

**Office of Dean (Research)**

# Requisition form for creating new E-mail account

Date:

1. Name :
2. RRN :
3. Department **:**

Name of the course : M.Phil /Ph.D (Part Time) Ph.D(Full Time)

1. Faculty
2. Student
3. Visiting faculty

Duration **:** From: To:

1. Personal ID **:**
2. Preferred User ID **:**
3. Phone No. /Cell .No. **:**
4. Others (Specify)
5. Signatures a) Requested by Candidate **:**

b) Supervisor **:**

Seal Signature of the H.O.D / Dean

**For Office use:**

* 1. Request received on **:**
  2. Work completed on **:**
  3. Created E-Mail id **:**

Signature

## Note: