

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR (REGISTRAR OFFICE)

Estd. Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

IKGPTU/REG/NF/ITS/261

Dated: 23.02.2026

NOTIFICATION

Sub: Email Policy (@ptu.ac.in) for I.K. Gujral Punjab Technical University.

With the approval of competent authority, the following is the policy for use of email Services (@ptu.ac.in) of the University and its Constituent campuses:

Preamble

The I.K. Gujral Punjab Technical University was established by an Act of State Legislature on 16th January, 1997, to promote Technical, Management and Pharmaceutical education in the state at degree level and above. Over the years, the University has grown substantially in terms of departments and academic programs as well as in infrastructure. In the journey of 13 years, University has established Main Campus at Kapurthala and five constituent campuses located at Mohali, Amritsar, Hoshiarpur, Sultanpur Lodhi in the state of Punjab. Every stakeholder of the University has requirements of IT services to work smoothly. Realizing the importance of such services, Information Technology cell has been established in 2008 for setting up basic network infrastructure in the University premises.

Among IT services, **electronic mail (email)** is a primary means of communication for both internal and external users. While it enables quick and efficient communication, misuse or illegal use may cause harm to the University and its stakeholders.

Need for IT Policy

The primary purpose of this policy is to define the **permitted and responsible use of official University email services**. This policy ensures efficient and secure communication within the University and with external stakeholders.

Applicability of This Policy

This policy applies to, but is not limited to:

- University Employees (Regular)
- Pre-final year students
- Research Scholars / Ph.D. students
- Other stakeholders, if required



One official email ID shall also be provided to each Department / Branch / Section for official communication.

Type of email ID

1. The format of email id for a regular employee will be `fname.lname@ptu.ac.in`, `lname.fname@ptu.ac.in`, `fname.empcode@ptu.ac.in` respectively as per the availability. Where `fname` stands for First name and `lname` stands for last name/surname.
2. The email ID for Research scholar/Ph.D. students will have the format as `rs.fname.lname@ptu.ac.in`, `rs.lname.fname@ptu.ac.in` `rs.fname.department abbreviationyear@ptu.ac.in` respectively as per the availability.
3. Student should have the email ID as `fname.deptabbreviationUniversityroll number@ptu.ac.in` e.g. `amit.cse2512345@ptu.ac.in`. In the first phase of the implementation of email policy, the email(s) will be provided to the pre-final year students. The email will be provided on the need basis after the approval of email form by the concerned HOD of the Department. The same is attached at annexure "A".
4. For Ph.D. students the email format would be like `phd.fname.lname@ptu.ac.in/ phd.lname.fname@ptu.ac.in/phd.fname.rollnumber@ptu.ac.in` as available.
5. For any other emails based on post/department/campus/project the format would be `post.deprtmentabbreviation@ptu.ac.in`, `department.abbreviation @ptu.ac.in`, `campus.nameabbreviation@ptu.ac.in` and `projectnameabbreviation @ptu.ac.in` respectively. e.g. `hod.phy@ptu.ac.in`, `phy@ptu.ac.in`, `ga@ptu.ac.in`, `eoffice@ptu.ac.in`, `campus.asr@ptu.ac.in`.
6. For any temporary or special category, the emails will be created only after the special approvals from the Administration.
7. The detail term and conditions to use the email Id is mentioned in the email Policy. The copy of the same is attached at **Annexure 'B'**. This also need to be signed and submitted along with email form attached at **Annexure 'A'**.

How to get the Email ID?

8. The concerned should have submitted the Email Request form, which is available at <https://ptu.ac.in/> or <https://cc.ptu.ac.in/Employee-Email-Request.aspx> and must be signed by the appropriate regular authority of the university. The form should be submitted to the email administrator. As a result, the email ID will be issued.



Terms to Use

1. The University currently provides email services to all regular employees and pre-final year students. For all official communications the official email Id must be used by the employees as well as students.
2. Email Services are primarily intended to allow employees and staff to conduct University business.
3. Personal use of email is allowed to the employees and student, provided that use
 - a. Does not materially interfere with the performance of work responsibilities,
 - b. Does not interfere with the performance of University network and
 - c. Is otherwise in compliance with this and other University policies.
 - d. Does not violate any law, this policy, University IT policy, legal rights of others or IT act of the Government of India/Punjab.
 - e. Does not result in commercial gain or private profit other than that allowed by the IKGPTU.
4. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account.
5. It is the responsibility of users themselves, to protect their account from unauthorized use by changing a strong password periodically.
6. It is forbidden to use electronic mail and other network communications facilities to harass, Offend, or annoy other users of the network.
7. Spamming or any form of commercial advertising and soliciting are strictly disallowed.
8. Intentionally distribution of virus, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature are strictly disallowed.
9. Subscribing to mailing list outside the Institute is an individual's responsibility.
10. Shared email account for any purpose whatsoever are not allowed. Any special accounts, if need to be setup for conferences, branch/office use or other valid reasons as determined by the university authorities, must have a single designated user.
11. Sharing of email account to other person for which the individual is paid are not allowed.



