

# **INFORMATION TECHNOLOGY, POLICY**

## **INTRODUCTION**

Dr. Bhimrao Ambedkar University, Agra recognizes the vital role information technology plays in the University's missions and related administrative activities as well as the importance in development of academic environment of protecting information in all forms.

The IT Policy applies to all Dr. Bhimrao Ambedkar University, Agra faculties, staff and students and all others using the IT resources, whether personally or of University owned, which access, transmit or store various types of related information. All the users accessing the IT facilities of university are expected to be familiar and adhere to this policy.

### **Objective:**

- To ensure the integrity, reliability, availability and performance of University IT infrastructure.
- To ensure that every user of the University adheres to the procedures laid herein.

### **Definition of Information Technology Resources:**

IT Resources comprise facilities held by the University as well as those used under license or contract by the University, including but not limited to data captured on all types of electronic media, computer hardware and software, paper, computer networks, and telephone systems. Personal computers, servers, wireless networks, and other devices not owned by the University but purposely connected to University-owned. Information Technology Resources are other examples of Information Technology Resources (other than temporary legitimate access via the world wide web access).

### **IT Hardware Installation Policy**

Dr. Bhimrao Ambedkar University, Agra network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

Computers purchased by any Section/Department/Project should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance shall include operating system re-installation and checking virus related problems also.

### **Software Installation and Licensing Policy**

Whenever a department or project buys a computer, they should make sure that it is installed with all licensed software (including the operating system, anti-virus software, and any required application software). Dr. Bhimrao Ambedkar University, Agra's IT policy respects national anti-piracy legislation by prohibiting the installation of any pirated or unlicensed software on university-owned computers or devices linked to the university's campus network.

### **Database (of e-Governance) Use Policy**

Dr. Bhimrao Ambedkar University in Agra has its own database creation and information access policies. This policy outlines the university's approach to both access and use of this university resource. General policy guidelines are as:

- a) Information from the university's database, including information gathered by specific faculty or staff members or departments, is used only internally by the university.
- b) One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies the university makes information and data available based on those responsibilities/rights.
- c) Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:
  - Modifying or deleting the data or software components through unauthorized access.
  - Intentional modification or deletion of software or data items, even by authorized parties or departments, done for nefarious purposes.
  - Any person intentionally destroying all or a portion of a database by causing a hardware, software, or system crash for nefarious purposes.
  - Trying to breach the database servers' security. The university administration will take disciplinary action against any members of the university or outside members who tamper with data in this manner.
  - Law enforcement agencies may get involved if the situation involves illegal activity.

### **Digital evaluation:**

The implementation of digital evaluation aims to ensure transparency, and gain credibility among students and helps in fast assessment of answer sheets to ensure timely result declaration.

### **Automation in Admission process:**

The automation of the University admission system is designed to help speed the overall admission process. This ensures that all of the colleges in the system have a unified admission application that students can use efficiently. It is also an effective method of ensuring that students are advised in the best possible way as to which college is best for their application, based on the cutoff and criteria. It simplifies and streamlines the procedure.

### **Implementation of ERP system:**

The education ERP software is built on emerging technologies to support a variety of applications, including online services for paying exam and admission fees. It eliminates manual tasks. To increase efficiency, the ERP system for universities eliminates data entry and manual work that is repetitive, tedious, and time-consuming.

### **Digilocker**

Degree and Mark sheet of University students can be directly download from the digilocker portal. These academic documents of students have been uploaded on DigiLocker and can be access by them anywhere.