



**COMPUTER CENTRE  
ASSAM UNIVERSITY SILCHAR  
SILCHAR - 788011**

**Email Account Registration (EAR) Form**

First Name & Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Department/Centre/Section: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

(Active ID to be given)

(Active No.)

| <b>For all Students</b>                   | <b>For all Staff Members (including Teaching /Non-Teaching/Contractual)</b> |
|---|---|
| Course Name: _____                        | Designation: _____  |
| Year of Regn/Prov. Regn: _____            | Date of Joining: _____  |
| Expected Date/ Year of completion: _____  | Completion of Contract: _____   |
| Hostel No: _____<br>(For Hostellers only) | (For Contractual Only)  |

**TERMS & CONDITIONS**

1. Photocopy of the University ID must be enclosed with this form
2. For authentication the User ID & Password will be given only through the given Email address.
3. It is mandatory to change the password after first LOGIN.
4. Computer Centre shall not share any user information with anyone unless authorized.
5. The User shall remain solely Responsible and Accountable for any type of misuse of his/ her account. Any kind of misuse will lead the account to be deactivated whenever needed.
6. Any kind of Misuse may lead to Legal consequences as per IT ACT 2000 and 2008, etc.
7. All actions on internet are punishable in the same manner as if done in the physical space.

**UNDERTAKING**

1. I undertake that I would keep my password secret and I also understand that it is my responsibility to maintain its secrecy and I assume full responsibility for the same from the moment the password is given to me.
2. I also understand that if an unauthorized person accesses the account on my password, I will be called to question and would have to own responsibility for the same. I have put my signature onto this application form to acknowledge this accountability/responsibility.

**Note:**

1. While registering **Research Scholars** the account would be created as: [firstname.lastname@aus.ac.in](mailto:firstname.lastname@aus.ac.in)
2. In case the above nomenclature becomes common for more than one scholar then the account would be created as: [firstname.lastname1@aus.ac.in](mailto:firstname.lastname1@aus.ac.in); [firstname.lastname2@aus.ac.in](mailto:firstname.lastname2@aus.ac.in); etc.
3. Temporary/ Guest Faculty/ Contractual Staff/ JRF/ RA are required to renew their email account every year.

I declare that I have read and understood the instructions and also undertake to abide by all the above rules and regulations.

(Signature of the Supervisor with date)

(Signature of the applicant with date)

Name of the Supervisor: \_\_\_\_\_

Countersigned by  
Head of the Dept/Controlling Head with date and Seal

**For Computer Centre Use Only**

Email ID Assigned: \_\_\_\_\_

Temporary Password: \_\_\_\_\_

(Signature of Issuing Officer)

Director, Computer Centre