

IT Policy when any Staff, Faculty or Student leaves the Institute

For Staff Members:

If any staff member leaves the institute, his/her email id and domain login will be deactivated on the date of relieving as informed by the HR department or the Registrar to IT department. All logins for Internet access (mobile, laptop, PDA etc) will be deactivated from the date of relieving of the concerned staff.

In case any leaving staff member wants to retain his/her email id for a certain duration, not more than six months, then he/she has to get this request approved from the registrar and forward it to IT department before the date of relieving.

If the department/section head of the leaving staff member requests, then the domain login and email access of the leaving staff member with read-only permissions will be given to the staff member who will be given the responsibility to discharge leaving member's duties. Before such email access is given, the leaving staff member is notified. The passwords for email id and domain login will be changed and new password will be issued. This will help in keeping the work flow going without any disturbance. However this request has to be approved by the registrar and can be provided for the period requested, not more than six months.

At the time of giving no dues, leaving staff members will be advised by the IT department to take complete backup of their data inclusive of emails and also inform them that it is possible that read-only access to their email id and domain login may be given to another staff member who takes charge for his/her duties.

For Faculty Members:

If any faculty member leaves the institute, the domain login will be disabled but email id will remain active. All logins for Internet access (mobile, laptop, PDA etc) will be deactivated from the date of relieving of the concerned faculty. The email id will be removed from common mailing groups like Faculty, RWA, UGC etc. of the institute. For rest of the group mailing lists, it is the group owner to decide whether to keep the leaving faculty as a member of the respective group or not. If the leaving faculty is the owner of a group, then IT department will request him/her to nominate new owner for the said group. It is then the decision of the new group owner whether to keep the leaving faculty as its member or not. For the personalized web pages uploaded at iiitd.edu.in of the concern faculty it is advised to take backup of his/her pages if required. The said webpage and subsequent links if any will be removed after 15 days from the date separation.

At the time of giving no dues, leaving faculty members will be advised by the IT department to take complete backup of their data before leaving

For Students:

If a student is passing out the institute, his/her domain login will be deactivated soon after the convocation is over but their email id will be retained as an alumni database. If a student leaves the program without completing it, his/her email id will also be deactivated. All logins for Internet access (mobile, laptop, PDA etc) will be deactivated from the date of leaving the institute.

At the time of giving no dues, passing out students will be advised by the IT department to take complete backup of their data before convocation. Also students are advised enable mail forwarding from IIITD email to their active email ids.