

# COEP Technological University, Pune

A Unitary Technological University of Government of Maharashtra  
(Formerly College of Engineering Pune (COEP))  
Wellesley Road, Shivaji Nagar, Pune-411005

ic.datacentre@coep.ac.in

Tel: 020-2557320

## Microsoft 365 Email Policy

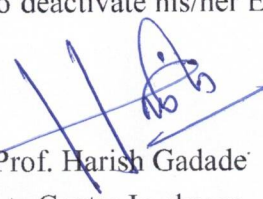
**Date: July 18, 2023**

All the employees/students of COEP Technological University, Pune are hereby informed that, due to limited number of Microsoft Email subscriptions and limited storage space, the following Email policy has been decided by the University.

1. The University email ID assigned to every student, faculty member, and employee will be deactivated three months after his/her retirement or completion of studies. It shall be the sole responsibility of the concerned student, faculty member, or employee to transfer or back up all necessary data and emails to his/her personal email account within the stipulated timelines.
2. University email IDs of temporary University faculty/Employee (Adjunct faculty/contractual faculty/contractual employees) will be deleted permanently after three months of his/her end of services with the University. It is the responsibility of the faculty/employee to transfer the data/emails to his/her personal Email ID within the given time frame.
3. In any case, the University will not be responsible for loss of data/emails in case the appropriate action has not been initiated by the faculty/employee/student.

**Note:** The establishment department is responsible to communicate the names of the faculty/employee whose order has expired, or a faculty/employee has retired from the University. Once informed it is the duty of the data center to deactivate his/her Email ID after three months.



  
Prof. Harish Gadade  
Data Centre In charge  
COEP Technological University, Pune