

Durgapur Women's College
Mahatma Gandhi Road, Durgapur-713209, West Bengal
Policy on the Use of Institutional Email Addresses

1. Purpose

This policy establishes the guidelines for the responsible use of institutional email addresses provided by Durgapur Women's College to its faculty and staff members. The institutional email system is intended for official communication, academic purposes, and administrative functions.

2. Scope

This policy applies to all faculty members and non-teaching staff members of Durgapur Women's College who have been assigned institutional email addresses.

3. Guidelines for Usage

1. Authorised Use:

- The institutional email should be used strictly for academic, research, and administrative purposes.
- Personal or non-official use of the email is discouraged.

2. Confidentiality & Security:

- Users must not share their login credentials with anyone.
- Sensitive institutional data must not be shared through unauthorised means.

3. Prohibited Activities:

- Sending spam, chain emails, or unsolicited bulk messages.
- Using the email for commercial purposes or political activities.
- Sharing, distributing, or accessing inappropriate content.
- Impersonation, hacking, or unauthorised access to another user's email account.

4. Compliance & Monitoring:

- The institution reserves the right to monitor email usage to ensure compliance with this policy.
- Violations may lead to disciplinary action, including suspension or termination of email privileges.

5. Account Management:

- The College Administration is responsible for issuing and maintaining institutional email accounts.
- Upon resignation, termination, or completion of contract, access to the institutional emails will be revoked.

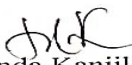
4. Reporting Misuse

Any suspected misuse or security breach should be reported immediately to the College Administration.

5. Enforcement & Amendments

Durgapur Women's College reserves the right to modify this policy as necessary. Non-compliance may result in disciplinary action as deemed appropriate by the institution.

Approved by:


Dr. Mahananda Kanjilal

Principal
Durgapur Women's College