



Birla Institute of Technology

Mesra, 835215

UNDERTAKING FOR INSTITUTE EMAIL ACCOUNT

I _____ S/o Shri _____ Institute Roll No _____
undertakes that _____ (institute email) is allotted to me in the domain bitmesra.ac.in.
I will immediately change allotted email password and will be responsible to maintain the privacy and integrity
of my allotted email. I will never use official email id allotted to me in case I passed out from this organization
and inform at webmaster@bitmesra.ac.in

Attachments

- Attach a Xerox copy of your Institute Identity card / Library Card with this application.

Further I will act upon the following email usage policy rules.

- I will use my institute email only for official communication.
- I will never respond to an unexpected email or web site that asks my personal information or account login details.
- I will never click on suspicious email link and message through my email account.
- I will delete old/unused emails regularly from my email account for better utilization of web space.
- I will never be involved in any spam activities through my institute email.
- I will not indulge in unlawful activities through my institute email.

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Signature of Head / In-Charge / Director (with stamp)

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Signature of Webmaster

Signature

Name:.....

Permanent Address:.....

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Mobile:.....

Present email:

(Out of BIT Mesra domain)