



**Guru Gobind Singh Indraprastha University**  
(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078



**University IT Services Cell**

[Room No. D-412, Phone: 011-25302746, Email: [uits@ipu.ac.in](mailto:uits@ipu.ac.in)]

Ref: GGSIPU/UITs/2023-24/.615....

Date: 01.11.2023

**OFFICE ORDER**

**(GGS Indraprastha University Email Services Policy)**

**1 Introduction**

Email communication is a vital tool for facilitating academic and administrative activities at GGS Indraprastha University. This policy outlines the guidelines and rules governing the use of university email services by students, faculty members, and non-teaching staff. The primary purpose of this policy is to ensure efficient and secure communication while promoting a respectful and professional online environment.

The University is providing the email services to its employees and students (USS) through the collaboration with the Google Inc. with plan: Google Workspace for Education Fundamentals.

**2 Eligibility**

2.1. GGS Indraprastha University email accounts are provided to the following categories of individuals:

- Students currently enrolled at University School of Studies, GGS Indraprastha University.
- Faculty members employed by GGS Indraprastha University.
- Non-teaching staff members employed by GGS Indraprastha University.

2.2. Email accounts are not provided to individuals who do not fall under the above categories unless approved by the University administration for specific purposes.

**3 Account Creation and Maintenance**

3.1. The University IT Services (UITs) cell, GGS Indraprastha University is responsible for creating and maintaining email accounts for eligible individuals.

3.2. All individuals provided with GGS Indraprastha University email accounts are responsible for maintaining the security and confidentiality of their account credentials.

3.3. Users must notify the UITs department promptly if they suspect any unauthorized access or security breach related to their email account.

3.4. Inactive email accounts may be subject to periodic review and, if necessary, suspension or deletion as per university policies.

3.5 User should take NOC at the end of the programme duration or service period. The data from the email account may be backed-up before approaching for NOC. The NOC from UITs may be provided only after suspension / deletion of University email account.

#### 4 Email Services for Students / Employees (on Contracts / Outsourced / Deputations)

4.1 **Quota:** The email service may be provided with initial storage quota of 10 GB. As per individual's requirement for additional storage, the request may be forwarded to UITS through Dean, University School of Studies (USS) / Head of Department (HOD).

4.2 **Application Process:** User who wish to avail of email services should submit their applications through the Dean of USS / HOD.

4.3 **Duration of Email Services:** The email services to students / employees (on Contracts / Outsourced / Deputations) may be provided for duration as per university programme structure / service period. User must notify to UITS for suspensions / deletion of email services when user pass-out / left the University.

#### 5 Email Services for University Regular / Permanent Employees

5.1 **Application Process:** User who wish to avail of email services should submit their applications through the Dean of USS / HOD.

5.2 **Duration of Email Services:** The email services to regular employees may be provided for duration of service period. User must notify to UITS when service period expires to suspend / delete the email service.

5.3 **Quota:** The limit of storage is not restricted at the allocation of University Email Services. However, the UITS may restrict the limit as per miscellaneous situation arises.

#### 6 Acceptable Use

6.1. GGS Indraprastha University email accounts are to be used primarily for academic and administrative purposes related to the university.

##### 6.2. **Prohibited activities include, but are not limited to:**

- Sending spam or unsolicited emails.
- Using the university email system for personal or commercial purposes unrelated to university activities.
- Engaging in harassment, discrimination, or any form of inappropriate communication.
- Sharing account credentials with unauthorized individuals.
- Transmitting or storing malicious software or malware.

##### 6.3 **Suspension / Deletion / Termination of Email Service**

- The email account found inactive for more than six months.
- The duration of university programme structure completed by students.
- Completion / Termination of service period.
- Observation of any unauthorized / illegal activity
- The activities like spamming / defaming the University etc.
- The case of superannuation/ termination/ expiry of contract period / resignation.
- Due to any other reasons.

## 7 Privacy and Monitoring

7.1. GGS Indraprastha University respects the privacy of its email users. However, the university reserves the right to monitor email usage for security, compliance with this policy, or other legitimate purposes.

7.2. Users should not assume that their email communications are private and should exercise caution when sending sensitive information.

## 8 Email Retention

8.1. The university may establish email retention policies to ensure compliance with legal requirements and to manage storage resources efficiently.

## 9 Email Forwarding and Redirection

9.1. Users are permitted to forward their GGS Indraprastha University email to an external email address if they wish, but they are responsible for ensuring the security and reliability of the external account.

## 10 Enforcement

10.1 Violations of this policy may result in the suspension or termination of email privileges and disciplinary action in accordance with university policies.

10.2 The UITS or University shall not be responsible for any loss, due to deletion or suspension of any email account.

10.3 The University email service may be utilized as per norms / guidelines issued by the competent authority.

## 11 Review and Updates

11.1. This policy will be periodically reviewed and updated as necessary to ensure its relevance and effectiveness.

## 12 Contact Information


12.1. For questions, concerns, or assistance related to GGS Indraprastha University email services, please contact at University IT Services (UITS), GGS Indraprastha University, D-412, D Block, GGS Indraprastha University, Sector 16 C, New Delhi 110078.

## 13 Acknowledgment

13.1. By using GGS Indraprastha University email services, users acknowledge that they have read, understood, and agree to comply with this Email Services Policy.

## 14 Policy applicable for Users

14.1. This policy is applicable for all the present and future users of University Email Services.

  
Prof. Pravin Chandra  
(Incharge, UITS)

Copy for information & compliance of circular to:-

1. All Deans, Directors, and Branch Heads, GGS Indraprastha University
2. All University employees / students (USS)
3. AR to Vice Chancellor - For Kind Information to the Hon'ble Vice Chancellor
4. AR to Registrar - For Kind Information to worthy Registrar
5. UITS – To upload on University Website
6. Guard File



