

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	
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
For Office Use	
Created email-id	@mcehassan.ac.in
Account created on:	Signature of the Network Administrator