Instructions for changing the mail domain from itbhu.ac.in to iitbhu.ac.in

Guidelines to Official Email Users(Revised in May 2016)

1. **Creation and activation of Official E-mail account**

   1. A permanent, official E-mail account in IIT (BHU) domain (username@iitbhu.ac.in) will be provided to each faculty, staff and students of IIT (BHU), Varanasi.
   2. The Institute Web Committee (IWC) of IIT (BHU) will manage the E-mail Services and any queries related with E-mail services may be directed to email.wmg@iitbhu.ac.in.
   3. The general e-mail address format used for faculty and staff is username.branchcode@iitbhu.ac.in and for student is username.branchcodeyy@iitbhu.ac.in.
   4. All academic and administrative related electronic correspondences from administrators, heads or coordinators, teachers, of the department/school/Institute will be sent to the users official e-mail address and so it is mandatory for all users to check their Email account regularly.
   5. Every user by default will be added as a member of group mailing lists at branch or department or institute level which are created for the easy and quick communication and collaboration with dynamic mailing groups.
   6. The Institute Web Committee would communicate the created new E-mail account details of faculty and students to Dean of Academic Affairs (DoAA) and Dean of Student Affairs (DoSA) respectively, and/or respective Head/Coordinator of Departments/Schools for further distribution to the concerned faculty or student.
   7. The users can access their E-mail account through Institute homepage. Before activation, the user should read the email guidelines published in the Institute website. During the activation or first login, the user will be prompted to change his/her temporary password. The password should be of at least 8 characters and preferably in the combination of alphabets, numbers and symbols.
   8. After successful activation of E-mail account, the user should send a confirmation mail to help.email@iitbhu.ac.in.
   9. Login problems or failure of logging into the official E-mail account may be reported as per the guidelines given under Item No. 2 of this document. E-mail accounts which are not activated within

three months from the date of issue will be deleted permanently without any prior notice.

10. The students who opt for branch change should communicate the branch change details along with the relevant documents through Office of Academics, to the Institute Web Committee (help.email@iitbhu.ac.in) for obtaining new official Email ID. In such cases the old email ID will be permanently deleted.

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2. **Password reset policy for users official E-mail account**

The users are advised to follow the guidelines below for resetting their E-mail account which may be required in case of loss of/forgotten password or deactivation or suspension of mail account or any trouble in logging into their E-mail account.

1. The user should send an E-mail, clearly stating his/her official E-mail account details (E-mail ID, full name, branch & roll number) as well as the reason for resetting the password of his/her official E-mail account to help.email@iitbhu.ac.in

2. Such mail requests should be sent either from the user's personal Email ID along with a scanned copy of his/her photo ID provided by the Institute OR from an official E-mail ID of user's friend or faculty member endorsing and confirming the user's identity and official E-mail ID. The new password will be sent to this ID, usually within 24 hrs.

3. User's requests not fulfilling above criteria will not be entertained by the IWC. In case of a repeat request within one year, the user will also be required to obtain a consent signature from his/her Supervisor or Head of the Department/School and Director, IIT (BHU) as the case may be.

4. The faculty and staff can also follow the same procedure for resetting their E-mail account..

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3. **Guidelines for E-mail usage**
   1. Misuse or abuse of electronic mail facility is punishable under Information Technology Act 2000, Government of India.
   2. E-mail services are a privilege, not a right. The official E-mail account provided to a faculty, staff or student is meant for the official purpose only. Every E-mail user in our institute domain is bound to obey and follow the guidelines given below.
   3. It is the users' responsibility to keep their E-mail account in good standing, not give out passwords, hold responsibility for any

activity originating from that account and use the email account in ways that are responsible, ethical, lawful and professional.

4. As part of normal E-mail management, the IWC collects various types of users' data including login/logout times, types and frequencies of access and amount of resources used. This information can be analysed for various purposes relating to the management of the email systems. IWC reserves the right to suspend or delete an e-mail address that has been inactive for more than 6 months.

5. The users are strictly advised to post only the academic or research related mails or contents to their class groups. The users are strictly advised not to indulge in any unacceptable behaviour or activity in the E-mail environment. The unacceptable behaviour includes, but not limited to, distribution of unsolicited and unauthorized mass E-mail to users, threatening users, infringements of others' privacy, interference with others' work, copyright infringement and illegal activity.

6. Posting harassing, abusive, obscene, harmful, illegal or objectionable contents, spamming group mails with undesired contents or messages to any users or mailing lists of our official domain are strictly forbidden.

7. Posting buy/sale deals to the group mailing lists or any content which is not of a common interest of the members of such group mailing lists is not permitted.

8. Users who violate the above stated E-mail usage policy will be subject to disciplinary action. IWC may monitor individual users suspected of violating this policy.

9. The disciplinary actions likely to be impended for such violation of any of the above rules/policies include (a) Issue of a warning letter/E-mail to the user (b) Temporary or permanent suspension of users E-mail account for a month or a semester or permanent removal or termination of users E-mail account from the institute's domain.

10. **Mass mailing policy**: Students are permitted to mass mail the allowed contents/messages (listed below) within their class group only (eg: btech.cse15@iitbhu.ac.in). In case a mail user wish to mass mail such allowed contents to other class groups or programme level groups (eg: btech.2014@iitbhu.ac.in, etc) such mails may be routed through concerned Deans or administrative functionaries.

Storage Quota:

◻ For Current Students - 20 GB ◻
For Alumni - 5GB.

What are allowed?

a)   Any event/activity official/unofficial being organised at IIT (BHU) or BHU.

b)   Any academic event happening within and outside institute.

c)   Scholarship and internship opportunities.

d)   Lost and Found Mails.

e)   Anything relevant to IIT (BHU) community. E.g. Academic stuff, important notices, etc.

What are not allowed?

a)   Buy and Sale deals, sale of tickets, cab sharing etc: 30 days ban.

b)   Use of offensive and abusive language: Permanent ban.

c)   Mailing unauthorized contents to the non-target batches. For example: Mass mails on multiple class groups: 30 days ban.

d)   Self-promotion mails with no relevance to masses like vote my photo, check this scheme, click on this link, etc. 30 days ban.

e)   Anything not mentioned above and deemed unfit by IWC shall also be liable for punishment.

 Reporting to Institute Web CommitteeStudents may report to IWC if their mail accounts are being spammed or if they find a mail to be offensive.