ACADEMIC COMMITTEE
POLICY FOR OFFICIAL EMAIL IDS (AND THE ISSUANCE THEREOF)

Definitions:

1. *"Official email IDs"* shall refer to the email IDs issued on the nalsar.ac.in domain.

2. *"Graduation Date"* shall refer to the date of convocation of the respective batch.

3. *"Administrator"* shall refer to the member-in-charge from the IT Department.

4. *"Academic Committee"* shall refer to the student-elected Academic Committee under the Student Bar Council.

Issuance and Termination Policy:

5. The official email IDs on the nalsar.ac.in domain shall be given to all first-year students (that is, all first-year batches from the Academic Year 2019-20, including LLB, LLM and MBA batches) upon arrival to the university within fifteen (15) working days of their first semester.

   5.1. Special Provision for Academic Year 2018-19: The email IDs shall be given to all students belonging to the Batches of 2023, 2022, 2021 and 2020 (LLB); Batches of 2019 and 2020 (MBA); Batch of 2019 (LLM). The students of Batch of 2019 (LLB) shall get the official email IDs only on ask-if-needed basis.

6. The Academic Committee shall be responsible for collecting the list of students along with Roll Numbers and personal corresponding email IDs and handing it over to the IT Department.

7. The official email IDs shall continue to be active till **one year after the graduation date** from the University and any requests for the continuation of official email ID shall be entertained only after permission from the Registrar, with each permission extending the access for one year, failing which the email IDs shall be deactivated automatically by the administrator.

Safeguards against Spam

8. Students shall not be allowed to send more than six (6) emails to the same email address per day.

   Exceptions:

   8.1. Clause 8 shall not be applicable when a reply has been received from the receiving email ID.

   8.2. Clause 8 shall not be applicable when the email is being sent on the same thread of the email originally sent.

   8.3. Emails sent to email IDs on the nalsar.ac.in domain shall not contribute to this limit.

9. Students must report all spam received on the official email IDs to the administrator.

Official Communications:

10. All batches (on campus as of Academic Year 2019-20- Batches of 2023, 2022, 2021, 2020 and 2019 (LLB), Batch of 2019 (LLM) and Batches of 2019 and 2020 (MBA)) shall be given the choice to migrate from the present Google Group-based mass communications method to the NALSAR- Groups based mass communications method.

11. All batches entering the University from the Academic Year 2019-20 shall use NALSAR Groups for Mass Communications.

Concerns and Issue Redressal System:

12. The Academic Committee shall deal with any issues arising thereof between students or between student(s) and the administration regarding the official email IDs (or the issuance of the same).

13. The Academic Committee shall have purview over any issues which arise thereof until a separate committee can be set up in the future to deal with the matters.