Guidelines for Official Email Id
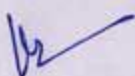
1. Creation and activation of Official E-mail account

1.1. An official E-mail account at GL BAJAJ domain (username@glbajajgroup.org) will be provided to each faculty, staff and students of the college.

1.2. The Email Id may be retained by the student even if he/she is graduated though, any employee will be eligible to access the same during employment only.

1.3. The College Web Committee (CWC) will manage the E-mail Services and any queries related with E-mail services may be sent to help.email@glbajajgroup.org.

1.4. The general e-mail address format used for faculty & staff shall be firstname.lastname@glbajajgroup.org and for the students it will be branchbatchyearlast3digits@glbajajgroup.org (e.g.ME19001@glbajajgroup.org)

1.5. All electronic correspondences will be sent to the official E-mail Id. Hence, it is mandatory for all users to check his/her Email account regularly.

1.6. The CWC would communicate the created E-mail account credentials to faculty/students and/or respective HoD/Section In-Charge for further distribution to the concerned faculty/student.

1.7. The users shall be able to access their E-mail account through Google Email services.

1.8. Users may be added as a member of group mailing lists at branch or department or institute level which are created for easy and quick communication and collaboration.

1.9 Before activation/use, the user should read the guidelines published in the college website. During the activation or first login, the user will be prompted to change his/her temporary password.

2. Guidelines for E-mail usage

2.1. *E-mail services are a privilege, not a right.*

2.2. The college reserves the right to add/upgrade/change/alter the guidelines at any point of time without prior intimation. The user shall be required to check the same through the college website.

2.3. The official E-mail account provided to a faculty, staff or student is meant for the official purpose only. Every E-mail user is bound to obey and follow the guidelines laid down by the college.
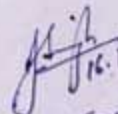
2.4. Misuse or abuse of electronic mail facility is punishable under Information Technology Act 2000, Government of India.

2.5. If any student withdraws his admission and/or college cancels the admission, the access to email id will be revoked without prior intimation.

2.6. Registration in all activities i.e. Training / Placement / Sports / Events / Online Exam / Online Courses/ Assignment / Moodle etc. should be done through college Email Id only.

2.7. No data pilferage is expected and encouraged. The number of times the data is attached/imported/exported from college email-id, will be monitored and tabulated.

2.8. Any ambiguous settings to pilferage the emails out of the college network will be taken up seriously.

2.9. It is the users' responsibility to keep their E-mail account in good standing, not share passwords, hold responsibility for any activity originating from that account and use the email account in ways that are responsible, ethical, lawful and professional.

2.10. As part of normal E-mail management, the CWC collects various types of users' data including login/logout times, types and frequencies of access and amount of resources used. This information can be analyzed for various purposes relating to the management of the email systems.

2.11. In case of an employee, the Email Id shall be revoked and the data shall be stored. This process should be completed within 15 days or 12 working days (whichever is earlier) by CWC.

2.12. The users are strictly advised not to indulge in any unacceptable behaviour or activity in the E-mail environment. The unacceptable behaviour includes, but not limited to, distribution of unsolicited and unauthorized mass E-mail, threatening and illegal activity.

2.13. Posting harassing, abusive, obscene, harmful, illegal or objectionable contents, spamming group mails with undesired contents or messages to anyone, is strictly forbidden.

2.14. A user, who violates E-mail usage policy, will be subject to disciplinary action. The CWC may monitor individual users suspected of violating this policy.
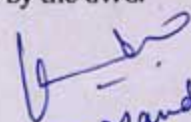
2.15. If a student opts to change of course/branch, he/she will use the same email id which was given to him/her earlier.

2.16. The disciplinary actions likely to be impeded for such violation of any of the rules/policies include but not limited to –

    a. Issue of a warning letter/E-mail to the user

    b. Temporary or permanent suspension of users E-mail account for a month or a semester or permanent removal or termination of users E-mail account from the college's domain.
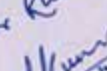
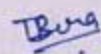## 3. Technical Support / Password reset policy for Users' Official E-mail account

3.1   Login problems or failure of logging into the official E-mail account may be reported at help.email@glbajajgroup.org.

3.2   In case of loss of/forgotten password or deactivation or suspension of mail account or any trouble in logging into their E-mail account, the users are advised to follow the guidelines as mentioned below for resetting their E-mail account –

    3.2.1 The user should send an E-mail to help.email@glbajajgroup.org clearly stating his/her official E-mail account details [i.e. E-mail ID, full name, branch & roll number [Employee Id in case of Employee] as well as the reason for resetting the password of his/her official E-mail account.

    3.2.2 Such mail requests should be sent either from the user's personal E-mail ID along with a scanned copy of his/her valid photo ID. The new password will be sent to this ID, usually within 24 hrs.

    3.2.3 User's requests not fulfilling above criteria will not be entertained by the CWC.

16.10.2020

Dr. Jayvir Singh
(Prof & Head, ME)

Nishant Kumar

Dr Mandhir K. Verma

(Dr Rama Kant)

(Nitish Kr for Sir)

(Nitin Kumar Sir)

Tania Bera