

Chapter 6: G-Suite Email Policy

G-Suite Email Policy for Students

Accounts Validity	General Support	Password	Storage Quota
Valid up to the studentship	gsuitesupport@iiuc.ac.bd and give CC to: admin@iiuc.ac.bd	gsuitesupport@iiuc.ac.bd and give CC to: itd@iiuc.ac.bd	15 GB Max

Terms and Conditions

- ➔ Users must follow the subsequent rules-
- ➔ Email A/C should be used only for education and research purposes.
- ➔ Email A/C should not be used against the discipline/rules of IIUC and State.
- ➔ It should not be used in any social network.
- ➔ It should not be used for spamming/bulk email marketing.
- ➔ It should not be used for any business/political purposes.

Responsibility and Legal actions-

- ➔ IIUC will not take any responsibility for the misuse of Email A/C. The owner of Email A/C will have to take all responsibility.
- ➔ Email A/C will be blocked temporarily if any suspicious activity is conducted through it. After proper inquiry, it may be blocked permanently.
- ➔ Action will be taken against the owner of Email A/C according to the rules of IIUC if he/she violates the above terms and conditions.

Account Deletion:

- ➔ G suite account will be suspended for two months from the date of clearance taken by student (for Certificate withdrawals/ Admission cancel/Credit transfer) and will be deleted after that period without prior notice.
- ➔ G suite account will be deleted after graduation or on taking clearance by student (certificate withdraw/ Admission cancel/Credit transfer) in case of no data in mail and storage or not sign in before.
- ➔ For irregular students, G-suite accounts will be suspended for two months for the student batch whose studentship tenure over and will be deleted after that period without prior notice.
- ➔ G Suite account of a graduate will be suspended if no clearance form is received within six months starting from the date of graduate declaration in system and will be deleted after that period without prior notice.