



Student Email Protocol

1. Introduction

The purpose of the student email protocol is to ensure effective and reliable communication with students by the KIAMS. The KIAMS uses email as an official means of communication with students and provides email to each student as the formally supported email service.

2. Expectations about student use of email

Students are expected to check their email on a frequent and consistent basis in order to stay aware of, and comply with, important notices and instructions from the KIAMS. Formal communications from the KIAMS will be made via email. Students have the responsibility to recognise that certain communications may be urgent and require timely attention.

"I did not check my email", errors in forwarding mail to external service providers, or email returned to the KIAMS with 'Mailbox Full' or 'User Unknown' are not acceptable reasons for claiming non-receipt of official KIAMS communications via email.

3. Assignment of student email

Official KIAMS email accounts are provided to all registered students. The addresses are generally of the following form:

firstname.lastname@kiams.ac.in. and

Each Batch will be provided with common mail id.

The official email address will be maintained in each student's record and it is these email addresses from which distribution lists are compiled. Students should collect from IT department and activate their account by logging in with the username and password provided by the KIAMS. (Students have the option to change the password provided by the KIAMS).

4. Redirecting of email

If a student chooses to have email redirected from their official address to another email address (e.g. @gmail.com), they may do so but at their own risk. The KIAMS cannot be responsible for the handling of email by outside service providers. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his or her official email address.



5. Email usage and authentication for confidential information

Any misuse of the email system will be considered a breach of regulations and will be acted upon accordingly. It is a violation of KIAMS policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a KIAMS officer, staff member, or student.

6. Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the 'reply' command during email correspondence.

7. Email etiquette

Students must behave reasonably in their use of and demonstrate courtesy and respect at all times when using their email account.