12. All communication through email can be authenticated if sent through **ptu.ac.in** implying that all other mails sent through other domains may not be considered official and no action can be taken on that.
13. Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the university authorities may fine/or and take an action by issuing a warning through disabling the access. In extreme cases, the access to the network maybe completely disabled to IT facilities at IKGPTU, and/ or sent to the University disciplinary action committee as constituted by the University authorities.
14. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices.
15. An employee who leave the University after retirement/resign can have his E-mail account validated up to six months and extendable after approval from the Registrar for a stipulated time period if required.
16. Any e-mail account, which remains unused for more than six months, will automatically be removed/deactivated.

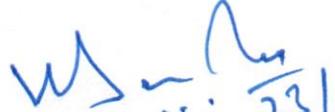
Deactivations of emails

1. Email id for the students (BE/B Tech/ MBA/MCA/BCA/BSc. And other running courses) shall be deactivated at the end of final semester regular examinations. The concerned department will be responsible for the record management and deactivation. For any further requirements an approval is required from the authority.
2. The email ID for the Ph.D. and Research Scholar should be deactivated after the Ph.D. awarded to the concerned.
3. In case any student left out for any reason from his/her degree in between, the email ID should be deactivated immediately. The concerned department should intimate the same to email administrator.
4. The email ID for the regular employee will be deactivated within one month after the retirements and in case employee left the job for any reason in between the email ID will be deactivated immediately. The concerned Head should be responsible to inform the email administrator in written.



5. For continuation of the email Id after deactivation and approval of the authority will be required based on valid reason along with the duration to use.

This is issued with the approval of Hon'ble Vice Chancellor, vide e-office file No. D-33/980/2022-ITS (Computer No. 80524).


(Dr. Navdeepak Sandhu)
Registrar

Endst. No.: IKGPTU/REG/NF/ITS/262-266

Dated: 23.02.2026

A Copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to Vice Chancellor: for kind information to Hon'ble Vice Chancellor.
2. All Directors (Constituent Campuses of IKGPTU)
3. All HoDs (Teaching & Non-Teaching)
4. All Section/Branch Heads under Registrar Office
5. DR (ITS)


(Dr. Navdeepak Sandhu)
Registrar



I.K Gujral Punjab Technical University, Jalandhar

(APPLICATION FOR E-MAIL ACCOUNT FOR A STUDENT)

Ref. No. _____

Date: - _____

The complete application form, duly signed by the concerned HOD/ Section Head/ In-charge of the Concerned Department, should be submitted to the I. T. Services (Formerly known as Computer Section) at I.K. Gujral Punjab Technical University, Kapurthala through his respective department)

Name of the Student: - _____

Date of Birth: - _____ Father Name: - _____

Gender: - _____ University Roll Number: - _____

Course/Program: - _____ Branch: - _____

Year/ Semester: - _____ College / Institute Name: - _____

Address (Permanent): - _____

City: - _____ District: - _____ Pin Code: - _____

Mobile Number: - _____ Photo ID Proof Number: - _____

Alternate E-mail address for correspondence: - _____

Date of Completion of Course/Project/Program: - _____

This is to declare that I have attached a copy of my photo ID Proof. I have also read the terms and conditions and I agree to abide by them.

*(Signature of the Applicant)
With Date and Seal*

*(Signature of Competent Authority of the Department)
With date and Seal*

*****To be Filled by I.T. Services (Computer Section), IKGPTU*****

Email Address Issued: - _____

Date of Issue: - _____

(Signature of dealing official)



I.K Gujral Punjab Technical University, Jalandhar

(APPLICATION FOR E-MAIL ACCOUNT FOR A STUDENT)

Ref. No. _____

Date :- _____

E-MAIL TERMS AND CONDITIONS

1. The University Email/User ID is provided solely for academic communication related to the University.
2. The account must be used only by the individual to whom it is issued.
3. Sharing of login credentials with others is strictly prohibited.
4. Users must change their password at least once every three (3) months.
5. Users are responsible for maintaining the confidentiality of their password and email data. The University will not be responsible for restoring user data in case it is lost.
6. Any activity performed using the account shall be solely responsibility of the account holder.
7. Users should not open email attachments unless they are received from a known and trusted source, as they may contain viruses or malicious content that could harm the system.
8. The email ID is provided on the Microsoft Outlook platform; therefore, all applicable rules, updates, and instructions issued by the concerned authority must be followed.
9. Users must not:
 - a. Use the account for illegal, offensive, or commercial purposes.
 - b. Send spam, phishing emails, or unauthorized bulk messages.
 - c. Access, modify, or attempt to damage University systems or data.
10. The University may monitor or access the account if required for security, legal, or administrative purposes, in accordance with applicable rules and regulations.
11. Student email accounts will remain active only for the duration of the student's enrollment with the University.
12. The University reserves the right to suspend or deactivate any account.
13. Violation of these terms and conditions may result in suspension or permanent deactivation of the account and may lead to disciplinary action as per University rules.
14. The University reserves the right to modify these terms and conditions at any time without prior notice.
15. The University will not share email account details or email addresses with any third party unless authorized by the competent authority of the University.

For any technical support or clarification, please contact the ITS department.

(Signature of the Applicant)
With Date and Seal