

GUIDELINES AND POLICIES FOR EMAIL IDS MANAGED BY THE COMPUTER CENTER NITM

Institute Email Id Guidelines:

All students/scholars, regular faculties and regular staff on joining the institute will be assigned an email id with the institute of designated pattern and description as follows:

- Students will be registered with their corresponding roll no and the pattern will be **rollno[at]nitm.ac.in** (Upon receiving the Roll no from the academic section NITM)
- Faculty (Permanent/Temporary) and regular staff will be registered with the email Id as: **First name[dot]surname[at]nitm.ac.in**
- For project staff/scholars the email id pattern will be **psdepartment.YY.Sl.no[at]nitm.ac.in**

For an example Year: 2022, CS: department, Sl no:1 then email id will be pscs.22.001@nitm.ac.in

- Outsource staff may be assigned one Institutional email id upon forwarding the request from the respective section head. The assigned email id will not be on the staff name but on the **office name only**. The same has to be surrendered immediately to respective heads after the contract period is over.

Surrender of email Id:

The employee of the Institute has to surrender the Institute email Id if he/she left the institute or their contract terminated. The general guidelines are as follows and may be relaxing based upon the approval from the competent authority.

1. **Adhoc faculty:** The employee will be removed from the group emails immediately. After 3 months of leaving the Institute he/she will not be able to send any emails from the Institute email-id and after 6 months the email-id will be deleted permanently. It's a responsibility of the employee to have a necessary backup of emails before leaving the Institute.
2. **Permanent Faculty/Staff:** The employee will be removed from the group emails immediately after leaving the institute. Up to 6 months, he/she can communicate with the email-id. After 6 months he/she will not be able to send emails from his/her email-id and the email will be deleted after 1 year. It's a responsibility of the employee to have a necessary backup of emails before leaving the Institute.

3. **Students (B.Tech, M.Tech, MSc):** On completion of the courses the institute email-id will be deleted after a period of 2 months from the declaration of the final year results. It's a responsibility of the student to have a necessary backup of emails before leaving the Institute.
4. **PhD Scholars:** Before getting the **No dues** certificate from Computer Center the scholar must surrender the assigned email id and should take necessary backup.

Group Emails:

Group emails for students of each batch are created for different departments and will be available on intranet (http://192.168.1.3/intranet/intranet_groupelist.html). Same will be available for the faculty and staff. All students of the corresponding batch will be a member of the group created.

All section heads and departments' heads will be assigned one email id upon request, where all official mails will be routed and transferrable with the post.

Group Email Ids Policy :

Access level to Group Email ids:

- The Dean group will be the highest level followed by HoD/HoO, faculty, staff and student groups.
- Members belonging to a lower-level group will not be allowed to access the higher-level groups.
- With exception, certain users from a lower level for official use can be allowed access to higher groups with an approval from the authority .

Inappropriate use of Institute emails:

- Using institute email addresses to send confidential data without authorization.
- Sending offensive or inappropriate emails to our students, staff and faculty members.
- Using institute email for illegal activity.

If such activities are found the email-id will be suspended and due action will be taken by the competent authority NITM.

Syada 20/03/22

Computer Center Incharge