

Approval Form For IITB Official Social Media Account

(Version 1.0 Dated: 9/7/2021)

I/We, (name), wish to register the following account on social media sites, for the
(student body team name/ lab name/ Dept./ Centre).

- 1) Social media site: Login ID/URL:
- 2) Social media site: Login ID/URL:
- 3) Social media site: Login ID/URL:

These social media accounts are intended for dissemination of news about

We will use these social media accounts to help ensure that IIT Bombay communicates information about our policies/ procedures/ programs/ achievements/ services in the appropriate manner and will exemplify the best possible image of the Institute.

The team handling this account will comprise of:

- 1) Designation: Name of current holder:
- 2) Designation: Name of current holder:
- 3) Designation: Name of current holder:

who will take complete responsibility for the content posted on the account.

We promise that the said account will only be used for official purposes, and no personal comments/ opinions will be posted on the same.

I/We have read and promise to adhere strictly to the guidelines of IITB for use of official social media accounts, and the guidelines of the Government of India/Ministry of Education for use of social media. The Institute's reputation will be safeguarded at all times.

We will follow the Institute IT policies to ensure security of the account (available at <https://www.cc.iitb.ac.in> in the policies tab).

We have no objection to the said account being listed on the Institute websites after approval.

The below mentioned LDAP email address/ official phone number will be used to operate the account.

Name:
Designation:
Email address for managing account:
Phone number:

(If personal phone no. is used, the no. should be promptly updated every time the office bearer changes. See Guidelines for use of personal email addresses.)

For student team/group accounts: The account login ID and password will be shared with the faculty-in-charge, and will be transferred to the next person who takes charge. We promise to change the password after a new person takes charge to ensure the old office bearer no longer has access, and to change it as often as needed for security reasons.

Signature with Date:

Name/Position of Person Incharge of Team/Group:

Approved by

Signature with Date:

Name/Position:

*Approval authority: For gymkhana related student teams/groups: Dean SA
For department teams/groups: Head of Department
For all others: Deputy Director (AIA)*