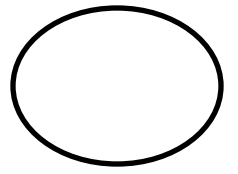


I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY



Application for E-mail account for a Single User

The complete application form, duly signed by the concerned HOD/ Section Head/ Incharge of the Concerned Department, should be submitted to the *I. T. Services (Formerly known as Computer Section) at I.K. Gujral Punjab Technical University, Kapurthala* through his respective department) (* All fields are mandatory)

- 1) Name of the Applicant *: - _____
(Dr. / Mr. /Ms. First Name Middle Name Surname)
- 2) (a) Date of Birth {DD/MM/YYYY} *: - ____/____/____ (b) Designation*: - _____
- 3) Dept./ Org./ Institute*: - _____
- 4) Role of User Official / Supervisor P.hD/ Research Scholar P.hD./ others: - _____
- 5) Address for Correspondence*: - _____
_____ City* _____ District* _____ Pin Code*: _____
- 6) Telephone Number: - (O)* _____ (R) _____ Mobile*: _____
- 7) Preferred Email id** (a) (*Filled by Computer Section*) _____
(b) (Suggestion filled by Applicant)* _____
- 8) Alternate E-mail address for correspondence**: - _____
- 9) Date of Retirement/ Date of Completion of Work Project (DD/MM/YYYY) _____
This is to declare that I have read the terms and conditions and I agree to abide by them.
(Note: - * for Mandatory Fields)

Signature of the Applicant
With Date and Seal

Signature of Competent Authority of the Department
With date and Seal

Please Turn Over for Terms and Conditions

E-MAIL TERMS AND CONDITIONS

1. Users are requested to keep the given User ID and password a secret.
2. Please change your password at least once in every three months.
3. By doing so (Point No. 1 & 2 above) the account may be compromised by hackers and the hackers can use the same account for sending spurious mails on the accounts behalf. I.K.Gujral Punjab Technical University is neither responsible not accountable for this type of misuse of the compromised mail account.
4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you have received them. They might contain a virus that will corrupt your computer.
5. Users are requested to install personal firewall software to secure their machine and e-mail traffic.
6. Users are requested to install the Antivirus software with latest pattern update periodically and OS patches in their system.
7. If using Outlook, Outlook Express, Mozilla Firefox on Microsoft Windows, Please apply the appropriate patches announced by the Microsoft/ Mozilla from time to time.
8. I.K.Gujral Punjab Technical University is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originators.
9. I.K.Gujral Punjab Technical University is using live@edu service for email from Microsoft. By default accounts will be given access over WEB only (<http://login.microsoftonline.com>). This email service is also accessible using POP/ IMAP/ Exchange.
10. I.K.Gujral Punjab Technical University will not be responsible for any type of take all possible measures to prevent data loss.
11. User is responsible for his/her data. In case he/ she accidentally deletes data, he/ she will not ask I.K.Gujral Punjab Technical University to restore it.
12. Individuals are responsible for saving email messages as they deems appropriate.
13. Contact I.T. Services (Formerly known as Computer Section), I.K.Gujral Punjab Technical University for support if you have any problem. You can also send mail to computersection@ptu.ac.in.
14. **I.K.Gujral Punjab Technical University will not share the details of Email Accounts and Email Address with anyone unless authorised by competent Authority of the Department.**

Signature of the Applicant
With Date and Seal