

## BHARATI VIDYAPEETH CENTRAL OFFICE, PUNE 30

Ref. No. BV/CO/Admn/4375 /2021-2022

Date: 07/07/2021

### All Principals / Directors

Bharati Vidyapeeth and  
Bharati Vidyapeeth (Deemed to be University)  
Pune and Other Centers

### Sub:- Notification regarding use of official e.mail system for communication

You are aware that e.mail is an efficient and timely communication tool that is provided by Bharati Vidyapeeth to its employees to assist them in supporting Bharati Vidyapeeth's functions and coordinating within its own organization, with government and private business partners and with the public.

Appropriate use of the Bharati Vidyapeeth's Official E-mail account for communication can enhance productivity. But it has been brought to our notice that many officials are not using the official e.mail I.D. provided to them and hence they are not aware of the various circulars being sent to them from time to time.

You are hereby instructed to strictly make use of the official e.mail IDs for any communication purpose. In case of any doubt or clarification, please contact respective Technology Support Engineer available in your campus. The list of the Technology Support Engineers assigned to your Institute is available on the following link. <http://mail.bharatvidyapeeth.edu/index.php/help-desk> and HELP DESK option is available on the link.

Further, it would be very much appreciated if we make our office paper less. All official communications from any Institute to Head Office and vice versa should be done only through official e.mail addresses. Any communication made from other e.mail domains such as G.mail, Yahoo, Hotmail, Rediffmail etc., will not be considered with effect from 01/08/2021.

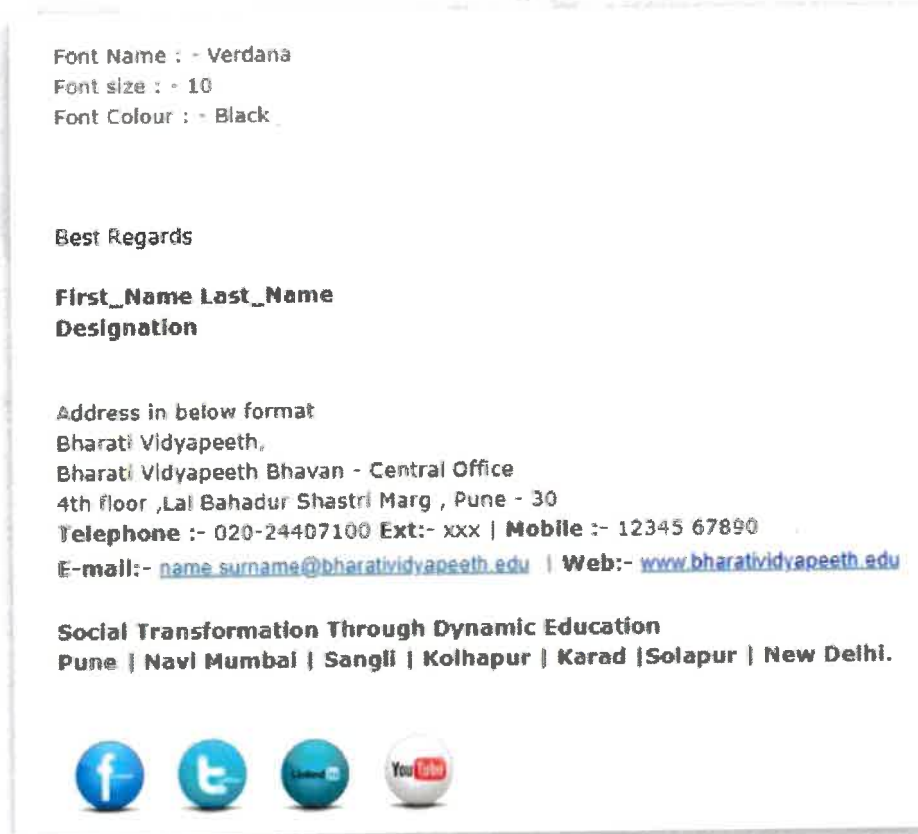
You are instructed to please provide urgently the following information in excel format regarding our employees at e.mail ID: **emailinfo@bharatvidyapeeth.edu**

Sr. No.	Full name of the employee (First Name, Middle Name, Last Name)	Official e.mail ID	Name of the College
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It is requested to also use standardized e.mail signature format. The e.mail signature should be in the following format. Please refer to the page given below for sample.

» **Using E-mail Signatures**

The following uniform Email Signature format (as shown in the image below) should be used by all authorized users :-



» **Legal risks**

Demo format is available for your ready reference at <http://mail.bharativedyapeeth.edu/index.php/e-mail/e-mail-policy#>

You are advised to do the needful.

  
**Joint Secretary (Admn.)**  
Bharati Vidyapeeth