काशी हिन्दू विश्वविद्यालय | BANARAS HINDU UNIVERSITY

COMPUTER CENTRE

Applicant Photograph

Photo must be certified by Head of Department

Application Form of BHU Domain E-Mail ID: Research Scholar / Post Graduate Student

1. Name of the Applicant		2. Program Enrolled	
3. Department		4. Admission Academic Year	
5. Faculty/Institute/Centre		6. Enrollment No	
7. Date of Birth		8. Course Completion Year	
9. Nationality		10. Mobile No	

11. Choice of Email Id [Default Email Id Name of the applicant (Full Name/Short form]	Choices		12. Alternate E-mail Id : *(Write in Capital letters only)*	
	1st			
	2nd			
	3rd			

Undertaking:

i)   The university email account is intended for official use related to University work and it must be used for academic activities only.

ii)   All users must check their email accounts regularly for academic, administrative, and official communications. Failure to do so may result in missed important information. All official communication must be made using the (…@bhu.ac.in) E-mail id. Communications sent from any other email ID may not be considered official or valid.

iii)   Users are prohibited from using their university email accounts to:
- Send harmful software, malware, or viruses.
- Misrepresent the identity of the sender.
- Engage in the distribution of offensive, illegal, or inappropriate content.

iv)   Users must take all necessary steps to secure their email accounts, including maintaining password confidentiality and regularly backing up important data. The Computer Centre (CC) is not responsible for restoring your lost data.

v)   Users should regularly delete unnecessary emails and large attachments to manage mailbox space effectively. Important emails should be archived, and users should take periodic backups.

vi)   The maximum E-mail size for Research Scholar (10 Gb), Post Graduate student will be (5 Gb) respectively.

vii)   User email accounts will remain active for one year after course completion, after that email account will be deactivated and it may be deleted.

viii)   University E-mail Policy must be applicable to all E-mail users.

Date:_____

Place:_____   **(Signature of the Applicant)**

Declaration by the Head of the Department

This is to certify that Mr./Ms./Mrs./Dr._____ is the Scholar of our Department/ Faculty/Institute/Centre/Section_____ as _____. Please issue him/her Email ID for his/her work.

Date:_____

Place:_____   **(Signature of the Head of the Department with Seal)**

NOTE:- 1. Kindly submit this form to the Computer Centre duly signed by the appropriate authority and your E-mail ID will be instantly created and will be send to your alternate Email-ID from "GOOGLE WORKSPACE".

2. After receiving your created Email ID of BHU Domain you have to create your own Password by clicking on "Sign In" option.