



Information Systems and Technology Facilities
Indian Institute of Technology Gandhinagar

POLICY **NETWORK, INTERNET** **AND EMAIL USAGE**



January 2026

Introduction

1. The Indian Institute of Technology Gandhinagar (IITGN) provides Information and Communication Technology (ICT) infrastructure, including network, internet, email and related services to support its academic, research and development, administrative and outreach objectives.

Purpose

2. This document lays down the policy for use of IITGN's network, internet, email and related services to ensure responsible usage, effective administration, safe and secure operation and utilisation of the Institute's digital infrastructure for the desired objectives.

Scope

3. This policy applies to every individual and entity using IITGN's network infrastructure (wired/ wireless), internet services & facilities (both paid and unpaid) and email.

Acceptable Use

4. Users shall not engage in activities that violate Indian IT Act 2000 (as revised from time-to-time) or institutional regulations including but not limited to unauthorised access, hacking, malware distribution, copyright infringement, disruption of services or undertaking unlawful activities.
5. An IT asset provided, or bought for official, academic, project, consultancy purposes and IITGN's IT/ internet infrastructure will not be used for communicating any information publicly that does not relate to their profession.
6. Following is strictly prohibited:-
 - (a) Any activity that disrupts or damages an official IT asset, IT network or IT infrastructure/ services. Hosting unauthorised servers, proxy services etc.
 - (b) Attempts to bypass security controls, firewalls, or access restrictions without any authorisation.
 - (c) Accessing or modifying others' data without authorisation.
 - (d) Attempts to hack/ obtain other users' credentials without authorisation and/ or with a malafide intent.
 - (e) Any violation is liable for disciplinary action.

Users Responsibility

7. The Users/ custodians are to ensure the following:-
 - (a) Credentials (login ID and passwords) are personal and non-transferable.
 - (b) Users are responsible for all activities conducted through their account/ device.
 - (c) Devices must be safeguarded against malware and unauthorised access.
 - (d) Any suspected security breach must be promptly reported to Information Systems & Technology Facilities (ISTF).

Monitoring and Privacy

8. IITGN reserves the right to monitor IITGN's network traffic, internet and email activities to ensure compliance with this policy. Monitoring will be conducted responsibly while maintaining respect for individual privacy. The Institute may restrict or suspend access in case of misuse or security incidents and initiate appropriate legal/ disciplinary action.

Legal and Disciplinary Action

9. Violations may lead to temporary or permanent suspension of IITGN IT services (device, network, internet, email).
10. Disciplinary action as per Institute's regulations, or legal proceedings under the Information Technology Act 2000 (as revised from time-to-time) may also be initiated. Decisions of competent authority in this regard will be final.

Email Management and Administration

11. The IITGN Email services will be managed and administered by ISTF IITGN.

Creation of Official Email IDs

12. Email IDs are created for employees upon joining the institute and for students upon notification from the Academic Affairs Office.
13. Email ID creation requests must be routed through the concerned Institute offices such as Establishment & Administration, General Administration, Faculty Affairs, Academic Affairs, R&D or Research Park as applicable.
14. If an individual is both a student and a staff, then only one Email ID will be created.
15. IITGN Email services are not extended to Research Park Tenants or Commercial Establishments.
16. Email ID Formats. The following format for creation of Email IDs will be followed:-
 - (a) **Personal Email ID.** Employee and student Email IDs are created based on individual choice, subject to availability. User may choose appropriate names representative of their identity.
 - (b) **Role-based Email IDs.** Format will be as follows: role.section/ department/ responsibility@iitgn.ac.in (e.g. dean.ga@iitgn.ac.in)
 - (c) **Email IDs for Department/ Discipline/ Centre/ Lab/ Event/ Club/ Project/ Facility/ Service / Committee/ Research Group/ Workshop/ Seminar/ Conference/ Conclave/ Short duration Email IDs.** The format will be: name/shortname@iitgn.ac.in as requested, subject to availability and duly recommended by the Dean/ Head/ Chair as applicable, with approval of In-charge ISTF.
 - (d) **Email IDs for Outsourced Employees Working at IITGN.** The format will be: designation/ role+department@iitgn.ac.in, subject to availability and duly recommended by the Dean/ Head as applicable, with approval of the Registrar (e.g. caretakers.hostel@iitgn.ac.in, labsupport.istf@iitgn.ac.in).
 - (e) Aliases may also be created as required. Names and aliases must not contain designations that misrepresent one's position.
 - (f) Violating addresses may be renamed or deleted at the Institute's discretion by ISTF.

