



# योजना एवं वास्तुकला विद्यालय, भोपाल

राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार

## School of Planning and Architecture, Bhopal

An Institute of National Importance, Ministry of Education, Government of India

### FORM FOR EMAIL USER TRANSFER FOR THE DEPARTMENT/DESIGNATION

Please fill this form and read & sign the instructions given on the reverse of this form. The completed application form duly signed by the concerned authority should be submitted to the Computer Center of SPA Bhopal. Please use CAPITAL LETTER.

Date: \_\_\_\_\_

1) Email ID type: Department/Designation: \_\_\_\_\_

2) Name of the Present User\*: \_\_\_\_\_

3) Name of Future User\* : \_\_\_\_\_

Dr./ Mr./ Ms.                      first name                      middle name                      last name

4) Email ID: \_\_\_\_\_ ( which is required to transferred)

5) Department: \_\_\_\_\_

6) Telephone/Ext no : \_\_\_\_\_ Mobile no: \_\_\_\_\_

7) Alternate email address, for correspondences: \_\_\_\_\_

This is to declare that I have read the terms and conditions and I agree to abide by them.

Signature of Outgoing Functionary with date

Signature of Incoming Functionary with date

#### FOR OFFICE USE (Director Office)

Approved

Not Approved

Signature of Director

#### FOR OFFICE USE (Computer Center)

Date: \_\_\_\_\_

#### Email ID Transferred to:

Name of assigned Functionary: \_\_\_\_\_ (Incoming signatory may change password)

Signature:

\*\*Entries are mandatory and need to be filled. \*\*

\*\*The email ids will be generated based on the email policy.\*\*

\*\* Please check the policy [https://spabhopal.ac.in/policies/email\\_policy.pdf](https://spabhopal.ac.in/policies/email_policy.pdf) \*\*



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### **E-MAIL TERMS AND CONDITIONS**

1. Users are requested, if possible, to install the personal firewall software to secure their machine and e-mail traffic.
2. SPA Bhopal is not responsible for the contents that are being sent as part of the e-mail the views expressed are solely that of the originator.
3. SPA Bhopal will take all possible measures to prevent data loss, however, due to unforeseen technical issues, if the same happens, SPA Bhopal cannot be held responsible.
4. Users are responsible for his/her data. In case he/she accidentally deletes data, SPA Bhopal shall not be able to restore it.
5. The Institute e-mail services will be valid for the duration of the programme for the students, and for Faculty/Staff will be valid for the duration of their service as per record.
6. The e-mail of Faculty/Staff will be deactivated immediately after receiving records from the concerned department and will be deleted in 15 days after deactivation. In such cases, respective users shall backup their e-mails before their No Dues with SPA Bhopal.
7. The students' e-mail services will be governed by the corresponding clause given in the policy. The deactivation form has to be submitted along with No-dues form at the time of leaving the institute.
8. Institute will cooperate fully with local, state or Central Govt agency officials in any investigation concerning or relating to any illegal activities conducted through the Institute e-mail ID of Student/Faculty/Staff.
9. If you have any technical issue related to e-mail services, contact to Computer Center Phone 0755-2526825 or you can send mail to [computercentre@spabhupal.ac.in](mailto:computercentre@spabhupal.ac.in).

I have read the e-mail policy document <http://spabhupal.ac.in/policy/e-mailpolicy.aspx> & Guidelines for e-mail account management and effective e-mail usage <http://spabhupal.ac.in/policy/emailguide.aspx> carefully and agree with e-mail services related documents.

Signature of User

Date:

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