



Microsoft 365 Account provisioning and storage allocation policy

All regular employees, full-time students, departments, clubs and conferences shall be allotted an account in the University Microsoft 365 portal. Accounts shall be provisioned as per the following policy.

1. General :

- 1.1. Accounts will be allocated upon submission of an application (except for student accounts) to the ICTS Department at their respective campuses.
- 1.2. The ICTS Departments are authorised to oversee the application process in a manner, whether digital or physical, that facilitates all future audits.
- 1.3. Extension of accounts beyond the date of expiry or termination shall be based on a request from the user and approval from a competent authority.
- 1.4. The storage allocated to each category shall be as per Annexure.
- 1.5. Additional storage may be allotted to departments either on OneDrive or other storage portals based on requirements and budgets approved for such subscriptions.

2. Student Accounts:

- 2.1. All student accounts are created without a formal application based on the data available through the eGov portal after allotment of the University Roll number.
- 2.2. All student accounts shall be created on the campus student domain with their roll number as the user name. The exception shall be for Ph.D. scholars, where it can be allotted otherwise.
- 2.3. Students shall have access to the MS Teams application and online version of the Microsoft Office applications.
- 2.4. All student accounts shall be deleted permanently from the Microsoft 365 portal in December following their graduation/convocation.
- 2.5. After the deletion of the account, students will not be able to access their Outlook and OneDrive data.
- 2.6. It is the responsibility of the student to maintain the quota and also ensure to download all their data before their account is deleted permanently.

3. Employees, Departments, Student Clubs, Professional Bodies, etc. :

- 3.1. All employee accounts shall be allotted after approval from the HR Department at the respective campuses.
- 3.2. All accounts shall be allotted on the campus domain name.
- 3.3. The accounts shall have access to OneDrive, MS Teams and online versions of Microsoft Office.

3.4. All employee accounts shall be deleted when the employee is relieved from employment.

4. Conferences and other temporary accounts :

4.1. All such accounts shall be temporary.

4.2. Accounts shall have access to OneDrive, MS Teams and online versions of Microsoft Office.

4.3. All such accounts shall be allotted only for a specific period. The account shall be deleted after the expiry date.

4.4. The requester needs to take a backup of all data before the account is deleted.

4.5. Deletion shall be done automatically on the expiry date.

Effective : 01-August-2024

Annexure

STORAGE CAPACITY FOR EACH CATEGORY

	Teaching	Non-teaching	Student	Department	Student Clubs, Professional bodies, etc.	Conferences and temporary accounts
OneDrive Storage	50GB	25GB	5GB	50GB*	25GB*	10GB*
Additional OneDrive Storage based on request and assessment by ICTS and approval of Chairperson	50GB	-	-	50GB*	25GB*	10GB*
Outlook Storage	25GB	10GB	5GB	50GB*	10GB*	10GB*
Additional Outlook Storage based on request and assessment by ICTS and approval of Chairperson	10GB	10GB	-	-	10GB*	10GB*
Outlook Archive	25GB	10GB	5GB	50GB*	10GB*	10GB*

*All accounts combined.