



Date: 24/07/2026

Standard Operating Procedure (SOP) for Institutional Email IDs

This SOP is being formulated for smooth conduction of the procedures of Handling of Institutional Email IDs by IT Cell as per the email dated July 3, 2026

To ensure smooth facilitation of the proceedings a step-wise channel is being proposed for the same.

1. Creation / issue of Institutional Email IDs

• For MBBS Students

- **Recommendation E-mail** to be sent from the **Office of the Registrar** from the official email ID (domain - @aiimsdeoghar.edu.in) to IT Cell (it@aiimsdeoghar.edu.in) citing approval with batchwise list of Names.
- The IT Cell shall then undertake further processing.

SOP for Creation / issue of Institutional Email IDs	
Office	Role / Action
Office of the Registrar, AIIMS Deoghar ↓	• Approval E-mail to IT Cell ↓
IT Cell	• Processing and creation of IDs

• For BSc / MSc Nursing Students

- **Recommendation E-mail** to be sent from the **Office of the Principal, College of Nursing** from the official email ID (domain - @aiimsdeoghar.edu.in) to IT Cell (it@aiimsdeoghar.edu.in) citing approval with batchwise list of Names.
- The IT Cell shall then undertake further processing.

SOP for Creation / issue of Institutional Email IDs	
Office	Role / Action
Office of the Principal, College of Nursing, AIIMS Deoghar ↓	• Recommendation Email with complete list of students to IT Cell (it@aiimsdeoghar.edu.in) , AIIMS Deoghar ↓
IT Cell	• Processing and creation of IDs



• **For BPH / MPH / Paramedical Students**

- Recommendation E-mail to be sent from the **Office of the respective Course Coordinators / Faculty In-Charge or Head of the Parent Department** from the official email ID (domain - @aiimsdeoghar.edu.in) to IT Cell (it@aiimsdeoghar.edu.in) citing approval with batchwise list of Names.
- The IT Cell shall then undertake further processing.

SOP for Creation / issue of Institutional Email IDs	
Office	Role / Action
Office of the respective Course Coordinator, AIIMS Deoghar ↓	• Recommendation Email with complete list of students to the Office of the Registrar, AIIMS Deoghar ↓
IT Cell	• Processing and creation of IDs

• **For NO / SNO / ANS**

- Recommendation E-mail with scanned copy of filled and forwarded form for email creation (https://www.aiimsdeoghar.edu.in/Content/resources/document/download/Registration%20form_03122021020241269.pdf) to be sent from the **Office of the Nursing Superintendent** from the official email ID (domain - @aiimsdeoghar.edu.in) to MS Office
- MS Office may forward the same to IT cell (it@aiimsdeoghar.edu.in) citing approval through email only to IT Cell
- The IT Cell shall then undertake further processing.

SOP for Creation / issue of Institutional Email IDs	
Office	Role / Action
Office of the Nursing Superintendent, AIIMS Deoghar ↓	• Recommendation <u>E-mail</u> containing <u>signed and forwarded copy of Institutional email registration form</u> to MS Office ↓
Office of the Medical Superintendent ↓	• Approval E-mail to IT Cell ↓
IT Cell	• Processing and creation of IDs



• **For Faculties / Residents (PGs) / Junior Residents / Staff**

- Recommendation **E-mail** with scanned copy of filled and forwarded form for email creation (https://www.aiimsdeoghar.edu.in/Content/resources/document/download/Registration%20form_03122021020241269.pdf) to be sent from the Office of the respective Head of the Department / In charge from the official email ID (domain - @aiimsdeoghar.edu.in) to IT cell (it@aiimsdeoghar.edu.in)
- The IT Cell shall then undertake further processing.

SOP for Creation / issue of Institutional Email IDs	
Office	Role / Action
Office of the respective Head of the Department / In charge ↓	• Recommendation <u>E-mail</u> containing <u>signed and forwarded copy of Institutional email registration form</u> to IT Cell ↓
IT Cell	• Processing and creation of IDs

Note: The use of the **email only** for document forwarding in this isolated matter is to facilitate data compilation by the IT Cell.

2. For Deactivation of Official Email IDs

For Deactivation, the email IDs shall be deactivated at the time of processing of NO-DUES or if otherwise intimated by the competent authority.

Dr Abhimanyu Ganguly
IT Cell



Email Registration Form

First Name (In Block Letter) * _____
Last Name: * _____
D.O.J: (DD/MM/YYYY) * _____
Mobile No: * _____
Secondary email: * _____
Department/Section (In Block Letter): * _____
Designation (In Block Letter): * _____

Terms & Conditions:

Note: (*) All fields are required.

1. The email id will be used in favor of the institution.
2. It is mandatory to change the password after first LOGIN.
3. IT Department shall not share any user information with anyone unless authorized.
4. The user shall remain solely responsible and Accountable for any type of misuse of email from his/her accounts any kind of misuse will lead to account to be deactivated whenever needed.
5. Any kind of misuse may lead to legal consequences as per IT ACT 2000 and 2008, etc.
6. Submit email ID to IT Department while taking no dues in case of leaving the institution.

Undertaking:

1. I undertake that I would keep my password secret and I also understand that it is my responsibility to maintain its secrecy and I assume full responsibility for the same from the moment the password is given to me.
2. I also understand that if an unauthorized person accesses the email Id, I will be called to question and would have to own responsibility for the same. I have put my signature onto this application from to acknowledge this responsibility.

☐ I declare that I have read and understood the instructions and also undertake to abide by all the above rules and regulations

Signature of applicant with date

Verified by
IT Department

Forwarded by
Head of Dept/Controlling head with seal

For IT Department Use only

Form No. _____

Date: _____

Email ID Assigned: _____

Temp Password: _____