AGILE
Computer & Connectivity Club

EMAIL MANAGEMENT AND ANTI-SPAM POLICY

ccc@iima.ac.in

I. INTENT AND PURPOSE

The intent of these guidelines and the Anti-Spam policy is to provide a comprehensive list of guidelines for electronic mail (email) messages that meet the criteria of the institute. The email messages discussed in the guidelines include all personal and public emails sent to or from the official email identity (ID) listed in the institute's email ID repository.

II. INTRODUCTION

Indian Institute of Ahmedabad (IIMA) follows the electronic mail system, email, as the official mode of communication with all its stakeholders. Every internal entity of the institute including students of all programmes, associates, temporary and permanent faculty, and the staff is eligible to hold a unique email identity (ID) provided by the institute and is liable to adhere to the guidelines of use. Any violation of the following guidelines can lead to appropriate disciplinary action.

III. INSTITUTE EMAIL - ACCOUNTS AND SERVICES

IIMA uses the G-Suite by Google Inc. to provide email accounts to all its users. Every email ID created under the domain name, *iima.ac.in*, will be considered a valid institute email ID, and the owner of the email ID is liable to follow the Acceptable Use Policy and Anti-Spam Guidelines stated in the following sections.

1. Every internal entity including students of all programs, associates, temporary and permanent faculty, and the staff will be provided with a unique email ID upon joining.
2. The institute email ID encompasses all the services provided by Google Accounts and has access to a wide range of Google Apps with unlimited storage space on Google Drive.
3. Students are eligible to carry forward their email account after graduation and use it for a lifetime.

III.I. Departmental Email ID:
In addition to personal email IDs, the institute provides departmental email IDs which can be strictly used for official purpose only. Departmental email IDs include all email IDs of administrative bodies of the institute as well as email IDs of Student Managed Associations (SMAs). Respective departments will be responsible for managing their departmental email accounts.

The IIMA Student Affairs Council (SAC) and all other Councils, Clubs, Committees, SIGs and Events under it are classified as SMAs.

III.II. Creation of Departmental Email ID:

Departmental email IDs will be created on request by the students, faculty or staff after critical examination of the intent and purpose of creation of the email ID. All student-related requests should pass through approval of the Agile – Computer and Connectivity Club (CCC). Direct requests madeby students to the mail administrator will not be entertained.

Informal email IDs through Google Groups can be created by any individual and does not require special permission from the administrator. The administrator, however, has access rights and holds the right to disable the Google Group if the content is found to be violating the guidelines of usage.

IV. ACCEPTABLE USE POLICY

This policy applies to all users including students of all programs, associates, temporary and permanent faculty, staff and departments, who hold a valid institute email ID.

1. The institute email, in no form, should be used for any unlawful, invasive, infringing, defamatory, or fraudulent purpose;
2. It should not be used to violate, or encourage the violation of, the legal rights of others;
3. It is the user's responsibility to protect the email ID, password and all connected apps from unauthorised use;
4. **Handling Attachments and Email Content:** The content, if include sensitive data – related to placements, academic information, club communications – which are by default to be shared internally within the institute and shared with external agents if and only if permitted by the source of information;
5. Adhering to other policies and guidelines applicable is mandatory, and any violation can lead to severe disciplinary action.

V. OFFICIAL GROUP EMAIL IDs

Official group email IDs include all courses-related group email IDs and email IDs used by the institute for official communication.

Following is the list of common official group email IDs with respective access rights and appropriate audience of the institute:

EMAIL ID	NAME	AUDIENCE	POSTING ACCESS
gnb@ima.ac.in	General Notice Board, IIMA	On-campus students, associates, faculty and staff	On and off-campus students, associates, faculty and staff
snb@iima.ac.in	Student Notice Board, IIMA	On-campus students	On and off-campus students, associates, faculty and staff

