



# 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.



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## *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](mailto:audit@cife.edu.in), [nahep@cife.edu.in](mailto:nahep@cife.edu.in), [admission2021@cife.edu.in](mailto:admission2021@cife.edu.in) etc.) should be received from the concerned HoD/In charge of the Division/Section/Cell/ Activity /Event etc.

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- 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.