

REQUEST FOR AN SPA EMAIL ID

(To be forwarded in pdf format to headcass@spa.ac.in)

I _____ R/O _____
_____ have been identified by the
Department of _____, SPA, New Delhi as a student/ Research
Associate/ Visiting Faculty/ Contract Faculty/ Ph.D Scholar for the _____
semester/ Project titled _____ and shall be attending
classes/ conducting research work/ attending online studios /lecture for the class/ subject
_____ for _____ (year) _____ (section).

Kindly issue me an official email id on the domain spa.ac.in and forward it to my current
email id _____

I undertake to use assigned email id only for the academic/ official purpose for which it has
been issued and not use it for any professional or personal transactions.

I have been informed that the email id will be blocked/ suspended on the completion of the
semester. I therefore undertake to store all data and assignments sent to the box or
uploaded on the associated drive for any required retrieval at a later stage well before the
email id is blocked; the School will not be responsible for any shortcomings on this front and
also not responsible for any communication through this email id.

I will get this email id surrender after the completion of the course semester/ tenure etc.

Name _____ Mob Number _____

Signature _____ Enrollment No./App. No. _____
Date _____

The request for SPA email id may be entertained as _____
(name) is a student/Research Associate/ Ph.D Scholar/ as a part of studio team for the
_____ Semester.

Class in Charge/ Project in Charge/ Studio in Charge/ Ph.D guide _____

Signature & date _____

RECOMMENDED / FORWARDED

HOD/ Section Officer/ Unit in Charge _____

Signature & date _____

Approved

Head CASS _____

Signature & date _____

Email Id issued _____

Temporary Password _____

Note: User is requested to change the password at the login.

Signature of user with date