

Ref. No. R/GAD/Misc/59

Dated : 11th July, 2025

NOTIFICATION

The Vice Chancellor has been pleased to approve '**University Email Usage and Management Policy-2025**' developed by the Computer Centre in the interest of the University that clearly lays down the rules and procedures of obtaining email Ids in the BHU domain and also intends to regulate its use on the larger scale with transparency as enclosed at Annexure A.

All the concerned are requested to follow the guidelines as defined in the University Email Usage and Management Policy-2025.

Encl: Annexure A


(अशोक कुमार शर्मा /A.K.Sharma)

सहायक कुलसचिव/ ASSISTANT REGISTRAR

(सामान्य प्रशासन /General Administration)

No. R/GAD/Misc/59/2055

; of date 11.07.2025

COPY forwarded to the following for information and necessary action:

1. The Directors of Institutes/Deans of Faculties/ Dean (Research)/Heads of Deptts/Offices/Sections/Units,
2. The Principal, Mahila Mahavidyalaya,
3. The Finance Officer,
4. The Chief Proctor,
5. The Dean of Students,
6. The University Librarian,
7. The Medical Superintendent, SSH,
8. The Professor In-charge, Trauma Centre,
9. The Professor In-charge, Guest House Complex
10. The Professor-In-Charge, R.G.S.C., Barkachha,
11. The Principals of Schools
12. The Coordinator, Centre for Social Exclusion & Inclusive Policy
13. The Information & Public Relations Officer,
14. The Coordinator, Computer Centre
15. All the Joint Registrar/Dy.Registrar/Asstt.Registrar,
16. The Assistant Registrar & Secretary to the Vice-Chancellor,
17. The Assistant Registrar, Office of the Registrar,
Banaras Hindu University.


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Annexure A**University Email Usage and Management Policy, 2025****1. Purpose**

The purpose of this policy is to establish guidelines for the proper and secure usage of the university's email system, which is provided through Google Fundamental Workspace for Education. This policy applies to all faculty members, officers, staff members, research scholars, postgraduate students, alumni and other users. The objective is to ensure smooth functioning of the university system and maintain effective communication within the university community.

2. Scope

This policy governs the operation and management, for the use of email accounts in the university's domain, as well as the responsibilities of users in maintaining the security and integrity of the system.

3. Email Account Creation and Management**a. Eligibility for University Email Accounts**

Email accounts will be created for the following individuals:

- All faculty members
- All permanent officers and staff members
- Any temporary staff member for whom an account is requested by their supervisor
- All research scholars and postgraduate students
- Designation-based email IDs, assigned to individuals based on their roles (such as Head of the Department, Dean of the Faculty, Assistant/Deputy/Joint Registrar of a section, etc.), may be created for specific university-related tasks, subject to the approval of the competent authority.
- Any Other who is given access to hold the account as per the clear direction from the competitive authority.

b. Mailbox Size Limits and service access– Following will be the mail box limit of different kind of users:

SN	Category of Users	Size
1	Faculty Members, Permanent Officers and Staff	20 GB
2	Research Scholars	10 GB
3	Temporary/Contractual/ Research Staff	5 GB
5	Post Graduate Students	5 GB
6	Designation Based email	20 GB

c. Creation Process

The Computer Centre (CC) shall be responsible for managing the creation and maintenance of university email accounts, following prescribed procedures that may be updated periodically and communicated by it from time to time.

Faculty Members, BHU & MMV	proposedusername.department@bhu.ac.in
Permanent Officers/Staff	proposedusername.admin@bhu.ac.in
Temporary/Contractual/Research Staff	proposedusername.temp/cont/ra/srf/jrf@bhu.ac.in
Research Scholars	proposedusername.department.yyyy@bhu.ac.in
Post Graduate Students	proposedusername.department.yyyy@bhu.ac.in
Designation Based	as proposed by the competitive authority

4. Email Usage Guidelines

- Professional Use Only-** The university email account is intended for official use related to university work. It is advisable that the email services be used for academic/ administrative/ official purposes only.
- Checking Email Regularly-** All users must check their official email accounts regularly for academic, administrative, and official communications. Failure to do so may result in missed important information. All official communication must be made using the official email id. **Communications sent from any other email ID may not be considered official or valid.**
- Prohibited Content-** Users are prohibited from using their university email accounts to:
 - Send harmful software, malware, or viruses.
 - Misrepresent the identity of the sender.
 - Engage in the distribution of offensive, illegal, or inappropriate content.
- Email Security-** Users must take all necessary steps to secure their email accounts, including maintaining password confidentiality and regularly backing up important data. The computer centre (CC) is not responsible for restoring lost data
- Archiving and Deletion** -Users should regularly delete unnecessary emails and large attachments to manage mailbox space effectively. Important emails should be archived, and users should take periodic backups.

5. Group Mailing Lists

- Creation-**Group mailing lists consisting of different functionaries of the University such as 'all heads' 'all faculty' etc. will be created based on the requirements for official, teaching, research and other admin related matters.
- Usage-**Group mailing lists must only be used to send information that is relevant to the group's purpose, such as announcements of official events, research updates, or university-related communications. Personal opinions should not be shared through

these lists. The access to use different group email ids shall be provided as per the policies and direction of the university administration.

