



RAJKIYA ENGINEERING COLLEGE

AMBEDKAR NAGAR-224122 (UP) INDIA

(AICTE Approved Government Engineering College)

Office of In-charge, Website Hosting & Management

Ref. No.: RECABN/WEBSITE/2026/001

Date: 01/09/2026

NOTIFICATION

Subject: Policy Guidelines for Institutional Google Workspace (@recabn.ac.in) Account Life-Cycle, Storage Allocation, and Off-Boarding

In accordance with the approval granted by the Competent Authority dated 31/08/2026 the following policy guidelines regarding storage allocation, account lifecycle, and data transfer protocols for Google Workspace (@recabn.ac.in) accounts are hereby notified for compliance by all concerned:

1. Pre-Allocated Storage Quotas

To prevent storage pool exhaustion and ensure fair resource allocation, fixed individual storage limits are enforced upon account creation:

- **B.Tech Students: 5 GB** per account (Temporary extension up to 15 GB permitted for specialized academic/research projects upon HoD recommendation).
- **M.Tech / Ph.D. Scholars: 15 GB** per account.
- **Faculty Members (Regular / Contractual / Guest): 50 GB** per account.
- **Staff Members (Regular / Contractual / Outsourcing): 15 GB** per account.
- **Institutional / Departmental Accounts:** Assigned on request by the Website Cell based on administrative requirement: **50 GB** per account. (Extension upto 100 GB upon recommendation from the concerned authority)

2. Account Life-Cycle & Off-Boarding Policy

User Category	Service Period	Grace Period	Off-Boarding & Deactivation Protocol
Students (B.Tech, M.Tech, Ph.D.)	Course Duration	1 Year (Post-Graduation)	Account suspended after grace period → Permanently deleted. Unused IDs (never logged in within 60 days of creation) purged after a 15-day notice.
Contractual / Guest Faculty (11-Month Contract)	Contract Tenure	90 Days (Post-Expiry)	Drive assets transferred to HoD. Account suspended on Day 91 → Deleted on Day 120
Regular Faculty Member (Resignation/Relief)	Active Service	02 Years (Post-Relieving)	Mandatory transfer of institutional data and files to HoD/successor prior to No Dues clearance
Contractual / Outsourcing Staff	Contract Tenure	30 Days	Account suspended immediately upon relieving to protect administrative data but kept in storage for 30 days before permanent deletion

3. Security Protocols & Phased Execution

- **Advance Reminders:** Official email notifications will be issued 30, 15, and 5 days prior to account suspension.
- **Quarantine Buffer:** Suspended accounts will remain in a quarantine organizational unit for 15 days before final deletion to allow for emergency data recovery.
- **Phase-I Cleanup:** Accounts remaining in the "Never Logged-In" state will undergo immediate suspension and removal following a final 15-day notice.
- **Data Transfer & No Dues Protocol:** Departing faculty/staff must transfer all institutional data and files to their HoD/Section Head before leaving. HoDs/Section Heads will sign the departmental No Dues form only after verifying this transfer.



(Dr. Amit Kumar)
In-charge, Website Hosting & Management

Copy to for information and necessary action:

1. P.A. to Director, for kind information of the Hon'ble Director.
2. Registrar Office
3. Dean Academic Affairs
4. All HoDs and Section Heads