



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)

No.IT/Email/2016

Dated 13<sup>th</sup> April 2016

**Very Important / For Personal Attention**

**CIRCULAR**

**Sub:** Creation of new email accounts for all Officers, Faculty and Staff of IMU – Reg.

The use of emails in official communications has now become ubiquitous, and IMU is no exception.

Till now, we have been using the email domain **imu.co.in**. It is now decided to make use of the domain **imu.ac.in** instead of **imu.co.in** since IMU is an Academic Institution and not a Company.

The present 'User Names' of the various Officers, Faculty and Staff are found to be messy without any underlying theme. While creating User Names for the new email domain **imu.ac.in** it is proposed to standardize / rationalize the same. The following instructions are issued accordingly:-

1. All the employees of IMU (Officers, Faculty and Staff) will be given a unique email account by name. This will include Regular as well as Contract employees but not Visiting/Guest Faculty.
2. The email address will be created in a standardised format with the last name preceded by initials.

Eg. [jkdhar@imu.ac.in](mailto:jkdhar@imu.ac.in) for Shri Jai Kishan Dhar  
[mkgghosh@imu.ac.in](mailto:mkgghosh@imu.ac.in) for Shri Malay Kanti Ghosh

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3. When the last name and initials are same for two or more employees, then unique addresses can be given by expanding the initials.

Eg. [ajaykumar@imu.ac.in](mailto:ajaykumar@imu.ac.in) and [ashwinikumar@imu.ac.in](mailto:ashwinikumar@imu.ac.in)

4. If we have two or more employees with same last name and first name, then they can be differentiated with a suffix like

[ajaykumar1@imu.ac.in](mailto:ajaykumar1@imu.ac.in) and [ajaykumar2@imu.ac.in](mailto:ajaykumar2@imu.ac.in)

5. The Vice Chancellor, Registrar, Controller of Examinations, Finance Officer, Campus Directors, Deputy Registrars of Campuses and a few other select Officers will be given additional email addresses with their functional designations.

E.g. [registrar@imu.ac.in](mailto:registrar@imu.ac.in)

[coe@imu.ac.in](mailto:coe@imu.ac.in)

[director.mumbai@imu.ac.in](mailto:director.mumbai@imu.ac.in)

[dr.kolkata@imu.ac.in](mailto:dr.kolkata@imu.ac.in)

These email addresses with functional designations will be directly created by IMU HQ.

6. The Campus Directors are requested to communicate this Circular to all employees in the Campus for information. They are also requested to propose fresh email addresses for the new email domain **imu.ac.in** for all the employees (Officers, Faculty and Staff) working in their Campus. As already stated, the list should include all Regular and Contract employees of the Campus but should exclude Visiting/Guest Faculty. The proposed new email addresses should be submitted in the format shown in the Annexure before Friday 29<sup>th</sup> April 2016. IMU HQ is at liberty to modify the proposed new email addresses wherever warranted.



7. The Registrar will take necessary action in respect of the employees working in IMU HQ.
8. For the next 3 months, the old email address as well as the new email address will be available to all the employees. Thereafter, only the new email address will be available, and the old email address will be deactivated. The employees may be advised to forward all the important/necessary emails from their old email address to their new email address within this grace period of 3 months.

This Circular issues with the approval of the Vice Chancellor.

*L.V.D.R. 13/4/16*  
**REGISTRAR**

**Annexure**

**Format for submitting the proposed new email addresses  
for the domain imu.ac.in**

**Part A – OFFICERS**

(of the rank of Assistant Registrar and above)

Name of the Campus:

| Sl. No. | Name of the Officer | Designation | Regular/ Contract | Present email address under imu.co.in | Proposed email address under imu.ac.in |
|---------|---------------------|-------------|-------------------|---------------------------------------|--|
|         |                     |             |                   |                                       |  |
|         |                     |             |                   |                                       |  |
|         |                     |             |                   |                                       |  |

**Part B – STAFF**

(below the rank of Assistant Registrar)

Name of the Campus:

| Sl. No. | Name of the Employee | Designation | Regular/ Contract | Present email address under imu.co.in | Proposed email address under imu.ac.in |
|---------|----------------------|-------------|-------------------|---------------------------------------|--|
|         |                      |             |                   |                                       |  |
|         |                      |             |                   |                                       |  |
|         |                      |             |                   |                                       |  |

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**Part C – FACULTY**

Name of the Campus:

| Sl. No. | Name of the Faculty | Designation | Regular/ Contract | Present email address under imu.co.in | Proposed email address under imu.ac.in |
|---------|---------------------|-------------|-------------------|---------------------------------------|--|
|         |                     |             |                   |                                       |  |
|         |                     |             |                   |                                       |  |
|         |                     |             |                   |                                       |  |

Certified that the above particulars are correct.

Deputy Registrar

CAMPUS DIRECTOR