- c. Moderation-** All group mailing lists will be moderated by designated personnel from the Computer Centre to ensure compliance with university policies. The list maintainer and senders are responsible for the content distributed.

6. Email Account Deactivation and Retention

a. Faculty Members, BHU & MMV

- Email accounts will remain active for five-year after superannuation. Extension beyond this period may be granted on a case-by-case basis with the approval of the competent authority.
- After five years, the account and associated data may be deleted.
- If a faculty member resigns or is terminated, the account will be locked immediately. After one year, it will be deleted in accordance with the standard process.

b. Permanent Officers/Staff

- Email accounts will remain active for one year after superannuation. Extension beyond this period may be granted on a case-by-case basis with the approval of the competent authority.
- After one year, the account and associated data may be deleted.
- If an officer/Staff member resigns or is terminated, the account will be locked immediately. After one year, it will be deleted in accordance with the standard process.

c. Temporary/Contractual/ Research Staff

- The Email accounts will be locked immediately after expiry of the term or resigns or terminated.
- After one year, the account and associated data may be deleted.

d. Research Scholars

- Student email accounts will remain active for one year after submission of PhD.
- After one year, the account and associated data may be deleted.

e. Post Graduate Students

- Student email accounts will remain active for one year completion of the course.
- After one year, the account and associated data may be deleted.

f. Vice Chancellor, Rector, Registrar, Controller of Examination, Finance Officer

- Ex-Officio

g. Joint/ Deputy/Assistant Registrars/ Deans/ Directors

- Ex-Officio

h. Heads/ Coordinators of Centres/ Chairman of Permanent Bodies/ Advisers

- Ex-Officio

(Since the ex-officio accounts are to be managed by the designated person and shall always continue, their mails shall not be deleted by the Computer Centre and any appropriate decision for keeping or deleting them shall be taken only by the incumbent.)

i. Others

- As per the term decided by the Computer Centre/Specific University Order

j. Designation Based E-mail Accounts–

- Designation based email accounts must be promptly handed over to the competent authority upon any change in position or role. During the handover process, no data should be deleted. In the event that an individual holding a designated account is rotated (e.g., Heads, Deans, or Chairpersons of committees) or transferred to another section/department (for officials), it is their responsibility to notify the Computer Centre. The individual must send an email to the Coordinator of the Computer Centre, along with a copy of the relevant notification, so that the account can be reassigned to the individual assuming the new role. In case, the holder of the designated account does not inform the Computer Centre and the Centre through official communication is informed that the person responsible for operating the designated account is no longer holding the responsibility, the Centre on its own can deactivate the access and give the right to operate the account to the incumbent.

7. Compliance with Legal and Regulatory Requirements

- **Disclosure to Authorities** -Email disclosures to law enforcement agencies or other organizations will only be made in accordance with the IT Security Act and applicable laws. No disclosure or scrutiny will be allowed without proper authorization from the competent authority.
- **Accountability**-The university is not liable for any consequences arising from the misuse of email accounts, including the posting of inappropriate or harmful content.

8. Security Guidelines

a. Password Protection

- Use strong, unique passwords for email accounts.
- Change passwords regularly and do not share them with others.

b. Handling Attachments and Links

- Do not open attachments or click links from unknown or untrusted sources.
- Verify the sender's identity before downloading files.

c. Email Encryption

- Use encryption for emails containing sensitive, confidential, or personally identifiable information (PII).
- Ensure secure transmission of data through approved tools.

d. Phishing Awareness

- Be vigilant for phishing attempts, such as suspicious requests for personal or financial information.
- Report suspected phishing emails to the IT or security team immediately.

e. Avoid Forwarding Sensitive Information

- Do not forward or share sensitive organizational information without proper authorization.
- Avoid sending confidential information via personal email accounts.

f. Access Control

- Log out of email accounts when leaving a device unattended.
- Use multi-factor authentication (MFA) where applicable.
- Archive important emails in compliance with the organization's data retention policy.
- Avoid deleting emails that may be required for legal or business purposes.

g. Prohibited Activities

- Sending or receiving illegal, offensive, or discriminatory content.
- Sharing login credentials or granting unauthorized access to email accounts.
- Using email to harass, threaten, or bully others.

9. Monitoring and Privacy

- The university reserves the right to monitor email usage to ensure compliance with this policy.
- Email monitoring will comply with applicable privacy laws and regulations.

10. Consequences for Policy Violations

- Revocation of email access.
- Disciplinary action, show causes notice up to and including disciplinary proceedings.
- Legal action, if applicable.

11. Special Provisions- The Competent Authority reserves the right to issue special orders to address any deviations from this policy. All actions related to email account misuse or policy violations will be carried out in accordance with university procedures.

12. Policy Review- This policy may be reviewed periodically by the Computer Centre, in coordination with the university administration. If it requires, it will be change after due approval of competent authority of the Banaras Hindu University.

13. The email service will be governed by IT act of government of India and it will be changed according to it.

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