INSTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal, Hyderabad – 500 043

E-MAIL MANAGEMENT POLICY

GUIDING PRINCIPLES

- Encourage positive, productive communications while protecting IARE from legal liability, reputation damage, and security breaches.
- Emails are for academic and institutional use only and are IARE property.
- Any email that is sent, received, created, or stored on our systems may beviewed and even admissible in a legal case.
- Security of institute IT assets.
- More than 90% cyber attacks start with phishing.
- Quality of work and life.
- Email etiquette (Reply All, Forwarding, Signature lines etc.).
- Limit the intrusion and spam.

ALLOCATION OF A NEW EMAIL ID ON iare.ac.in DOMAIN

These are following roles for which the email account may be created: Students, Faculty, Administration officials. The policy for each case is described below. The policy for managing the mailing lists is also described. A high-level structuring for email accounts allocation and management is shown in Fig. 1.
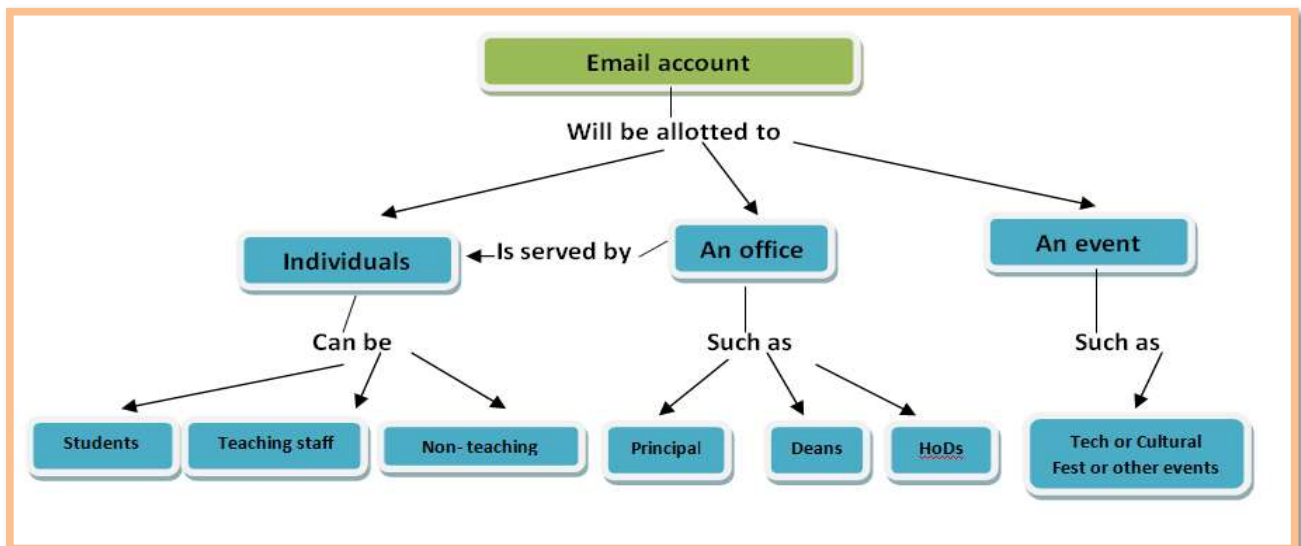

Fig 1: Email accounts allocation

STUDENTS

All Students are provided with IARE domain mail ID. Login through Gmail by giving the details:

The email address allocated will be of the format: <ROLL_NUMBER>@iare.ac.in. The username as student roll number as per admission records maintained by the academic section. Samvidha Campus Management Portal (CMP) portal login (www.cms.iare.ac.in or from website) details are sent to students to their respective email IDs. LMS portal login (Learning Management System) details are also same as CMS.

Username as: <rollno>@iare.ac.in
Password: welcome@iare (default password)

Example: 20951A0120@iare.ac.in

Initially, students must login with the provided user name and the default password to change the password for further usage. It helps in maintaining privacy and confidentiality of the student data.

The email account will be active until the student graduates or leaves the institute. This policy applies to all students (B.Tech, M.Tech and MBA).

ALLOCATION PROCEDURE

The academic section will submit a list of student roll numbers, names, department name of the student and other relevant information to the administrator for creation of new students' email accounts. They should do it as soon as the students register. No route other than via the academic section will be entertained for creation/alteration of a student's email account.

