



भा.कृ.अनु.प.- केन्द्रीय मात्स्यिकी शिक्षा संस्थान ICAR-CENTRAL INSTITUTE OF FISHERIES EDUCATION

(A University Established Under Sec. 3 of UGC Act 1956)
Ministry of Agriculture & Farmers Welfare,
Govt. of India.



F.No.: 62(2)2016-17/ICT/F-9

Dated 25th November, 2022

Circular

User Policy regarding Institute E-mail Ids

Institute E-mail Ids(@cife.edu.in) are created in the following categories:

1. Institute E-mail Ids issued to Faculty/Staff members of CIFE
2. Institute E-mail Ids issued to M.F.Sc and Ph.D students at the time of admission
3. Institute E-mail Ids created for Division/Section/Cell/Activity /Event etc,
4. Institute E-mail Ids issued to Project personnel like RA/SRF/YP/Emeritus Professor etc. as requested by the concerned Project PI/HoD

I - Institute Policies that apply for different categories are as below:

1. **Institute E-mail Ids issued to Faculty/Staff members of CIFE:**
 - The E-mail Ids issued to the Faculty/Staff members will remain active **up to 2 months** from the date of Retirement/Transfer for data backup.
2. **Institute E-mail Ids issued to M.F.Sc and Ph.D students at the time of admission:**
 - The E-mail Ids issued, will be deactivated **three days after the date of the Final Viva Voce.**
 - The date of Final Viva Voce/ list of Passed out students should be regularly provided to ICT Cell, by Examination/Academic cell for deactivating the Student E-mail Ids.
 - At the time of Admission the students are to be instructed about the institute Email Id policy.
3. **Institute E-mail Ids created for Division/Section/Cell/Any activity /Event etc.**
 - The request for creation of institute E-mail Ids(for example: audit@cife.edu.in, nahep@cife.edu.in, admission2021@cife.edu.in etc.) should be received from the concerned HoD/In charge of the Division/Section/Cell/ Activity /Event etc.



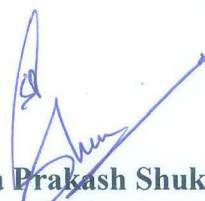
- After completion of the Activity/Event, the requesting authority is responsible for intimation about deactivation of the institute mail Id.
4. **Institute E-mail Ids issued to Project personnel like RA/SRF/YP/Emeritus Professor etc.**
- The request for creation of institute E-mail Ids for Project personnel like RA/SRF/YP/ Emeritus Professor etc. (temporary post) should be received from the concerned Project PI/ HoD/In charge of the Division/Section/Cell.
 - After completion of the tenure, the requesting authority is responsible for intimation about deactivation of the issued institute mail Id.
 - The requesting authority is responsible for any misuse of the institute mail Id issued to the project personals.

II- Usage Policy for Institute E-mail System

1. The terms and conditions in this policy are applicable to all the users of the institutional e-mail ID. Users violating these norms will lose their right to use institutional e-mail ID and disciplinary action will be initiated against them, by the appropriate authority.
2. All the users have the responsibility to use the e-mail system in productive, responsible, effective and lawful manner and avoid placing themselves and institute at the risk of legal liability based on their use.
3. The e-mail ID provided would be valid till the time of retirement / relieving from CIFE to join new place of posting / completion of contract (for faculty and staff) and completion of program (for students).
4. Use of institutional e-mail ID is allowed only for Academic / Administrative / Research and allied activities. Using it for personal communication is permitted on a limited basis with prior approval from Competent Authority.
5. Users are forbidden to send/forward unsolicited mails, spam mails, commercial / promotional / non-academic messages and virus infected contents using institutional e-mail ID.
6. Use of institutional e-mail ID is permitted only for the activities defined by the law of the land. Anyone found using the facility for anti-social and anti-national activities will fetch legal action from appropriate law enforcing agencies as per the law.

8. The institutional e-mail ID is an add-on facility provided by the institute, completely at its discretion, and cannot be construed as right of service. The institute reserves the right to block, suspend, or terminate e-mail ID for any valid reason.
9. All the users are advised to refrain from sending / broadcasting e-mails to the recipients which are not concerned with the matter.
10. The norms/policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief communication.

This is issued with the approval of the Director.



(Satya Prakash Shukla)
Principal Scientist &
In-charge ICT Cell
ICAR-CIFE Mumbai

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