



EMAIL ID REQUEST FORM

To,

Chairman/Convener
Web cum Media Management Committee,
School of Planning & Architecture, Bhopal.

Sir,

I am Designation posted in the Department of I request to you create Email Account/ Reset Password of Email Account/ Delete my Email Account. I agree to the terms and conditions given by the Institutions Email policy.

Suggested Email ID : _____

Head Department/Section

Signature of Applicant

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 not doing so (point no. 1 & 2 above) the account may be compromised by hackers and the hacker can use the same account for sending spurious emails on the accounts behalf. **DATA CENTER is neither responsible nor accountable for this type of misuse of the compromised mail accounts. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.**
4. Do not open any attachments unless it has come from a known source. In fact, delete those emails 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 the 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. DATA CENTER is not responsible for the contents that are being sent as part of the mail. The views expressed are solely that of the originator.
9. By default accounts will be given access over WEB only (<https://accounts.google.com/signin/v2/identifier?continue=https%3A%2F%2Fmail.google.com%2F<mpl=default&service=mail&sacu=1&hd=spabhopal.ac.in&flowName=GlifWebSignIn&flowEntry=ServiceLogin>). If the user wants access over POP/IMAP, he/she has to send the request for the same to webcommittee@spabhopal.ac.in. For security reasons, either POP or IMAP will be allowed. DATA CENTER recommend the use of the WEB.
10. DATA CENTER will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, DATA CENTER cannot be held responsible.
11. The user is responsible for his/her data. In case he/she accidentally deletes data, he/she will not ask DATA CENTER to restore it.
12. Individuals are responsible for saving email messages as they deem appropriate. Messages will be automatically purged from folders as follows: **1. Trash - 30 days 2. Probably Spam – 30 days**
13. DATA CENTER account will be deactivated if permanently leave the institute.
14. Email id will be deleted after a period of :
 - a. 1 Month for permanent faculty and staff.
 - b. 15 Days for contract faculty, staff and Ph.D. students.
 - c. Students group after convocation.
15. DATA CENTER will not share the details of Email Accounts and Email Addresses with anyone unless authorized the Competent Authority of the Department.
16. Contact for support in office hour if you have any problems. Phone Ext. 440/400/425 or you can send mail to webcommittee@spabhopal.ac.in
17. This Email ID use for only Institute purpose. Cannot send/use any unwanted mail.