



Birla Institute of Technology, Mesra

A Deemed to be University u/s of UGC Act, 1956
RANCHI, JHARKHAND-835215

Policy Document for Institute Email Life Cycle

The Birla Institute of Technology, Mesra currently subscribes to the email domain @bitmesra.ac.in, which has been provided by Google's Gmail service under its Basic Education Suite Plan a.k.a., Google Workspace for Education Fundamentals. In view of the policy changes enforced by Google, which shall be effective from the 1st of January 2023, the Institute has decided to adopt a new policy regarding the use of its Email services by all eligible stakeholders.

The new policy document proposes various steps for efficiently maintaining the Email resources of the Institute and ensuring that we continue to have access to a cost-effective email solution.

New Guidelines for the Institute Email Life Cycle

1. All bona-fide students, faculty members, Class I officers, non-teaching staff (above Level D), clubs, societies, offices, and sections, are eligible for an Institute email account.
2. Email accounts for someone not eligible as per point 1 above may be created if ^{approved} ratified by the competent authority.
3. All interested parties need to apply for an email account through the Institute's website.
4. The application of all faculty members, students, clubs, societies, and non-teaching staff shall be duly forwarded by the concerned Head of the Department/Section/Prof., In Charge/mentor as the case may be.
5. In view of the limited storage available to the Institute's pooled storage, the following storage allocations shall be made for different user categories. The ICT Cell shall review these limits periodically and amend them as required.


(PSC-ICTC)

User Category	Storage Allocated
Students (UG/PG)	5 GB
PhD Scholars	10 GB
Faculty Members	30 GB
Special Request Accounts ¹	30 GB
Any other account holder	15 GB

6. Any faculty member who superannuates from the Institute can continue to maintain his/her account with storage reduced to 2GB only. *for up to 10 years from superannuation*
7. Any faculty member who resigns from the Institute would continue to have access to the Institute email account for a period of four (4) months from the date of his/her No-Dues form being signed by the PIC-ICTC (or his/her representative). The ICT Cell would review this period periodically and amend as required. The current period would be non- negotiable and applicable without distinction.
8. The Institute shall continue to maintain the email accounts for all students for a period of three (03) years, after he/she graduates from the Institute. This period would be reviewed periodically by the ICT Cell and amended as required. The current period would be non-negotiable and applicable without distinction.
9. It would be the responsibility of the account holder to ensure all relevant data is backed up in case his/her account termination date is approaching.
10. Any account holder can voluntarily surrender his/ her email account. The PIC-ICTC shall reserve the right to delete the surrendered account at any time of his/her choosing and in consultation with any authorities he he/she feels is relevant.
11. The Office of the Dean Alumni and International Relationships may procure a new email domain if required and provide graduating students with an alumni account if they so desire. Such a domain if commissioned, would be completely under the purview of the Office of the Alumni and International Relationships.
12. The PIC-ICTC reserves the right to suspend/delete/block any account on receiving instructions from the authorities.
13. The storage allocation for a particular account may be changed if ~~ratified~~ *directed* by competent authority.

¹ Only for administrative accounts and does not include clubs, societies and other such accounts. To be made available only after suitable authorization.



(PIC-ICTC)

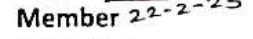
14. All account holders would be individually responsible for using the Institute email account responsibly and not use it to conduct any malicious activity of any nature.
15. The PIC-ICTC shall reserve the right to delete any suspended accounts at any point of time.
16. Any user who has not logged into his/her account shall have his account automatically suspended 6 months from the date of creation. *or last use.*


23/2/23
Chairperson
(DAAC)



27.2.23
(L) Member
(DoSA)


Member
(Registrar)



Member
(HOD CSE)



22-2-23
Member
(PIC-CDC)


Member
(COE)


27/02/23
Member
(DR AAC)


27/02/23
Member
(ADAAC)


28/2/23
Member
(Webmaster)


Member Secretary
(PIC-ICTC)