



Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering
 (Govt. Aided Autonomous Institute under University of Mumbai)



Application for Institutional E-mail ID

Date: _____

Type of Applicant: **[Student / Faculty Member / Staff]**

Name of the Applicant: _____ Department: _____

E-mail Id: _____ Mobile No.: _____

For Student: Class: _____ Registration No.: _____

For Faculty / Staff: Designation: _____ (Permanent/ Contractual)

Date of Retirement/ Completion of Contract: _____

Recommendation from HoD

Person requesting Institutional E-mail ID is a bonafide [Student / Faculty / Staff] of the Dept.

Providing institutional E-mail ID: **[Recommended / Not Recommended]**

Signature of Head of Dept.

I have gone through the usage policy for the institutional e-mail ID and I abide by it. I understand that:

1. It is my responsibility to maintain the confidentiality of my username and password from the moment it's allotted to me and ensure that there will be no violation of any of the clauses of the Cyber Law.
2. I shall be solely responsible for any legal consequences arising due to misuse of the institutional e-mail ID provided to me.

Name and Signature of Applicant: _____

[Please attach a photocopy of your Institute ID Card with this application.]

Forwarded by Chairman – IT Infrastructure Committee

Institutional e-mail ID **[may / may not]** be given to the applicant.

Remarks (if any): _____

Signature

For Office Use Only

The applicant is provided with the Institutional e-mail ID _____

on _____ (date) .

System Analyst

Usage Policy for Institute E-mail System

1. Any bonafide student / faculty member / staff of the institute seeking the institute e-mail ID need to register by filling the application for institutional e-mail ID. This application form can be downloaded from institute website: www.spce.ac.in. The completely filled application form can be submitted to System Analyst for further processing.
2. The applicants would be provided with the institutional e-mail ID after checking requisite documents, and permissions provided by the competent authority.
3. The terms and conditions in this policy are applicable to all the users of the institutional e-mail ID. Users violating these norms will lose their right to use institutional e-mail ID and disciplinary action will be initiated against them, by the appropriate authority.
4. All the users have the responsibility to use the e-mail system in productive, responsible, effective and lawful manner and avoid placing themselves and institute at the risk of legal liability based on their use.
5. All messages distributed via the institutional e-mail system, even personal emails, are the institute's property. Users must have no expectation of privacy in anything that is created, stored, sent or received on the institute's e-mail system.
6. The e-mail ID provided would be valid till the time of retirement / completion of contract (for faculty and staff) and completion of program (for students).
7. Use of institutional e-mail ID is allowed only for academic / administrative / research and allied activities. Using it for personal communication is permitted on a limited basis.
8. Users are forbidden to send unsolicited mails, spam mails, commercial / promotional / non-academic messages and virus infected contents using institutional e-mail ID.
9. Users are advised to scan their e-mails and attachments with appropriate updated antivirus software, and should attempt to keep the system free from viruses, worms, trojans, and other similar programs.
10. Use of institutional e-mail ID is permitted only for the legal activities defined by the law of the land. Anyone found using the facility for anti-social and anti-national activities will fetch legal action from appropriate law enforcing agencies as per the law.
11. Maintaining the confidentiality of the username and password from the moment it's allotted to the user would be responsibility of the respective user. The user shall be responsible for any misuse of institutional e-mail ID from his / her account.
12. The institutional e-mail ID is an add-on facility provided by the institute, completely at its discretion, and cannot be construed as right of service. The institute reserves the right to block, suspend, or terminate e-mail ID for any valid reason.
13. All the users are advised to refrain from sending / broadcasting e-mails to the recipients which are not concerned with the matter.
14. The norms/policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief communication.