EMPLOYEES

All the employees of the institute will provide with institute domain mail id is for the usage subject to availability and adherence to the following requirements:

1. Only alphanumeric characters will be allowed including "." (dot) or "_" (underscore).
2. Obscene or hurtful words will NOT be accepted as part of the email address.
3. Words that may NOT represent an individual will NOT be accepted as part of the email address.

Default email address allotted will be in the format: FirstName.LastName@iare.ac.in

Examples:
<kesineni Raj kumar> k.rajkumar@iare.ac.in
<Guti Ashish Raj> g.ashisraj@iare.ac.in

ALLOCATION PROCEDURE

The concerned section (see below) will take the email creation request from the new joined employee in the prescribed form, and submit it to the administration section for creation of the email address. The new recruited faculty will be intimated about the new account creation via alternate email and phone number he/she provides in the request form.

IT Infrastructure Management Services Officer (ITIMS): Handles allocation of domain mail ids for all teaching and non-teaching *employees* hired by the institute and also for all the students.

ADMINISTRATION OFFICIALS

All administrative officials (e.g., Dean, HOD, Administrative officer and so on) will be allocated a **role-attached email address**. This email address is allocated solely for the purpose to cater the needs of the official communication from/to the respective official. When the tenure of the official ends, the account access is handed over to the newly appointed official. The account shall be put in receive only mode when there is no immediate appointment of the new official. It is **required and expected** that all the data in this account will be retained across the appointments. The email address format will be:

[Role prefix]-[Dept. prefix]@iare.ac.in.

The role prefix can be: hod, dean and so on. The department prefix can be: cse, ee, me, bme, and so on for academic departments. For non-academic departments, it will be like: sa(for international student affairs, sa(for student affairs), est.(for establishment), and so on. The prefixes will be kept to the shortest possible length without causing any ambiguity about what they point to.

The display name on the email account will be set only to full designation. The name of the person currently holding the office/position will not be added (to avoid getting it stuck in the users' address lists).

Examples:
<Dean of ICT> dean-ict@iare.ac.in
<Hod - CSE> hod-cse@iare.ac.in

ALLOCATION PROCEDURE

The IT Infrastructure Management Services will be responsible for submitting a proper request for creating or handing over the desired email account to the new appointee in the prescribed form. Normally, it should be done as part of the official handover-takeover of the duties by the appointed/relieved official. The new appointee will be intimated about the account allocation/handover via alternate email and phone number he/she provides in the request form.

OFFICE COMMUNICATION ACCOUNTS

Email communication to/from the office of each department or section will be done via a *single dedicated email account* which will be of the format:

[Dept. prefix].office@iare.ac.in

Examples:
<IQAC Office> iqac.ac.in
<ACADEMIC Office> academic@iare.ac.in
<R&D Office>: research@iare.ac.in

The email accounts allocated to the office staff (both technical and non-technical) will be individual accounts.

LIFE OF AN EMAIL ACCOUNT

When the formal association of a user ends with IARE, the user will be allowed to take out or migrate all his/her emails within 10 days from the date of issuing a no-dues certificate by the Infrastructure Management Services office.

All individual email accounts (except the official email accounts allotted for administrative officials such as HODs and Deans, and so on) shall be deleted after 10 days of the individual's exit from the institute. "Exit from the institute" is defined as the date of issuance of no-dues certificate from the Infrastructure Management Services.

An email address once assigned **will never be recycled**. That is, the same email address will not be allocated to another person even if the first allocation has expired or deleted. This is needed to ensure the privacy and security of the original/first allottee of that email address.

After a user has been issued a no-dues certificate, the institute will not be liable for any misuse or ensuring the security of emails data of a user.

EMAIL ACCOUNT RELATED MAINTENANCE REQUESTS

Requests for adding/removing from the mailing lists, change of display names, unlocking of the account, and so on shall be handled as per the approvals of the concerned Dean/HoD/section head/PI/course instructor of the individual.

The change in display name of students will be routed via the academic section. Change in display
name of the employees will be routed via the establishment section. This routing is necessary to ensure that the student/employee's information is consistent with the personal record of the individual as maintained in IIT Ropar's records.

REVISIONS TO THE POLICY

This policy is subject to revision as deemed necessary by institute. The users will be given ample time to handle the impact of any future changes to this policy.

Any email handling issues not explicitly mentioned / covered in this document shall be decided by the Principal, IARE.