

Shri Mata Vaishno Devi University
Katra, Kakryal, 182320

No. SMVDU/DOSW/18/140-142

20-2-18

Notification

Subject: E-mail Communication Policy

As recommended by the committee constituted vide no: SMVDU/Adm/2017/2281-82 dated 15/09/2017 to review and reframe the existing email policy of SMVDU and as approved by the competent authority, section is hereby accorded for the following with immediate effect:

E-mail Communication Policy

The communication policy of the University encourages effective communication among faculty, staff and students in a manner consistent with Institute's policy. The university communication is done broadly via faculty, staff, student and various student clubs email groups.

General Principles and Guidelines

1. E-mail account holders must change their temporary account passwords after notification issued by department Directors/HoD's that their email account has been created.
2. E-mail account holder must change their account password periodically.
3. E-mail account holder is responsible for the general security of the account.
4. All those assigned an official university e-mail account are responsible for the information and attachments sent by them.
5. E-mail and other forms of electronic communication must always carry the proper identity of the sender.
6. Users must exercise great care when formulating email messages. Appropriate etiquette should be observed in email messages and the use of rude or inflammatory language should be avoided at all cost.
7. Users should not respond to emails received, which are inappropriate or contain rude or inflammatory language. Such e-mails should be deleted immediately.

Prohibited Activities

There are certain activities users should not perform in the course of their use of e-mail communications, which include, but not limited to:

- i. Harass or intimidate others.
- ii. Broadcast unsolicited messages or send unwanted mail.
- iii. Instigate or promote chain mail.
- iv. Distribute spam or harmful programs (viruses, worms and other malware).
- v. Distribute copyrighted materials without permission of the owner.
- vi. Use social networking or sharing web resources to harass, intimidate, or otherwise annoy another person.
- vii. Publish any obscene material in the electronic form.
- viii. Make false electronic record.
- ix. "Spamming" or sending unsolicited group email.

Posting Rights & Email Account Validity Periods

Sr. No	Post/Designation	Posting Rights	Email expiry date
1	HVC/Registrar	Send to All	Life Time
2	Dean/Directors/HoD	Send to All	Life Time
3	Faculty /Staff	Smaller groups(departmental , branch students etc)	After 1 year of leaving the university
4	Section Head/In charge/Club	As per approval from competent Authority	Lifetime
5	Students	Individual level	After three months of leaving the university
6	Workshop/Conference etc	As per approval from competent Authority	Within 15 days after event is over.
7	Various Committees	As per approval from competent Authority	As per the approval taken from competent authority
8	Wardens	Students group	Life Time

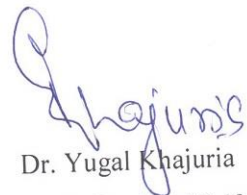
9	Hostel Caretakers	Respective students	hostel	Life Time
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- * For the HVC/Registrar/Finance officer apart from their office Email id a separate Email id will be issued on the basis of their name and send to all facility with lifetime validity to HVC.
- * Email account issued to users can be deactivated on the request made by themselves.
- * No further notification will be sent in case of account deactivation once a faculty/staff/student leaves the university.
- * for all the designated post email id's the current post holder along with their office staff will be responsible for any misuse of the same.
- * For Sending mail to ALL, posting rights should be obtained for which permission form must be filled and approval of Competent Authority obtained.

Punishments in case if anyone is found doing prohibited activities will be:

1. Email id will be blocked immediately and their parents may be called.
2. Expulsion from SMVD University for six months.

This issue with the approval of the Competent Authority:


Dr. Yugal Khajuria
Dean, Student Welfare

CC:

1. Registrar
2. PS to VC for the information of Hon'ble Vice Chancellor
3. In-charge Website for uploading.