Guidelines to official AcSIR email users

1. Creation and activation of official email account
   a. A permanent email account in AcSIR domain will be issued to each student of AcSIR.
   b. Any queries related to email may be sent at acsir2@acsir.res.in
   c. The general email ID format for student is <first name of student>.<center code><joining session code>@acsir.res.in (*please ignore < & > symbols, these are used for easy reading and will not be used while email creation*)
   d. In case of any duplicity: <first name of student><first alphabet of last name>.<center code><joining session code>@acsir.res.in (*please ignore < & > symbols, these are used for easy reading and will not be used while email creation*)
   e. Every student will be added as a member of group at AcSIR Academic Center level or session level or program level.
   f. Students can access their email accounts through regular Gmail login page using full email ID including domain name. During the first login, student should change their temporary password.
   g. After successful activation of email ID, student must send a confirmation email at acsir2@acsir.res.in
   h. Students who change their AcSIR Academic Center (after due approvals) should communicate the Center change for update in their official email ID.
2. Password reset policy
   a. Student should send an email, clearly stating their official email ID details (including name, program, Center and enrolment number) as well as reason for resetting the password at acsir2@acsir.res.in
   b. Such requests should be sent through student's personal email ID along with **scanned copy of their enrolment letter and identity card issued by the Academic Center** and endorsement from the Supervisor as well.
3. Guidelines for email usage
   a. Misuse or abuse of email is punishable under Information Technology Act, 2000.
   b. Students are strictly advised to post only the academic or research related emails or contents to other individuals/groups.
   c. Students are strictly advised not to indulge in any unacceptable behaviour or activity. The unacceptable behaviour includes, but not limited to, are:
      i. Distribution of unsolicited and unauthorized mass email to others
      ii. Threatening others
      iii. Infringement of others' privacy
      iv. Interference with others' work
      v. Illegal activity
      vi. Posting harassing, abusive or objectionable contents, spamming
      vii. Ragging reflection in email
      viii. Sexual harassment