



# Birla Institute of Technology

## Mesra, 835215

### UNDERTAKING FOR INSTITUTE EMAIL ACCOUNT

I \_\_\_\_\_ S/o Shri \_\_\_\_\_ Scholar No./Employee ID \_\_\_\_\_ 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 quit this organization and inform at [webmaster@bitmesra.ac.in](mailto:webmaster@bitmesra.ac.in)

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)

Signature

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Signature of Webmaster

Name:.....

Permanent Address:.....

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Mobile:.....

Present email: .....

(Out of BIT Mesra domain)