

**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
UNIVERSITY OF NORTH BENGAL**



Phone No: (0353)2004713(O)
P.O. North Bengal University
Raja Rammohunpur,
Dist. Darjeeling,
West Bengal, India,
PIN-734013

Ref. No. 681/IQAC/19

Date: 04.04.2019

NOTE TO THE HONOURABLE VICE-CHANCELLOR

In line with the extensive application of IT in different domains of the university a committee has been constituted to formulate, redesign and adopt I. T. Policy of the University with the following members:

1. Chairman: Hon'ble Vice-Chancellor, NBU.
2. Convenor: Director, IQAC, NBU.
3. Member: Finance Officer, NBU.
4. Member: Head, Computer Centre, NBU.
5. Member: Head, USIC, NBU.
6. Member: Information Scientist, NBU.
7. Member: O/C, Watch & Ward, NBU.

Placed for kind consideration and approval.


(SOUMITRA DE)

Prof. S. De
Director
IQAC
University of North Bengal

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Ref. No. 707/IQAC/19

Date: 10.05.2019

Notice

A meeting is scheduled to be held on 10th May, 2019, 3:00 pm in the meeting room of Hon'ble Vice-Chancellor to finalize proposed IT POLICY of the University.

1. Chairman: Dr. Subires Bhattacharya, Hon'ble Vice-Chancellor, NBU.
2. Member: Dr. S N Saha, Finance Officer (Officiating), NBU.
3. Member: Anirban Biswas, Head, Computer Centre, NBU.
4. Member: Gautam Sarkar: Head, USIC, NBU.
5. Member: Manas Esh, Information Scientist, NBU.
6. Member: Sajal Chakraborty, O/C (in-charge), Watch & Ward, NBU.

All are requested to make it convenient.








Convenor

Prof. S. De
Director
IQAC
University of North Bengal

Attendance Sheet

Meeting Date & Time: 10th May, 2019

Venue: Meeting room of Hon'ble Vice-Chancellor

Sl. No	Designation & Name	Signature
1	Chairman: Dr. Subires Bhattacharya, Hon'ble Vice-Chancellor. NBU.	
2	Convenor: Prof. Soumitra De, Director, IQAC., NBU.	
3	Member: Dr. S N Saha, Finance Officer (Officiating), NBU.	
4	Member: Anirban Biswas, Head, Computer Centre, NBU.	
5	Member: Gautam Sarkar: Head, USIC, NBU.	
6	Member: Manas Esh, Information Scientist, NBU.	
7	Member: Sajal Chakraborty, O/C (in- charge), Watch & Ward, NBU.	

Minutes of the meeting

Meeting Date & Time: 10th May, 2019

Venue: Meeting room of Hon'ble Vice-Chancellor

Members present:

1. Chairman: Dr. Subires Bhattacharya, Hon'ble Vice-Chancellor, NBU.
2. Convenor: Prof. Soumitra De, Director, IQAC, NBU.
3. Member: Dr. S N Saha, Finance Officer (Officiating), NBU.
4. Member: Anirban Biswas, Head, Computer Centre, NBU.
5. Member: Gautam Sarkar: Head, USIC, NBU.
6. Member: Manas Esh, Information Scientist, NBU.
7. Member: Sajal Chakraborty, O/C (in-charge), Watch & Ward, NBU.

Agenda: To finalize proposed IT POLICY of the University:

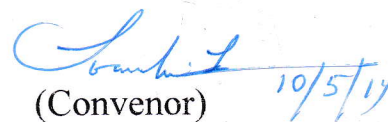
Resolution: After prolonged discussion and little modification, considering the suggestions of members, the proposed IT POLICY of the University has been adopted.

Confirm with immediate action.



(Chairman)

IT Policy Committee, NBU.



(Convenor)

IT Policy Committee, NBU.

Prof. S. De
Director
IQAC
University of North Bengal

UNIVERSITY OF NORTH BENGAL

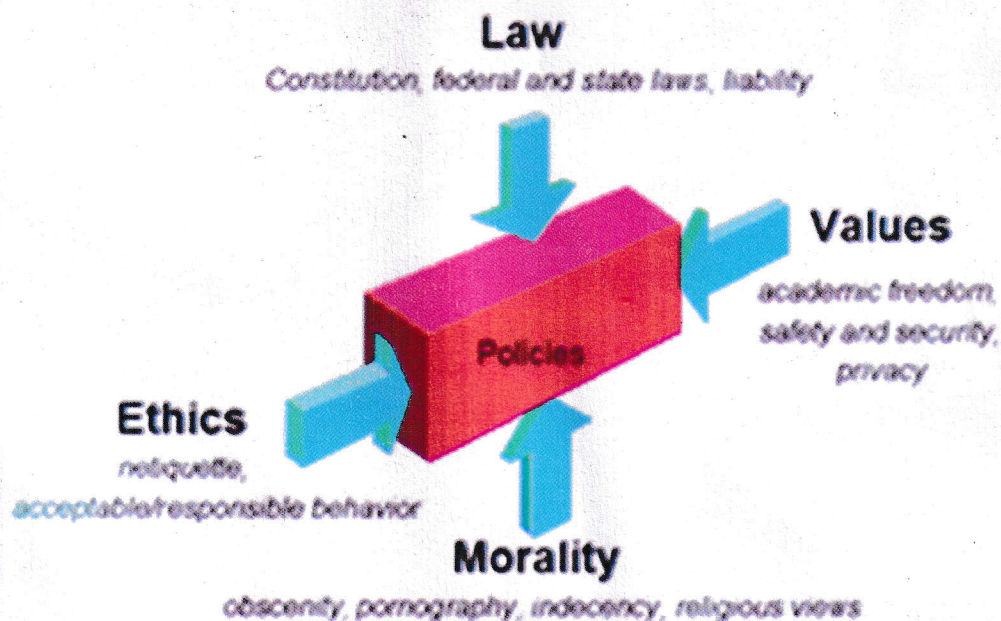


IT POLICY

AIMS AND OBJECTIVES OF IT POLICY

The University provides and maintains technological products, services and facilities like Personal Computers (PCs), Laptops, peripheral equipment, servers, Internet and application software to all the stakeholders for teaching, learning, research and official uses. The Information Technology (IT) Policy of the University defines rules, regulations and guidelines for proper usage and maintenance of these technological assets to ensure their ethical and acceptable use and assure health, safety and security of data, products, facilities as well as the people using them. It also provides guidelines for issues like purchase, compliance, IT support and grievance redressal of the employees pertaining to technological assets and services used for.

IT Policies Framework



CONTENTS:

- A. IT PROCUREMENT POLICY THROUGH GeM
- B. SOFTWARE INSTALLATION POLICY
- C. HARDWARE INSTALLATION & MAINTENANCE POLICY
- D. WEB DEVELOPMENT & MAINTENANCE POLICY
- E. NETWORK POLICY
- F. INSTITUTIONAL E-MAIL ID POLICY
- G. E-RESOURCE ACCESS POLICY
- H. CCTV SURVELLIANCE POLICY
- I. E-WASTE MANAGEMENT POLICY