

Goa University
Minutes of the IT Policy Committee Meeting held on 29th January, 2020 at 3:00 PM
held at Goa Business School (Economics).

A meeting of the IT Policy Committee members was held on 29th January, 2020 at 3:00 PM at Goa Business School (Economics).

Members present for the meeting.

1. Prof. P. Mukhopadhyay, Chairperson.
2. Prof. K. R. Priolkar, Member
3. Dr. Yma Pinto, Member
4. Dr. Gopakumar, Librarian
5. Shri. Donald A. E. Rodrigues, Joint Registrar(Academic)
6. Shri. Anselmo Rosa, System Analyst.
7. Shri. Sanjay Bhandodkar, HOCC, Member Secretary

The Chairperson welcomed all the members. The following decisions were unanimously agreed to.

1. Retention of Emails.

HOCC briefed members with regards to the emails ids that are currently available on the university mails server. A detailed list of emails was placed before the committee for information. Committee observed that there are quite a few emails ids which are dormant and not in use. After deliberation following has been suggested.

a. Ph.D Students

IQAC will forward list of students to Computer Centre twice a year (June & December) for deactivation of email ids once a PhD student has completed the programme (and no due certificate has been issued to them) or has been de-registered.

b. Contract Staff (Teaching & Non-Teaching)

IQAC will forward list of teaching and non-teaching staff members twice a year (June & December) to deactivate email ids whose term is getting completed.

c. Allotment of email id

Format to apply for email id will be prepared and email id will provided to the applicant only after the certification by HOD / Divisional Head.

d. Retired Staff

Personal email id of retired employees will be retained for six months after their retirement. Email ids may be retained after six months on special request made by them. Such email ids will be able to send and receive individual emails but not be accessible to groups like hod@unigoa.ac.in etc.

2. Loss of Data

The following clause shall be incorporated into the welcome message whenever an email id is created. Disclaimer "Goa University shall not be responsible for protection of individual data retained in emails with domain name 'unigoa.ac.in' under any circumstances. Email ids that remains dormant for more than six months shall be deleted from the unigoa list and no notice need be served to such users. This part of Terms and Conditions while acquiring a email id.

3. Notice of Meetings

All Sections of the university shall strive to post notices of all meeting as an attachment on Google drive. Only text of the meeting (indicating date, time, venue and agenda etc.) shall be placed in the email. A template will be created for the said purpose.

4. Digital Signature

All university officers should be requested to get a digital signature. In future all electronic documents should have digital signature.

(Shri. Sanjay Bandodkar)
Member Secretary