



MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL 462003 (M.P.) INDIA

**Application Form for User Account on Mail and Wi-Fi**

**Particulars of Applicants: (Fill the details in CAPITAL LETTERS)**

Full Name: .....

Date of Birth: .....

Scholar ID/Emp ID: .....

Department: .....

Kindly choose:      **Email ( )      Wi-Fi ( )      MS-Teams ( )**

Designation: **Faculty [ ] / Student [ ] / Staff [ ] / Contractual [ ] [✓]**

Contact No: ..... Alternate Email Id: .....

1. I will use my institute email only for official communication.
2. I will never respond to an unexpected email or web site that asks my personal information or account login details.
3. I will never click on suspicious email link and message through my email account.
4. I will delete old/unused emails regularly from my email account for better utilization of web space
5. I will never be involved in any spam activities through my institute email.
6. I will not indulge in unlawful activities through my institute email.

**Declaration by Applicant:**

I hereby declare that I shall confirm the usage policies of the Mail and Wi-Fi facility and acknowledge that failure to adhere to these policies shall result in the termination of my account.

Name of Applicant:

Signature of Applicant:

Date:

**Declaration by Faculty/Guide or HOD:**

I recognize the applicant as a member of my group and recommend his/her application for a user account.

Name of HOD/Faculty/Guide:

Signature of HOD/Faculty/Guide:

Date:

----- [OFFICE USE ONLY] -----

**Email Id Created By:**

**MS Team id Created By:**

**Wi-Fi id Created By:**

Name:

Name:

Name:

Date:

Date:

Date:

Signature:

Signature:

Signature: