



PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras
(Re-accredited by NAAC with A+ Grade)

EMAIL POLICY

This policy document is to be read in conjunction with email policy. The basic purpose of the Information Technology facilities of the College is to support the following.

1. Support and enhance the educational mission of the College
2. Enrich the educational experience of the students, faculty, and staff of the College.
3. Enhance the research and other academic activities in the College.
4. Enable to realize office automation in the College.

These facilities are required for research activities, courses, and assignments as well as office automation for smooth running of the College.

1. Purpose

AACW currently utilizes a cloud-based system using Anna Adarsh College domain name pursuant to an agreement between the Institute and Google, Inc. ("Gmail Accounts"). Collectively this is known as "Email Account."

The purpose of this policy is to ensure the proper use of this service.

Electronic Mail is a tool provided by the College and serves as a primary means of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, ethical, and lawful manner. Use of College Email Accounts evidences the user's agreement to be bound by this policy. In the event a College employee holds multiple College Email Accounts, the most stringent rules of this policy shall apply.



R. Shankar

PRINCIPAL
ANNA ADARSH COLLEGE FOR WOMEN
ANNA NAGAR, CHENNAI 600 040

2. Policy Statement

- College Email Accounts are created based on the official name of the staff or faculty member as reflected in the Service Registers. Student accounts are created based on the roll number, branch and year on file with the academic section.
- The College owns all College Email Accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and College policies, the College also owns data transmitted or stored using the College Email Accounts.
- While the College will make every attempt to keep email messages secure, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through College Email Accounts.
- Email messages held under Gmail Accounts will be subject to Google's storage and retention policies, which may change from time to time, with or without notice.
- Individuals should not rely on an email account to archive data and each person is responsible for saving individual messages and attachments as appropriate.
- It is the responsibility of employees to preserve College records, including emails or instant messages in particular circumstances.
- College Email Accounts are currently not backed-up. Server room or College is not responsible for any loss of data.
- Individuals may leave the College for a variety of reasons, Invariably, an email account is deactivated/suspended within one month of the member leaving the College (with due notification to the user).
- In order to avoid confusing official College business with personal communications, employees must never use non-College email accounts (e.g. personal yahoo, gmail, BSNL, hotmail etc.)
- With respect to College Email Accounts, the exchange of any inappropriate email content
- (eg: Political activities, specifically supporting the nomination of any person for political office or attempting to influence the vote in any election)



R. Shanthi

PRINCIPAL

ANNA ADARSH COLLEGE FOR WOMEN
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3. Scope

This policy applies to all individuals who use or maintain an AACW provisioned email account.

4. Procedures

Server Room staff can provide recommendations and support for this policy through specific considerations and technologies.

E-mail services are a privilege, not a right. The official E-mail account provided to a faculty, staff or student is meant for official, administrative, academic purpose of the institute only. Every E-mail user of our college domain is bound to obey and follow the guidelines given in the E-mail Policy. Time to Time, access restrictions at IP address, domain, email, group levels, associated app etc., or any other restrictions whatsoever deemed fit may be imposed on any institute employee or student or groups in the larger interest by the administration and the same will be binding on every user. Attention of campus community is drawn toward IT act 2000 and IT (Amendment) act 2008. Needless to say all community members will be bound by the above.



R. Jeyanthi

PRINCIPAL
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