



No: GBU/Adm/e-file/265/2023/0912/Admin/602

Date: 25/09/2024

## OFFICE ORDER

### Installation of Antivirus Software and Google Drive on All Laptops and Desktops

#### 1. Antivirus Software Installation:

The installation of antivirus software on all GBU laptops and desktops is hereby approved. This is a necessary step to ensure the protection of our systems from a wide array of cyber threats, including viruses, malware, ransomware, and phishing attacks. In the current digital landscape, protecting our administrative systems is essential to mitigate risks such as data breaches, financial loss, and operational disruptions. Regular updates and maintenance of the antivirus software will also be required to ensure continued protection.

#### 2. Google Drive Installation:

Google Drive will provide seamless cloud-based file storage and real-time collaboration capabilities, integrating efficiently with the G Suite services already in use at GBU. This will improve operational efficiency by allowing staff to access, share, and work on documents from any location while ensuring that all files are securely backed up in the cloud.

#### 3. Implementation:

The concerned IT department is directed to initiate the installation process of both Antivirus software and Google Drive on all laptops and desktops at the earliest. Necessary coordination with relevant administrative staff should be made to ensure minimal disruption to workflow during the installation phase.

#### 4. User Responsibility:

All users must be aware of the importance of regularly backing up their data on Google Drive. It is the user's responsibility to ensure that essential files are synchronized with Google Drive to maintain a secure backup.

For any queries or assistance please contact the IT Department at [it@gbu.edu.in](mailto:it@gbu.edu.in).

-Sd/-  
Registrar

Copy To:

1.All Faculty and Admin Staff

