

Center for Information Technology

Email Policy

This policy is drafted to ensure efficient distribution of Official information to the College Administrators, Faculty, Staff and Students. It is recommended that College e-mail services are utilized ONLY for communicating information that fulfils either Official or Academic purposes.

College E-mail services will facilitate sharing of formal messages and documents to the recipients (either individuals or distinct user groups) within campus and extended communities.

To receive the Official information, it is essential that the E-mail address is kept active. Employees are expected to use the E-mail facility by logging on to name@ldc.edu.in with the respective User ID and Password.

The User may contact CIT for obtaining the College E-mail account and default password.

By using the College E-mail facility, the users agree to abide by the following policies:

1. Usage of the facility is encouraged primarily for academic and official purposes even-though the user can use it for personal purposes to a limited extent.
2. Using the facility for illegal/commercial purposes is a direct violation of the college 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]
3. User is expected to limit the mail-box used space within about 80% of the usage threshold, as 'mailbox full' or 'mailbox almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.
4. User should not open any mail or attachment that is from unknown and suspicious source. Even if the source is known, if it contains any attachment that is of suspicious

nature or looks unreliable, the user should get the authenticity of the information confirmed before opening it. This is essential from the point of security of the user's system as such messages may be the carriers of viruses that can cause potential damage to the valuable information on the user's computer.

5. It is the user's responsibility to keep a backup of the incoming and outgoing mails of their account.
6. User should not share his/her password with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
7. User is expected to respect the privacy of other users. They should refrain from intercepting or trying to break into others email accounts.
8. When more than one user has to share computers, any email account that was accidentally left open by one user, should be promptly closed by the other without peeping into its contents.
9. Impersonating E-mail accounts of others will be taken as a serious offence under the college IT security policy.
10. It is ultimately the responsibility of each individual to keep their E-mail account free from violations of College E-mail usage policy.
11. Any Spam mail received by the user into INBOX should be forwarded to ldcadmin@ldc.edu.in
12. Any mail wrongly stamped as SPAM mail should be forwarded to ldcadmin@ldc.edu.in
13. Profile should be user profile only.

The above laid down policies particularly 1 to 10 are applicable to the email services that are provided by ldc.edu.in and other sources both during the usage of the college campus network or other networks.

Policy for Creation of E-mail ID

1. Email id is created for all Students, Faculty and Staff members during their time of admission or appointment respectively.

2. Rules regarding validity of E-mail id are given below:

- a. E-mail id account of Administrators' is permanent.
- b. For Retired faculty – permanent on request
- c. For Faculty/NTS who are appointed on a Semester basis/Contract/temporary, E-mail id usage would be suspended soon after the no dues certificate is issued.
- d. E-mail accounts of students will be valid for 5 years.

Password Policy

- Both upper-case and lower-case letters ([case sensitivity](#))
- Inclusion of one or more numerical digits
- Inclusion of [special characters](#),
- Avoid words found in the user's personal information.
- Avoid use of college name or an abbreviation.
- Prohibition of passwords that match the format of calendar dates, [license plate](#) numbers, telephone numbers, or other common numbers
- Change it regularly—once every three to six months.
- Change it if you have the slightest suspicion that the password has become known by a human or a machine.
- Never save it for a web form on a computer that you do not control or that is used by more than one person.
- Never share it to anyone.

WhatsApp Policy

Our college has framed certain WhatsApp guidelines for minimized distraction and secured and effective data sharing.

- Use official name as WhatsApp profile name. Nick names should not be used.
- Do not post non-academic forwards, greetings or condolence messages such as congratulations, RIP, ok, Yes and Thank you.
- Official and academic discussions and posts are very much appreciated
- Inclusion of faculty in this group is limited to their period of employment in LDC.

- Members should check the authenticity of messages before posting it in LDC WhatsApp group.