Deletion/ Retention of Email Accounts and Allocation of Storage Quota

17. Deletion/ retention of E-mail Ids/ services on leaving the institute will be undertaken as per **Appendix 'A'**.
18. Storage capacity/ quota for emails will be as per **Appendix 'B'**.

General Guidelines for IITGN Emails

19. The following guidelines for Emails are applicable:-
 - (a) Users must comply with the service provider's policies and law of the land for content and use of the email.
 - (b) Users should share only official, academic or professional content in public forums if necessary.
 - (c) Temporary email IDs for events or projects will be reviewed periodically for renewal or deletion.
 - (d) The Institute retains full rights to access, monitor, modify, suspend, or terminate accounts without notice as per operational/ administrative requirements.
 - (e) Individuals are to refrain from public airing of personal views on matters not related to their expertise or profession. Non-adherence may be viewed seriously, and appropriate action could be taken by the competent authority.
 - (f) Users are to ensure that any non-personal IITGN Email IDs are not linked to their personal social media accounts. Any linkages of non-personal IITGN Email ID to social media accounts will require prior approval of Chair Media and Communication Committee.
 - (g) Offensive, misleading, or impersonating content and content that may cause concerns of security to the institute or country or may cause unrest in community is prohibited.

Creation of Email Lists/ Groups

20. Any user can create private Email lists/ groups on his/ her system as per their requirements.
21. Creation of any new global Email list/ group will be undertaken subject to availability, duly recommended by the Head/ In-charge/ PI/ Chair (as applicable), with approval as follows:-
 - (a) Dean FA - for teaching staff related lists.
 - (b) Dean SA - for student related lists.
 - (c) Dean GA - for general lists
 - (d) Dean R&D - for R&D related lists
22. Global Email list/ group for purpose of academic research interactions may be approved by Head of the Department of the faculty concerned.


Mailing to Individuals, Lists/ Groups

23. Email Sending Permissions.
 - (a) Users will have permission to send mail to any user(s). Caution must be exercised to ensure that offensive contents are avoided.
 - (b) Permissions to send emails to mailing lists/ groups of IITGN will be given to only role-based, department-specific, or generic email accounts.
 - (c) For certain mailing lists/ groups of IITGN, permissions for sending emails may be given to member(s) of the lists with the approval of concerned Dean. For academic interactions (P-22 above refers), this permission may be accorded by the HoD. Due discretion is to be exercised in all cases, where such permission is accorded.

- (d) Certain Emails like Residents Email Group will only be used for Broadcast of important messages. Rights to send messages on Residents Email Group will vest only with role-based email accounts of Director, Registrar, Dean GA, Student General Secretary, Student Welfare Secretary, Student Cultural Secretary, and HMC Email addresses.
24. Approval Process. Any role-based, department-specific, or generic email account requesting mailing rights to global mailing lists/ groups must obtain approval from the Director, Registrar or concerned Dean/ HoD.
25. Default Permissions. The Director and Registrar email accounts have default rights to communicate to all IITGN mailing lists/groups.

Policy Administration and Review

26. The Information Systems & Technology Facilities (ISTF) will administer and periodically review this policy to align with institutional requirements and technological needs.
27. Non-compliance may invite corrective or disciplinary action as per Institute rules and applicable laws.
28. Any deviation from this policy will only be with the explicit approval of the Director, IIT Gandhinagar.
29. This has the approval of Director IITGN.



