



IT CELL
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA
(Established by the State Legislature Act 9 of 2003)
(‘B’ Grade NAAC Accredited)

WEBMAIL SERVICES - REGISTRATION FORM

Read the Instructions before filling the form

Fill up the form in Capital letters only.

Fields marked with (*) on this form are mandatory and must be filled and photograph must be duly attested by HOD/Gazette officer. The complete application form is to be submitted personally at IT Cell between 10AM to 1PM and for any webmail services related issue(s), the concerned person will need to contact IT Cell on mentioned time.

The webmail account creation may take up to 2 working days from date of receipt of application.

In case of **misuse/share**, the webmail account may be closed without any notice. The university may initiate disciplinary actions against you as deemed appropriate.

The application is subject to verification of contents filled in and T&Cs acceptance by the applicant mentioned at page no. 2 and 3.

(For Office Use Only)

<u>(For Office Use Only)</u>	
Application No.	
Webmail ID allotted	@cdlu.ac.in
Remarks, if any	

(To be filled in by the Staff Member/Scholar/Student IN UPPER CASE ONLY)

*Name

*Father's Name

*Paste your
recent passport
size photograph

*Applicant's
Category

(attach ID Proof)

Regular
Employee
(Teaching)

Regular
Employee
(Non-Teaching)

Scholar/
Student

APC/PTT

*Employee ID No./
Student/Scholar
ID No.

*Registration No.
(in case of student/
scholar)

Aadhaar No.

*Date of Retirement (For emp.)/ APC/PTT check out date/ Course completion year (For scholars/students)	
*Course/Designation	
*Department/Branch/Office	
*Mobile No.(10 Digit)	
*Alternate E-mail Address	
*Local Address	
*Purpose for Applying (official/educational/research)	

Terms & Conditions of using the webmail services under Google (G Suite) for Education subscription in the University:

1. The webmail services (example@cdlu.ac.in) and other services like Google Meet, Google Classroom, Google Drive and docs, Google+, Google Calendar, YouTube etc. are provided by the Google Corp. to the University with G Suite for Education subscription, associated with University domain (cdlu.ac.in) for using educational purposes only. Hence, the user will be bound to use the mail services and other associated services provided by the Google for office use/academic coursework/research purpose only, at the sole discretion of the university authorities.
2. The services/products as provided by Google under G Suite for Education subscription, shall not be used, in any case, for commercial or personal purposes.
3. All the data stored in the user mails, drive, docs will be stored on the Google cloud space and the IT Cell has no access of the user data, except the user itself, who has full access of its account. Hence, IT Cell will not be responsible, in any way, for any loss or breach of user data at any stage.
4. No personal or sensitive information such as passwords, debit card detail, credit card detail, bank accounts detail, PIN and etc., should be stored, in any form, on the cloud space provided by the Google with G Suite bundle, while using Google G Suite mails, drives, docs vault etc. In case of breach of any personal data/information stored on the space associated with your webmail under Google G Suite for Education, the user will be solely responsible for that. The IT Cell will not be responsible, in any way, for any type of loss or breach of user data.
5. Never share your passwords/credentials of your mail account of G Suite subscription to any other person, as all the other services like Google Drive, Google Docs, Google+, etc. are associated with this mail account. In case of sharing of password with anyone, he or she may access your all the data available in your mail account and its associated services. Hence, always use a strong, unique password to protect your online accounts.

6. Your email account may not be used to send out mass emails to large numbers of recipients. That's considered spamming and may result in your email account being disabled. The sending, whether on the internal email system or externally, of bulk unsolicited mails, commercial advertising of other businesses, mail-flooding, or excessive cross postings on newsgroups (called spam) may be treated as non-educational act.
7. This service shall not be used in any manner to violate, or encourage the violation of, the legal rights of others, for any unlawful, invasive, infringing, defamatory, or fraudulent purpose, to intentionally distribute viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature.
8. The University reserves the right to restrict or otherwise control the use of any services or products bundled with G Suite for Education subscription to any or group of users, if needed.
9. The use of these services shall not infringe any legislation nor any other University policy or rules; and the user will be abide with the legislation includes Information Technology Act 2000, Google Terms of Service, Google Privacy Policy, G Suite Acceptable Use Policy (AUP) and all the acts relevant to mail server use in practice.

UNDERTAKING

I hereby declare/undertake that:

1. The above information furnished by me is correct to the best of my knowledge.
2. I shall be abide with all the above mentioned Terms & Conditions, while using webmail services and its associated services in the university campus as well as outside the campus.
3. I will not use the webmail services and its associated services for unlawful, unauthorized access and any type of other unlawful online activities etc., which are punishable act and will be sole responsible for the same.

Place:

Date:

(Signature of the applicant)

RECOMMENDATIONS OF THE HEAD OF DEPARTMENT/BRANCH OFFICER

1. In case the applicant is an employee of the university

It is certified that Dr./Mr./Mrs./Ms. _____, _____ (Post) is the _____ (Regular – Teaching or Non-Teaching/Assistant Professor (Contact)/Part Time Teacher/Outsourcing) employee of the _____ (Department/Branch). I have no objection for issuing him/her the webmail ID for the purpose. The particulars filled in by the concerned employee are verified as per office record.

2. In case the applicant is student/scholar of the University

It is certified that Dr./Mr./Mrs./Ms. _____ S/D/O _____ is the bonafied scholar/student of the Department. I have no objection for allotting him/her the webmail ID for the purpose. The particulars filled in by him/her are verified as per office record.

**(Signature of the Head)
with stamp**