **1.3. Link to Network Cable:**

Electrical/electronic equipment should be kept away from the network cables, as it interferes with network communication.

### **1.4. Local Area Wireless Network:**

The college, offices or divisions must inform to the “Media & IT Cell” of the usage of wireless devices prior to implementing wireless local area networks.

## **2 User Account:**

The user account will be created when the required application form is filled in and sent to “Media & IT Cell”. When a user account is assigned to access the operating systems, network, mail and web services and other technical facilities of the university, the holder of the account is legally liable and responsible to the university for any act which is done using that account.

## **3 Installing Software:**

### **3.1 Operating System and its updating:**

Updating the users’ operating system allows their machines to fix bugs and vulnerabilities. This is advisable to all the users to regularly update installed operating system in their respective machines.

### **3.2 Antivirus Software and its updating:**

The university’s operating systems must be equipped with modified updated anti-virus software. This is advisable to all the users to regularly update installed antivirus software provided by the university to reduce the unethical access.

### **3.4 Maximizing Use of Free and Open Source Software:**

The universities will support the policy of maximum use of FOSS software to limit the use of proprietary software.



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#### 4 Backup of Data:

- Users must be with a practice of having back up of their important data, while viruses corrupt data on a computer. Recovery of lost data can be difficult without backups.
- Preferably, the hard disc of the device can be partitioned into two volumes, usually “C” and “D” at time of installing the operating software. The OS and other applications should be on the “C” disc, and the “D” drive should have user data files. Only “C” volume is usually affected in the event of any virus attack. In such a case, formatting only one volume would protect the data. Users can save details on different storage device such as pen Drive, One Drive, Google Drive or CD.

#### 5. Policy for use of the network (Intranet & Internet):

Under the University IT Regulation, “Media & IT Cell” is responsible for managing and supporting the network on going basis, limited to local applications. The Center should be alerted of issues inside the university network. But this is the whole sole responsibility of the primary user to do not use the university network for any unethical act or viewing any unauthorized content which will defame the university name. Media and IT Cell is not responsible for any unethical or unauthorized access.

#### 6. Cloud based services

Cloud based services is a way of delivering services, applications, platform, environment, over the Internet, Instead of installing and maintaining software and hardware. It is cost effective way of providing services to the end user. University emphasizes more on cloud based infrastructure rather than installing and creating own physical infrastructure.

#### 7. E –Learning

The university built a virtual classroom and an Agri-Diksha site on campus to strengthen the institution's E-learning capabilities, thanks to ICAR funding. The identical system will be purchased and deployed in more classrooms by universities in future also.



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Teaching and non teaching staff of the university will be trained and encouraged to use these e-learning facilities for better understanding of the subject to the students.

## **8. Academic management system**

All academic operations should be streamlined, automated, and simplified. The Online Academic Management System developed by ICAR – IASRI is being implemented in the university. With the help of ICAR – IASRI, the institution began adapting the AMS System to meet their needs.

## **9. Official Email ID**

To enhance the research activities and other official responsibility, Official email id were provided to all the regular faculty members of the university. Faculty members exclusively use their official email addresses for work related to their teaching and research.

## **10. Usage Policy for Email Account:**

It is advisable to keep the e-mail address active by using it regularly in order to receive updates. Personnel and faculty can use the email facility by logging in with their user ID and password. Users can contact the “Media & IT Cell” to obtain the university’s email account by submitting an application in the prescribed Performa.

## **11. Ewaste Management**

Electronic items that are being replaced or discarded and are harmful because they contain poisonous metals in their internal components, coatings, and glass are referred to as "e-waste." Metals and other substances included in e-waste can be dangerous to both human health and the environment if they are not properly managed. BUAT, Banda recognises the importance of handling and removing electronic waste properly.

Electronic waste, or e-waste, is defined as anything that contains electronic components, such as computers, keyboards, monitors, phones, printers, televisions, fax machines, and



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audio equipment.

#### **E-waste Policy Guidelines:**

- The BUAT, Banda works to preserve the environment from the consequences of e-waste and to ensure environmental conservation.
- BUAT, Banda acknowledges:
  - The requirement for precise e-waste management regulations.
  - The necessity to dispose of electronic trash in a way that protects its employees, students, and institutional operations.

#### **Implementation**

- The inventory of the university's total e-waste must be kept up to date by the central store in-charge.
- All electronic items, including computers and computer accessories, must be delivered to the college store, and the e-waste that has been collected is subsequently delivered to the university's central store. The central store created a special chamber where all the electronic garbage is safely stored.
- Following that, as instructed by the relevant authorities, the central store and the designated committee will decide whether or not the e-waste should be recycled or put up for auction.
- Registrar of the university is responsible for preserving records and certifying the disposal of all e-waste.



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