

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

Policy for Discontinuation of Official Institute Email IDs of Alumni

1. Background

Official Institute email IDs are allotted to students for academic and institutional purposes during their period of study at RGIPT. It has been observed that many such accounts continue to remain active even after students graduate from the Institute.

Continued use of Institute email IDs by alumni may create administrative, data-security, storage, identity-management, and misuse-related concerns. Therefore, it is necessary to define a clear policy for discontinuation of student email accounts after completion of their academic programme.

2. Objective

The objective of this policy is to:

- I. ensure proper use and lifecycle management of Institute-provided email accounts;
- II. reduce security, storage, and administrative burden arising from inactive alumni accounts;
- III. provide graduating students sufficient time to back up and transfer their data; and
- IV. establish a uniform process for discontinuation of student email IDs after graduation.

3. Applicability

This policy shall apply to all students who have been allotted an official RGIPT email ID, irrespective of programme, department, campus, or year of admission.

The policy shall apply to:

- a. all future graduating batches; and
- b. alumni whose official student email accounts are presently active.

4. Retention Period

The official Institute email ID of a student shall ordinarily remain active for a period of **Six(06) months** from the date of completion of the academic programme, passing out, or any date notified by the Institute for the concerned graduating batch.

This period is provided only to enable outgoing students to complete essential communication, update their email ID with external agencies, and download or transfer their personal data.

5. Responsibility for Backup and Migration

During the retention period, the concerned student/alumnus shall be responsible for taking backup of all required data, including emails, attachments, contacts, documents, and files stored in the Institute email account or associated cloud services.

Students/alumni should also update their personal email ID in all external platforms, including job portals, academic portals, journals, professional bodies, financial services, government portals, subscriptions, and other third-party services.

The Institute shall not be responsible for loss of personal data, emails, files, or access to third-party services arising from failure to complete backup or migration within the notified period.

6. Deactivation and Deletion

After completion of the prescribed retention period, the official student email ID and associated Institute-provided services shall be liable to deactivation and deletion without further individual approval.

Once deleted, restoration of the account or recovery of emails, files, or associated data shall not be assured.

7. One-Time Cleanup of Existing Alumni Accounts

For alumni of previous batches whose official student email IDs are still active, the Institute shall undertake a one-time cleanup exercise.

Such alumni may be given a backup window of up to **31st December 2026**. After expiry of the period, the concerned email accounts and associated storage/services shall be deactivated and deleted.

8. Exceptional Retention

Continuation of an official Institute email account beyond the prescribed period shall not be treated as a right.

In exceptional cases involving an ongoing Institute assignment, approved academic/research requirement, statutory requirement, or any other justified institutional purpose, temporary extension may be considered on the recommendation of the concerned Dean/HoD/authorized official and approval of the competent authority.

Such extension shall be for a defined period only and shall be reviewed upon expiry.

9. Alumni Communication

Discontinuation of the student email ID shall not affect the individual's status as an alumnus/ alumna of RGIPT.

Alumni are advised to keep their personal email ID and contact details updated with the Office of Alumni Affairs so that alumni-related communication may continue through appropriate official channels.

10. Roles and Responsibilities

- a. **Office of Dean, Student Affairs / Dean, Alumni Affairs:** To coordinate communication with graduating students and alumni and provide necessary student/alumni details for implementation.
- b. **Institute IT/ CCIS or concerned technical unit:** To implement account deactivation/ deletion as per the approved timeline and maintain necessary administrative records.
- c. **Students/Alumni:** To complete backup, data transfer, and migration of third-party registrations within the notified period.

11. Interpretation and Amendment

Any issue relating to the interpretation or implementation of this policy shall be placed before the competent authority.

The Institute reserves the right to revise the retention period, procedure, or any other provision of this policy in view of administrative requirements, data-security concerns, storage limitations, licensing conditions, or technological changes.