Purpose

The purpose of this policy is to outline the general rules and guidelines in place to protect the employee and students of IIT Tirupati.

> *"Make sure your email account is secured. Don't share your email password with anyone"*

Tips for a strong password

1. Letters + Numbers + Symbols

2. At least 8 characters

3. Don't reuse the password

4. Don't use the same password for multiple accounts

User Account

Creation:

1. **Faculty/Staff/Outsourcing Employee/Project Staff** - A requisition form will be provided to the user at the time of joining from the concerned department (Recruitment section, Establishment I & II, SRC office, Administration Office).

2. For Students (B.Tech/M.Tech/MS/PhD/M.Sc) - After receiving student information from Academic Section, the email id creation process takes place automatically. (Student information includes Name, Roll Number, Personal email id, Phone Number, Programme, and Department)

Deletion

For each individual, email notifications will be sent after getting the **"No Due"** certificates or **Relieving orders** from the institute or concerned department. They will be notified of a deadline for taking backup from their email account and documents from Google Drive. Upon request, the deadline can be extended. After the extended deadline, it will be suspended without prior notifications. If no request is received from the end-users, it will be suspended with a notification to the concerned heads. Please refer to *Table 1* for the duration of backup and suspension from the date of email notification.

Example: If a staff gets the relieving order from the Institute on May 1st 2023, then an email notification will be sent to the end-user on 8th May 2023. The end-user should take a backup on or before 8th May 2023. From 9th May 2023, the email will be suspended. If the end-user requested to extend the deadline, it can be extended till 30th June 2023. However, no further extension is allowed and the email will be suspended from 1st July 2023.

Email/Storage Backup Time

End-Users	Notifications	Storage Backup Time	Suspension
Faculty	Email Notification	Normal: 30 Days Extension: 3 Months	Never*
Staff (Regular/Outsourcing/Project)	No Due Mail Intimation + Email Notification	Normal: 7 Days Extension: 30 Days	After 7 Days After 30 Days
Students (Course Completed) Research Scholars/ Alumni	Email Notification to Students and HoD	Never	Never
Students (Discontinued)	Email Notification to Students and Academics	Normal: 7 Days Extension: 30 Days	After 7 Days After 30 Days

Group Email ID

For Group Email ID creation, the Group email id requisition form with the concerned heads must be submitted. Email request is also accepted, however, they should be routed through the concerned head. If new MS/PhD students or faculty members or staff should be included, it must be intimated through email (through HoD) or requisition form with HoD signature. Details of existing group emails can be found on our intranet website. http://intranet.iittp.ac.in/index.php/telephone-directory/group-emails

Course Group Email ID:

1. Requests are accepted from Academics or Concerned Course Faculty through emails only.

2. Required Details: Course name, Course Number, Course Group Members List (As an Excel Sheet), Preferred Course email id.

3. One week before the following semester, this group email id will be suspended.

General Group Email ID:

1. Request from the concerned faculty in charge/HoD/Staff in charge with the details of preferred name, preferred email id, members list, contact person, and the purpose of the group email ID. However, this should follow the standard policies recommended by Computer Center.

2. The member list will be updated based on the request received from concerned people.

3. When new faculty/students/staff join, they will be automatically enrolled in a few email groups. For example, a new PhD student will be automatically enrolled on the email group phd@iittp.ac.in

Service-Related Emails

There are a few email IDs such as the website@iittp.ac.in, and purchase@iittp.ac.in to provide services related to IT, Website development, purchase queries, engineering unit and so on. A similar email account can be created based on the request from the respective department/section with preferred details that include display name, email id, contact person and so on.

Software Installation in Laboratory:

1. Whenever there is a request for software installation in the laboratory, requests must be received from the in-charge Faculty/Staff of the concerned laboratory to cca_software@iittp.ac.in

2. Required Details: Software Details, number of PCs.

Common ID(s) for Institute/Cultural Events and Conferences:

1. Request from the concerned faculty in charge

2. Required Details: Preferred email id, display name, contact details

3. For cultural event and conference email ids, Rs. 100/- per month will be charged

4. One month after the cultural event and conference, the corresponding email account will be suspended with a notification to the respective faculty in-charge

Important Instructions

1. To protect your account, it is advised not to share your email account password with your friends or family member.
2. Under any circumstances, it is not allowed to use another person's account. Violation of this may result in the suspension of both users' accounts
3. Sharing illegal or objectionable information, or material in any form is not permitted, and this will invite you with unnecessary penalties and disciplinary action or cyber-crime enforcement. Any legal action is the sole responsibility of the individual.
4. It is your responsibility to keep your password strong and confidential. It is recommended to change your email passwords at least every 6 months.

Group Email Restrictions

Recommendations

1. Graduated students will be moved to the alumni group

2. Retired faculty will be moved to the retiree group

3. Students will not be permitted to post emails to faculty groups or staff groups or student groups. However, student secretaries can post an email to the faculty group, staff group and students group.

4. Workshop, events, seminar, open-seminar, pre-conference talk and conference details will be posted through announcement options. A separate page will be created on the website also for the same. No one should post any message related to these in Group emails.

Password

Recommendations

1. A strong password with a combination of letters, numbers and symbols.

2. Characters limit to a minimum of 8 characters and max 100 characters.

3. Enforced password change at the next sign (Account creation Process and password reset)

4. Password reuse restricted (old password can't reuse again)

5. Password expiration option is available (Currently Not used in our mailing system)

Password Reset

When you forget the password, you can write an email to aswinir@iittp.ac.in

For students: After verification of the institute id, resetting the email password will be accepted
Faculty/Staff: Mail request from alternate emails. However, it will be reset after a telephone conversation
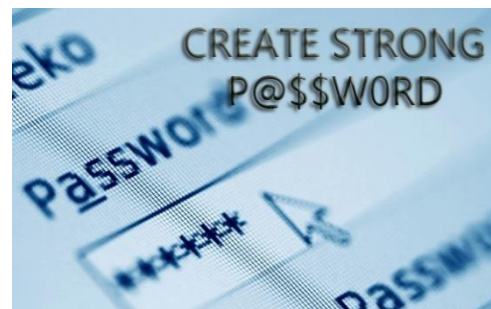**Common/General Email id password reset:** Request from the contact person with the approval of the in-charge faculty/staff

Google Drive

Google Workspace storage (includes, Gmail, Google Drive, Classroom, Google Sites, Form etc) is restricted to the following amount. However, this amount can be increased case-to-case based on the proper justifications by the section head and approval by the computer centre head, Dean (P & I) subject to the availability of space. It is requested to store files in One Drive as each individual email ID has 1 TB of storage space in One Drive.

OU/Group	Google Drive + Email (GB)	One Drive
Alumni	2	No Storage
UG Students	20	1 TB
PG Students	20	1 TB
MS Scholars	30	1 TB
Research Scholars	70	1 TB
Staff	70	1 TB
Adhoc/Project Staff	55	1 TB
Faculty	150	1 TB
Clubs/Events etc	2	Upon Request*
Retired/Relieved Faculty	10	No Storage
Dean/HoDs/Registrar/Director and Other Administrators like DR/AR etc	250	Upon Request*
Generic Email ID (Academics, Purchase, Recruitment, Admissions)	150	Upon Request*

*Based on availability

One Drive

Every student, teaching staff and non-teaching staff member at the institute is entitled to have one Microsoft Office license and One Drive. Other features are listed here.