



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, 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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