Date: 4ᵗʰ August, 2021

NOTE: **Subject: Email Policy Regarding**

Reference: 1: Staff- Teaching, Non-teaching permanent staff, Adhoc non-teaching staff appointed through outsourcing party, JRF Staff appointed through projects, Adhoc teaching staff, etc
2: Students (B.Tech - first year to final year, M.Tech- all three semesters, B.Arch- all 10 semesters, M.Sc- all four semesters, PhD full time and part-time

The requests for new email ids on VNIT network are regularly received from the employees appointed in the Institute on regular basis or contract basis (third party or project staff as JRF/SRF), or the students admitted to the institute. However, it has been observed that the information related to the staff/students leaving the institute is mostly not informed regularly and formally. Thus, many such email ids of people not associated with the institute do not get removed from the system in a timely manner. Hence, to keep the email data updated, it is required to have information about the entry as well as exit of each staff member (reference 1) as well as students (reference 2). The below mentioned text describes a policy for the same.

Establishment section would inform NW center about the joining of each staff member (permanent employee as well as Adhoc/contact staff and JRF/SRF/project-staff). The email id for the staff will be created once a formal request from the staff member is received through HoD or section head, as applicable. For adhoc/contract staff, no personal email id will be issued but it will be a generic string as suggested/approved by the HoD (like adhoc1/TA1@depttname.vnit.ac.in, jrf<projectname>@vnit.ac.in, supervisorhb1@vnit.ac.in, OAECE@vnit.ac.in). When any staff member resigns / leaves/ discontinued from the institute, the same will be informed by the Establishment section to the NW center as part of the exit procedure of the staff member.
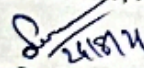
1. In the case of permanent staff getting superannuated or leaving the institute, the Email ID would be continued for a period of 6 months, then it would be deactivated for another 3 months and then finally after 9 months of leaving the institute, the email ID would be deleted.
2. In the case of contract staff not being continued in the institute, the Email id will be deactivated on the last date of service (if its already known) or after 1 week (if discontinued), and it will be deleted after 1 month.
3. In the case of JRF/SRF/project-staff being discontinued, the email id would be continued for 1 month, then deactivated for 2 months and finally deleted after 3 months of leaving the institute.

Academic section would inform the NW centre about the entry and exit of each and every student. The list of newly joined students (BTech/BArch/MTech/MSc/PhD) along with their ID/enrollment number should be provided to the NW center by the Academic section to the Network Center (in softcopy and hardcopy format) when students join the institute. The enrolment number (preferably) or student ID (only for 1ˢᵗ year students) will be used as the login/email id for the student (Note – if ID is used as user-id then enrolment number to be used as alias, and vice versa). As part of the joining/reporting procedure executed by the academic section, the **IT/Network/Email/Software usage policy** is assumed to be accepted by each and every student when they report the institute along with their parents' signature (note - specific such statement should be added as part of reporting procedure).

At the time of graduation/passing-out of students, the academic section should provide a list of graduating students after completion of the degree/course or on cancelling the admission or on branch change. The Email ID of the students will be continued for 2 weeks after the graduation (or last-day for cancellation/branch-change), then it would be deactivated for two months and later it would be deleted.
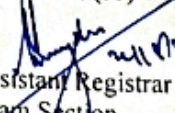
Email id audit will be done in cooperation with Establishment/Academic sections 2 times a year (May-June and December), wherein all existing email ids are crosschecked, and invalid/expired email ids (staff not in employment, graduated students) are expected to be deleted if not done so.
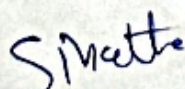
Ms. M.B.Bheevgade
Sr. Tech. Officer, Network Center

Dr. R.B.Keskar
Associate Dean(IT)

Dy. Registrar
Administration

Superintendent
Estt. Section

Jt./Deputy Registrar/I/c
Academic section

Assistant Registrar
Exam Section

Through,

Registrar

Dean (Academic)

To,
The Director (Approved/Not-approved/Discuss)