The policies for the deactivation of the Institute email IDs, after the resignation of an employee from the Institute are as follows:

1. At the time of resignation or superannuation, employees shall inform the Head CCC with a copy to Dean (FW) regarding their resignation of superannuation. This shall be made mandatory before Dean FW gives a “No-Dues” certificate to the employee. The resignation of superannuation for all employees shall be made mandatory before the appointment of the next official of the same designation.

2. The official designation-based email account will be dormant till the next official is given charge of the same designation.

3. An employee who resigns or superannuates after rendering at least 20 years of services shall be allowed to retain the personal email for one year post resignation or superannuation. It is expected that within one year, users shall change the email address at all places as required by them. During this one year, if the name-based email account is not used for a period of 90 days, the account shall be deleted and no request for activation shall be accepted.

4. In case an employee resigns from the services before completion of 20 years, the name-based email id shall be deleted as part of the “no-dues” process.

5. In case an employee is granted lien the account will be active till he/she is relieved from the Institute.

6. The officers (Director, Registrar, etc) joining the Institute or deputation for 05 years/less, their email ids may also be active for one year after their relieving.

7. The employee who are relieved from the Institute without lien, their email ids may also be active for one year from the date of relieving.

Copy to:
1. Dean (Faculty Welfare).
2. All Faculty & Staff members.
3. All Deans/HoDs/Section Heads.
4. Office of the Director and Registrar.
5. Guard file – for record only.