all1s@iima.ac.in	All1s	PGP-1, FABM-1, FPM-1 students	On and off-campus students, associates, faculty and staff
all2s@iima.ac.in	All2s	PGP-2, FABM-2, FPM-2, Exchange and DD students	On and off-campus students, associates, faculty and staff
seminarnb@iima.ac.in	Seminar Notice Board, IIMA	Faculty, Administrative Department Heads	On and off-campus students, associates, faculty and staff
fnb@iima.ac.in	Faculty Notice Board, IIMA	Faculty	On and off-campus students, associates, faculty and staff
officernb@iima.ac.in	Officers' Notice Board, IIMA	Administrative officers, managers and heads	On and off-campus students, associates, faculty and staff
ranb@iima.ac.in	Research Assistants' Notice Board, IIMA	RAs and project staff	On and off-campus students, associates, faculty and staff
aanb@iima.ac.in	Academic Associates' Notice Board, IIMA	AAs	On and off-campus students, associates, faculty and staff
pgp1@iima.ac.in	PGP-1	First Year PGP students	On and off-campus students, associates, faculty and staff
pgp2@iima.ac.in	PGP-2	Second Year PGP students	On and off-campus students, associates, faculty and staff
fabm1@iima.ac.in	FABM-1	First Year FABM students	On and off-campus students, associates, faculty and staff
fabm2@iima.ac.in	FABM-2	Second Year FABM students	On and off-campus students, associates, faculty and staff
sec-a@iima.ac.in	Section A	PGP-1 Section A students	On and off-campus students, associates, faculty and staff
sec-b@iima.ac.in	Section B	PGP-1 Section B students	On and off-campus students, associates, faculty and staff
sec-c@iima.ac.in	Section C	PGP-1 Section C students	On and off-campus students, associates, faculty and staff
sec-d@iima.ac.in	Section D	PGP-1 Section D students	On and off-campus students, associates, faculty and staff
sec-e@iima.ac.in	Section E	PGP-1 Section E students	On and off-campus students, associates, faculty and staff

pgpxAABB@iima.ac.in	PGP-X Batch of 20AA-20BB*	PGP-X Batch of 20AA-20BB	On and off-campus students, associates, faculty and staff
exch20AAdd@iima.ac.in	Dual Degree Exchange Students 20AA	Dual Degree Exchange Students 20AA	On and off-campus students, associates, faculty and staff
exch20AAterm4@iima.ac.in	Term 4 Exchange students 20AA	Term 4 Exchange students 20AA	On and off-campus students, associates, faculty and staff
exch20AAterm5@iima.ac.in	Term 5 Exchange students 20AA	Term 5 Exchange students 20AA	On and off-campus students, associates, faculty and staff
exch20AAterm6@iima.ac.in	Term 6 Exchange students 20AA	Term 6 Exchange students 20AA	On and off-campus students, associates, faculty and staff
sac20AA@iima.ac.in	Student Affairs Council 20AA	All members of SAC 20AA	On and off-campus students, associates, faculty and staff
fpmgrp@iima.ac.in	FPM Group, IIMA	On-campus FPM students (all years)	On and off-campus students, associates, faculty and staff
fpm1@iima.ac.in	FPM-1	First Year FPM students	On and off-campus students, associates, faculty and staff
fpm2@iima.ac.in	FPM-2	Second Year FPM students	On and off-campus students, associates, faculty and staff
pgpAABB@iima.ac.in	PGP Batch of 20AA-20BB	Students of PGP Batch of 20AA-20BB	On and off-campus students, associates, faculty and staff
fabmAABB@iima.ac.in	FABM Batch of 20AA-20BB	Students of FABM Batch of 20AA-20BB	On and off-campus students, associates, faculty and staff

Note:

The above list is not an exhaustive list of official email IDs. Email IDs linked to course-related Google Groups created by the instructors, all SMA-related email IDs and group email IDs graduated batches of respective years (indicated in the email ID) are also included in the list of official email IDs.

*AA and BB in the email ID should be replaced by the last two digits of the respective years of the batch. (Valid for batches from the year 2000 and beyond)

VI. ANTI-SPAM POLICY

Note that the email IDs mentioned in the table under Section V are strictly meant for official communication purposes.

1. Posting unofficial or commercial activity related emails to such email groups is strictly forbidden;
2. Students can send emails to Official group mail IDs, only if they are mailing on behalf of an SMA about an activity or sharing information related to the SMA only if it is relevant to the entire audience of the group;
3. Any communication **addressing the Official group, should have the mail IDs in bcc**, hence eliminating the chances of someone sending replies to the entire group resulting in spam;
4. Unofficial emails like birthday parties, surveys, invitations etc. should be restricted to IIMA Student Interaction Forum (IIMA-SIF), *iima-sif@iima.ac.in*, of which all students (on and off-campus) are members;
5. Those who are not interested in such emails can also filter them;
6. **Graduated Batch Email IDs:** Email IDs of the format – pgpAABB@iima.ac.in, fabmAABB@iima.ac.in, pgpxAABB@iima.ac.in, etc. also belong to official group mails and should not be exploited;
7. An informal Google group could be created, to interact within the section by email, and the section members could be added to that group.
8. Any offensive or illicit content should not be emailed even to these un-official groups;
9. **Gender Sensitive Content:** Any obscene or gender sensitive content on any platform including IIMA-SIF, if brought to the notice of the CCC, will be forwarded to and handled by the SASH Committee, and can lead to serious disciplinary action.

Any complaint regarding a breach of guidelines of Email Management and Anti-Spam Policy brought to the notice of CCC will be dealt on a case-to-case basis.

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Team Agile CCC
IIM Ahmedabad