



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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Ref.: GGSIPU/UITs/Circular/2017-18/1008

April 5, 2017

CIRCULAR

Subject: Back-up of your Computer System

The UITs Cell has received a number of complaints regarding crashing of Hard Disk of Computers due to power fluctuations and other reasons from various Deptt/USS. The UITs Cell is constantly receiving the request of the retrieval of data, which is a costly affair than purchasing and installation of new Hard Disk in computers.

Therefore, all the Deptt/USS may ensure that the important data must be stored on day to day basis in 'Google Drive' of @ipu.ac.in domain alongwith external HDD, so that it shall be readily available in case of crashing of HDD in any manner.

The University has MoU with Google and they are providing 30 GB space in their Google drive through email account in @ipu.ac.in domain.

All staff, officers and faculty members are requested to kindly maintain and store their official data in above mentioned Google drive. *or External HDD/Media.*

(Dr. V.P. Vishwakarma)

Head, UITs

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Distributions:

- i. All Deans/Directors/COE/COF/Librarian/EE,UWD/JR/DR/Branch Heads
- ii. AR to Hon'ble Vice Chancellor
- iii. PS to Pro Vice Chancellor
- iv. AR to Registrar
- v. In-charge, Server—with a request to upload on University website.
- vi. Guard file

(Naveen Bhardwaj)
Section Officer