

BANKURA UNIVERSITY

Application for Institutional Email Address with domain **bankurauniv.ac.in**

To  
The Registrar  
Bankura University

Sir,

I ....., a Research Scholar in the Department of ..... bearing registration number....., hereby requesting you to provide me an Institutional Email Id for my research purpose.

I shall abide by the Terms and Conditions laid down below:

Terms and Conditions:

1. The official university email address is provided to the research scholar solely for academic and research-related communication.
2. The university retains ownership of the email address and has the right to revoke access or change the email address at any time, particularly upon termination of affiliation with the university.
3. The email address should only be used for official university business, including communication with faculty, staff, and fellow students, as well as for accessing university resources such as library databases, online learning platforms etc.
4. Activities such as spamming, phishing, harassment, or any other misuse of the university email address are strictly prohibited and may result in disciplinary action
5. Research scholars may be required to comply with security measures such as enabling two-factor authentication and regularly updating passwords to protect the integrity of the university's network and sensitive information.
6. The university retains ownership of the email address and reserves the right to deactivate or delete email accounts that have been inactive for a certain period or upon the request of the research scholar or their supervisor.
7. Research scholars are expected to comply with all relevant laws and regulations governing the use of electronic communication, including but not limited to copyright laws, data protection laws, intellectual property rights etc.
8. The university reserves the right to modify the terms and conditions related to the use of official email addresses for research scholars, with or without prior notice.
9. All emails sent from the University email accounts should adhere to professional standards of communication.
10. Ph.D. scholars must exercise caution when sharing sensitive or confidential information via email.
11. Bankura University reserves the right to monitor email usage for compliance with this policy and applicable laws.
12. Any violations of this policy may result in disciplinary action, up to and including revocation of email privileges and other academic sanctions.

\_\_\_\_\_  
Signature of the Research Scholar

\_\_\_\_\_  
Signature of the Supervisor with Seal

Verified by

\_\_\_\_\_  
Research Office