(Manish Tripathi)

In-charge ISTF

Encl. As above

ISTF/Network/2026-27/01
January 27, 2026

Appendix 'A'

(refers to Para 17 of ISTF/Network/2026-27/01
January , 2026)

Deletion/ Retention of IITGN Email Accounts/ Services

1. Use of all non-personal Email IDs and related Services will cease for an individual wef No-Dues/ Date of Leaving the Institute. The individual personal Email will also be removed from all IITGN Email Groups.
2. Guidelines for retention of personal Email Ids/ services are mentioned in the succeeding paragraphs. In case of termination, account retention will not be applicable to the individual.

Faculty

3. Career Faculty.

S.No	Duration of Service at IITGN (Post Probation)	Personal Email Account Retention Post Leaving IITGN	Applicable Restrictions during Availability Period
(a)	< 10 years	Lifetime	Can't send emails.
(b)	= >10 years	Lifetime	Nil
(c)	0	Three months from No Dues/ Leaving Institute	Nil

4. Teaching Staff Other than Career Faculty. These will comprise of Visiting Faculty, Guest Professor, Scholar in Residence, Adjunct Faculty, Professor of Practice, Assistant/ Associate Teaching Professor, Teaching Professor, Artist in Residence, Lecturer etc.

S.No	Duration of Service at IITGN	Personal Email Account Retention Post Leaving IITGN	Applicable Restrictions during Availability Period
(a)	< One Semester	15 Days from No Dues/ Leaving Institute	Nil
(b)	> One Semester	Three months from No Dues/ Leaving Institute	

Note: Any exception to Srls 3 and 4 above will be routed to and approved by the Dean FA, duly recommended by the concerned HoD. The email and storage will be deleted post availability period.

Non- Teaching Staff

5. Regular Staff.

S.No	Duration of Service at IITGN (Post Probation)	Personal Email Account Retention Post Leaving IITGN	Applicable Restrictions during Availability Period
(a)	0 to 10 years	Three months from No Dues/ Leaving Institute	Nil
(b)	= >10 years	Lifetime	Nil

6. Project/ Contractual Staff. Project/ contractual staff will be allowed to use their personal IITGN E-mail account/ services (full functionality) for a month from the date of no dues/ leaving the institute. However, s/he will be removed from all E-mail Groups of the Institute.

Note: Any exception to Srls 5 and 6 above will be routed to and approved by the Registrar (for Regular Staff), Dean GA (for Contractual Staff), Dean R&D (for R&D staff). The email and storage will be deleted post availability period/ period for which email services are allowed from the date of no dues/ leaving the institute.

Students

Graduate, Post Graduate and PhD.

7. After convocation, Email Ids of students are to be migrated to alumni domain. Students should be removed from the respective student Email group(s) and put in the alumni group. Alumni Email is available for lifetime to the student with storage as mentioned in **Appendix 'B'**.
8. In case a student withdraws prior to completion of the Program, his/her email account will be deleted after a week, including storage data and Email.

Non-Degree/ Preparatory/ Visiting.

9. Once a student completes the requisite course, his/ her email account will be deleted after one week.
10. For students exiting earlier his/ her email account will be deleted immediately.

Note: Any exception to Srls 7 to 9 above will be routed to and approved by the Dean Academics. The email and storage will be deleted on deletion of email account.

Appendix ‘B’

(refers to Para 18 of ISTF/Network/2026-27/01
January , 2026)

STORAGE CAPACITY/ QUOTA FOR EMAILS

Srl. No.	Particulars	Storage Quota
1	Employees	30 GB
2	Students	10 GB
3	Department/Section/Centres	400 GB (for all email addresses related to the respective department/ section, including lab-specific email addresses)
4	Role-based	50 GB
5	Event, Club, Program, Initiative, Facility, Service, Committee, Research Group, etc.	10 GB
6	Seminar, Workshop, Conference/ Conclave, Course Specific, Project, Camp, etc.	2 GB
7	Alumni	5 GB
8	Outsourced employees working at IITGN	10 GB
9	Anything not covered above	Quota will be decided on case-to-case basis

(Note: 50% of storage quota will be for collaboration tools iro Sr Nos 1 to 4 above)



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