**Application for the issuance of an Email ID**

**File No.: Date:**

To,

The Dean,

Planning & Development,

NIT Andhra Pradesh.

**Name of the Initiator:**

**Department/ Section/ Club/ Cell:**

**Purpose:**

(Validity be specified, if the email utilization is for a certain period)

**Preferred Email-id:**

(**Note:** The email shall be created only in the name of the designated office/sub-office or designated officer not less than an employee who is an officer (level -10). Even if the email ID of the designated office/sub-office is created, the responsibility will be vested with the Officer-in-charge or Head of the respective Section/ Club/ Centre/ Cell but not on the staff working under him/her)

**Contact No:**

**Undertaking with respect to NIT Andhra Pradesh Usage Policy**

I shall be responsible for all use of above provided email-id. I will be held responsible for the content stored in the email space allotted to me. I understand that the email infrastructure at NIT Andhra Pradesh is for official use and I shall not use it for any commercial purpose. Also, I shall not host or broadcast information that might harm others or may be otherwise considered objectionable or illegal as per Indian Law. I shall not attempt to deceive others about my identity in electronic communications or network traffic. I will also not use NIT Andhra Pradesh resources to threaten, intimidate or harass others. I shall not use the IT infrastructure to engage in any form of illegal file sharing (examples: copyrighted material, obscene material). I understand that any use of that IT infrastructure at NIT Andhra Pradesh that constitutes a violation of NIT Andhra Pradesh Regulations could result in administrative or disciplinary procedures.

Officer-in-charge or Head of the respective Section/ Club/ Centre/ Cell Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean, P&D**

**NIT Andhra Pradesh**

**Note:** Kindly fill the form and obtain the Dean’s signature for authorization and share the scanned copy to [web@nitandhra.ac.in](mailto:web@nitandhra.ac.in)