



**Deen Dayal Upadhyaya Gorakhpur University  
Gorakhpur-273009, Uttar Pradesh, India**

**Application form for DDUGU Institutional E-mail account  
for Research Scholar/PostDoctoral Fellow**

Please read the terms and conditions given below. Please fill in the form in **block/capital letters** only and have both the pages duly signed by the applicant and forwarded by the HOD of the concerned department. The form should be submitted to the Website Incharge, DDUGU, Room No. 4, ITC Cell and copy of same should be sent through email at [itccell@ddugu.ac.in](mailto:itccell@ddugu.ac.in) and [admin@ddudu.ac.in](mailto:admin@ddudu.ac.in) failing which the account shall not be created/ activated.

\*All fields are mandatory

Name	Dr. /Mr./ Mrs./ Ms.	
Designation		Affix Photo
Department		
Address		
Mobile No.	+91-	
Personal Email Address		
Date of Birth		Enrollment No. if any
Period of Activation	From [ ] to [ ]	
Email Address (15 char. Max. before @)	.....@ddugu.ac.in (leave blank, as per DDUGU nomenclature policy)	

DDUGU Gorakhpur shall not be responsible for the content of the mails being delivered through gateway/server. I hereby declare that I have thoroughly read the terms and conditions overleaf and I agree to abide by them.

The mail server for per-user quota is only for 2 GB. Please maintain the Inbox.

**Signature of the Applicant**

**Date:**

**Approval of Supervisor/HOD with Sign and Seal**

## TERMS & CONDITIONS

1. The duly signed and filled form may be submitted at ITC cell, DDUGU, Gorakhpur only.
2. Email User ID and Password should be kept secret and should not be shared with others even if request on phone or email. The format of email id will be as: [username.student@ddugu.ac.in](mailto:username.student@ddugu.ac.in)
3. Not adhering to proper log in and out, the Email account may be compromised by hackers and the hacker can use the same account for sending spurious emails. DDUGU, Gorakhpur is neither responsible nor accountable for this type of misuse of the compromised email accounts.
4. Do not open any attachments unless, it has come from a known source. In fact, delete those mails which are not relevant to you as and when you receive it. They might contain a virus or malicious code that will infect your computer/ tablet/ smart-phone and destroy or steal your data.
5. Install all the Operating System Updates/ Patches and Antivirus software on your computer/ tablet/ smart- phone with latest definitions and update the same on regular basis.
6. DDUGU, Gorakhpur shall not be responsible for the contents that are being sent as part of the email. The views expressed are solely that of the originator i.e. user e-mail.
7. User is solely responsible for his/her data. In case, he/she accidentally deletes data, he/she will not ask University to restore it. Hence, it is advised that regular backup of email data be taken by the end-user using any Desktop based Email Client like MS-Outlook, Thunder bird etc.
8. ITC cell, DDUGU, Gorakhpur will take all possible measures to prevent data loss. However, due to unforeseen technical issues, if the same happens, University should not be held responsible.
9. Email account will be automatically deactivated, if not used continuously for 45 days. The same shall be automatically suspended, if not used for 90 days and data loss, if any, shall be the responsibility of the end-user.
10. For security reasons, ITC cell, DDUGU, Gorakhpur will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority.
11. The applicant will take **No-dues** before leaving the university. User may take necessary backup after before taking **No-Dues**.

**Signature of the Applicant**

--- For Office Use Only ---

<b>Account Type</b>	
<b>Email ID Created</b>	
<b>Remarks (if any)</b>	

**Signature of In-charge (e-mail Services) with Name & Designation**