Institutional Email Account Use Policy
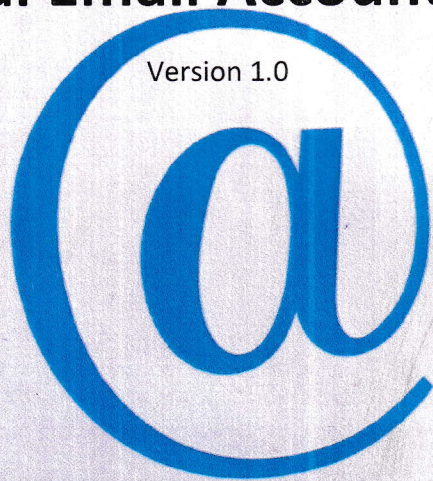
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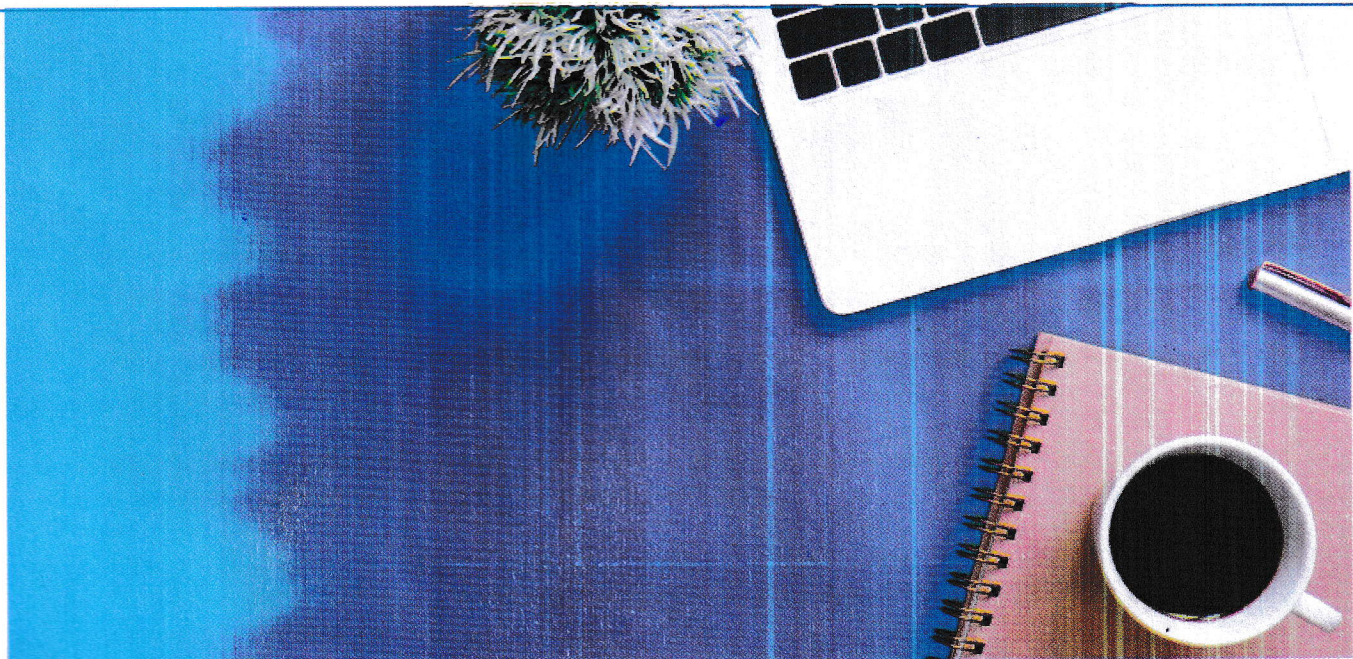
UNIVERSITY OF NORTH BENGAL

Computer Centre

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INTRODUCTION

In an effort to increase the efficient distribution of critical information to all faculties, staff and researchers, and the University's administrators, it is recommended to utilize the university's e-mail services, for formal University communication for academic and other official purposes.

Institutional E-mail for formal communications will facilitate the delivery of messages and documents to University academic stakeholders, extended communities and individuals. These communications may include administrative content, such as information on human resources, policy messages, general University messages, official announcements, and communications etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Administrative units, faculty members and research students may use the email facility by logging on to https://mail.nbu.ac.in with their individual login credentials (user ID and password).

For obtaining the university's email account, user may contact Computer Centre, NBU for email account by submitting an application in a prescribed proforma given in the Download Centre of the University official website. For any other support related to email access the existing institutional email account holder should contact cchelpdesk@nbu.ac.in.

GENERAL POLICY GUIDELINES

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

➤ The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.

➤ While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.

➤ User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

➤ User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

➤ Users should configure messaging software (Outlook Express/Netscape messaging client etc.,) on the computer that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer thereby releasing the disk space on the server. It is user's responsibility to keep a backup of the incoming and outgoing mails of their account.

➤ User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

➤ User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

➤ While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

➤ Impersonating email account of others will be taken as a serious offence under the university IT security policy.

➤ It is ultimately each individual's responsibility to keep their e-mail account free from violations of university's email usage policy.

CONCLUSION

Using the facility for illegal/commercial purposes is a direct violation of the university's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.

Key Takeaways

- This policy applies to all faculty members, administrative officers, non-teaching employees and research students to whom the institutional email account is assigned
- For email ids, not individual in nature, assigned to any departments or organizational units, accountability for adhering to the policy lies with the Head of the department.
- The above laid down policies are broadly applicable even to the email services that are provided by other sources such as Gmail, Hotmail, Yahoo etc., as long as they are being used from the university's campus network, or by using the resources provided by the university to the individual for official use even from outside.

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