



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 27th July, 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.

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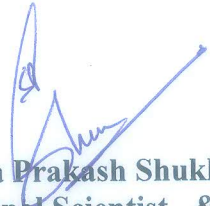
- After completion of the Activity/Event, the requesting authority is responsible for intimation about deactivation of the institute mail Id.
4. **Institute E-mail Ids issued to Project personnel like RA/SRF/YP/Emeritus Professor etc.**
- The request for creation of institute E-mail Ids for Project personnel 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 / 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.
7. Maintaining the confidentiality of the username and password from the moment it's allotted to the user would be responsibility of the respective user. The user shall be responsible for any misuse of institutional e-mail ID from his / her account.

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
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Distribution:

1. Director/Joint Director Cell.
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