

Process for Activation and Deactivation of E-mail/CFMS

A. Activation Process

After the request received in IT-Cell duly approved from the competent authority, creation and activation will be done within one working day.

B. De-activation Process

E-mail id's for university employees will be for their service period. Upon leaving/transfer outside the university. Get the No-dues form IT-CELL Department. After verifying No- dues, concerned employee E- mail ID will be deactivated with in one working day.

Process for University E mail-ID Creation

- **Email id for newly joined Employees**

New email id creation request should be processed/received through Establishment department and duly approved by the competent authority (worthy registrar) or approved by officer designation by the competent authority.

- **Email Id of existing employees and offices/departments**

For Academic Staff

New email id creation should be recommended by the concerned Dean /Head of the faculty/Department and duly approved by the Dean Academics.

For Non-Academic Staff

New email id creation should be recommended by the concerned Head/Incharge of the Department and duly approved by the competent authority (Worthy Registrar) or approved by the officer designated by the competent authority.

Process for uploading on University Website

A. for Academic Staff

for uploading/publishing of content on University website, the content should be recommended by the concerned Dean/Head of the Faculty/Department and duly approved by the Dean Academics.

B. For Non-Academic Staff

For uploading/publishing of content on university website, the content should be recommended by the concerned Head/Incharge of the Department and duly approved by the competent authority (Worthy Registrar) or approved by the officer designated by the competent authority.

Process for File Tracking Account on CFMS

A. E-mail Id for newly joined Employees

New CFMS account creation request should be processed/received through Establishment department and duly approved by the competent authority (Worthy Registrar) or approved by the officer designated by the competent authority.

B. Email Id for existing employees and offices/departments

For Academic Staff

For creation of file Tracking account on CFMS, request should be recommended by the concerned Dean/Head of the Faculty/Department and duly approved by the Dean Academics.

For Non-Academic Staff

For creation of file Tracking account on CFMS, Request should be competent authority (Worthy Registrar) or by the officer designated by the competent authority.



SHRI VISHWAKARMA SKILL UNIVERSITY

(Enacted Under the Government of Haryana, Act No. 25, 2016)

SVSU/2020/ITCELL/024

12-11-2020

CIRCULAR

Subject: IT related policies.

In continuation to earlier office order dated 27/10/2020 regarding IT policies for e-mail creation, CFMS creation and deactivation, uploading on university website, IT complaints etc. All officials and departments are requested to follow the policies duly approved by the competent authority.

A copy of office order and various IT policies are enclosed with the circular. In case of any clarification/suggestion, undertaking may be contacted.


12/11/2020
In-charge (IT CELL)

Endst. No.-SVSU/ITCELL/2020/024

A copy is forwarded to following for information and further necessary action

1. PS to Hon'ble Vice Chancellor
2. PA to W/ Registrar
3. HOD All Departments

Brahma (G.S.H.)
12-11-2020
4/20

Arul
12/11/2020

Ruchi
12/11/2020

Babbar
12/11/20

Dikshu
12/11/20
DEO (IT)

Vikas
12/11/2020

12/11/2020
12/11/2020
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12/11/2020