

Google Workspace for Education Usage Policy

College of Engineering Trivandrum

Thiruvananthapuram – 695 016

Issued by: College of Engineering Trivandrum, Thiruvananthapuram, INDIA Version: 1.0 | Effective From August 2025. Approved by the IAB its decision no. 5 taken in the meeting held on 19.08.2025

1. Purpose



To regulate fair, secure, and academic-professional use of the Google Workspace for Education (Free Edition) services provided by College of Engineering Trivandrum, for students, staff, and faculty.

2. Scope

Applies to all users of institutional Google Workspace accounts, including Gmail, Drive, Docs, Meet, Calendar, and related Google services under the **@cet.ac.in** domain.

3. Eligibility & Access

- **Eligible Users:**

-  Current students (UG/ PG/ Ph.D): Email IDs follow a standard naming convention studentid@cet.ac.in
-  Teaching and non-teaching staff : Email IDs follow a standard naming convention firstname.lastname@cet.ac.in or as decided by the CCF.

- Administrative staff: Email IDs follow a standard naming convention firstname.lastname@cet.ac.in or as decided by the CCF.

- **Access Validity:**

- *Students:* Up to 3 months post-program completion or withdrawal, whichever is earlier.

- *Temporary staff:* Access ends 3 months after termination.

- *Staff/Faculty:* Up to 6 months post-termination of employment.

- *Retired faculty:* Access ends 6 months post-retirement (or after the association with the college, as research supervisor or adjunct faculty ends officially, subject to approval by the Principal).

- *Faculty transferred to other Government institutions:* Access may be extended until retirement, subject to approval by the Principal. If inactive, the accounts shall be suspended (not deleted) until the faculty joins back to the College.

- After the period of validity, accounts will be deactivated and data deleted unless backed up. The mail administrator has to send at least one reminder to the accounts for backing up mail/data.

4. Acceptable Use Policy

Users must use the services **only for academic, research, and administrative purposes**, in line with institutional ethics and the following regulations:

- **No personal or commercial, or political use**
- **No illegal or offensive content**
- **No impersonation or unauthorized identity use**
- **No spam or bulk mailing**
- **Compliance with the Google Workspace's Acceptable Use Policy and Information Technology Act, 2000, the Bharatiya Nyaya Sanhita (BNS), and the State Regulations of Kerala.**

5. Storage Quotas

To manage limited resources, storage quotas are set up as follows.

- **Students – 10 GB**
- **Faculty – 30 GB**
- **Non-teaching and Administrative Staff – 20 GB**
- **Designation/Department emails – 50 GB**

Designation emails are used by authorized staff and faculty based on the College's official designations and departments, such as the Principal, Deans, HoDs, Librarian, and office sections. These user accounts are never suspended or deleted. If additional storage quota for such accounts is required, it can be granted by the Principal, upon request.

Exceeding storage quotas results in restricted access until compliance is restored. *The quotas may be reviewed from time to time, based on Google's policy.*

6. Monitoring and Privacy

- The institution may audit and monitor usage logs to ensure compliance.
- The email content is not monitored unless:
 - Legal or disciplinary inquiry arises
 - There's a suspicion of policy violation
- Users should not expect absolute privacy in their institutional accounts.
- For official monitoring of user accounts based on valid reasons, the Principal's written instruction is required, and the College Council must be informed.

7. Non-Liability Disclaimer

College of Engineering Trivandrum is not responsible for:

- Data loss due to account deactivation or user negligence

- Any penalties or legal consequences arising from a user's unlawful activities
 - Service limitations or outages due to Google's own policies or technical issues
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8. Enforcement

Violation of this policy may result in:

- **Temporary or permanent suspension** of Google Workspace access
 - **Institutional disciplinary action** (as per code of conduct)
 - **Legal reporting** under IT laws and criminal procedure (e.g., cybercrime, harassment)
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9. Administration and Support

The Central Computing Facility (CCF) at CET will be responsible for:

- Account creation and management
 - Troubleshooting access issues
 - Ensuring compliance with this policy
 - Any violation of this policy must be reported to the CCF or the Principal's Office.
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10. Policy Review

This policy is subject to review as needed by the CCF, in consultation with the IAB.

Contact

For assistance, contact:
CCF, College of Engineering Trivandrum
Email: ccf@cet.ac.in