

## **Submitted – Staff (Non Teaching)**

Date:

### **Request for New E-mail Account of college domain**

|  |  |
|--|--|
| Name   |  |
| Designation  |  |
| Department   |  |
| Mobile Number  |  |
| E-mail Id [ Personal email-id]   |  |
| Biometric ID [ For MCE Leave App]  |  |
| Status   | Permanent / Contract                   |
| I will use the facility for legal and ethical purposes only. I will be responsible for any activity done using this email account. I will abide by all the rules pertaining to the facility given. |  |
| Signature of Employee  |  |
| Signature of the HOD with Seal   | Signature of the Principal with Seal   |
| <b>For Office Use</b>  |  |
| Created email-id   | @mcehassan.ac.in                       |
| Account created on:  | Signature of the Network Administrator |