

**PERFORMA FOR ISSUE OF INSTITUTIONAL E-MAIL. I.D.**  
**(Only for faculty members and official email IDs)**

From

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To

The Chairman-cum-Dean CoVS  
(University Website Management Committee)  
o/o Dean, COVS, LUVAS, Hisar

**Sub: Allotment of Personal email ID on [www.luvass.edu.in](http://www.luvass.edu.in)**

Please allot me the LUVAS email ID as per the details below. I undertake that this e-mail ID will be used only for academic/ official purposes.

1. \_\_\_\_\_@luvass.edu.in (First Preference)

2. \_\_\_\_\_@luvass.edu.in (Second Preference)

User detail: First Name\_\_\_\_\_ Surname\_\_\_\_\_

Designation\_\_\_\_\_

Mobile No. \_\_\_\_\_

Date:

Name and Signature of employee

Recommended and forwarded with the remarks that in case of transfer/ retirement of above user, if allotted email needs to be used by other employee of LUVAS, the revised approval will be taken from Chairman, University Website Management Committee. The no dues certificate will also be taken at the time of retirement of employee.

Incharge/ HoD  
(Sign and stamp)

Encl:

1. Self attested copy of LUVAS ID card
2. Copy of appointment letter/ promotion/ transfer/ retirement order.

***Terms and conditions:***

1. The user will follow all the rules related to e-mail policy issued by Department of Electronics and information Technology, Government of India; Government of Haryana, and LUVAS from time to time in this regard.
2. The allotted email will be used for official use only and should not be used for personal banking, personal/ official social media platforms etc.
3. All emails should adhere to professional standards. Offensive, derogatory, or inappropriate language and content are strictly prohibited.

4. Employees should refrain from sending or forwarding any content that is discriminatory, harassing, defamatory, or violates any laws or regulations. The sent emails will not include language or images related to race, gender, age, sexual orientation, pornography, religious or political beliefs etc. which in any way may harm the reputation of LUVAS.
5. The user will be solely responsible for the maintenance of email account, contents of the emails received and/ or sent, safety of password, email received etc.
6. The user will change the password frequently for the safe guard of email account.
7. Employees must exercise caution when sending sensitive or confidential information via email. Encryption methods should be used when necessary.
8. Unauthorized access or use of another individual's email account is strictly prohibited.
9. Employees should not disclose their email account credentials to anyone or share their login details with unauthorized individuals.
10. Employees should not open or download attachments or click on links from unknown or untrusted sources.
11. Trusted antivirus, firewall and security software should be regularly updated on all devices accessing the allotted email.
12. University Website Management Committee will not be responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
13. The user will login the allotted email ID at least once in a fortnight. The suspension or deactivation of the allotted email ID due to inactivity or inappropriate operation of email ID will solely lie with the user on whose name the email ID is allotted.
14. Employees should be vigilant against phishing attempts, suspicious attachments, and links in emails. If any suspicious email is received, it should be reported to the LUVAS website management committee immediately.
15. The inactive email accounts are more vulnerable to hackers. To safeguard the email of user and email system of University, the allotted email account will be suspended/ deactivated, if not used for 90 days by the user. The email id will be permanently deleted after a period of 6 months from the date of suspension/ deactivation. No communication will be made in this regard and responsibility will solely lie with the user.
16. The University Website Management Committee will not be responsible for the emails/ contents lost due to the inactivation of email id.
17. Violation of this email usage policy may result in suspension/ deactivation of the allotted email ID by Working Incharge, University Website Management Committee / service provider of LUVAS email system/ Google LLC/ Alphabet Inc. etc.
18. Violation of this email usage policy may also results in disciplinary action by HoD/ Controlling Officer/ higher authority depending on the severity and frequency of the violation.
19. This policy will be reviewed periodically to ensure its effectiveness and compliance with changing technology and legal requirements. Any updates or revisions to this policy will be automatically effective as when circulated by GoI; Haryana Government, and LUVAS.
20. It is certified that I have understood all the above provisions and will maintain a secure and professional communication environment that supports the efficient operation of our organization.

It is certified that I will abide by the terms and conditions as detailed above.

Date: \_\_\_\_\_

Signature of user\_\_\_\_\_