

**REQUEST FOR AN SPA EMAIL ID**

(To be forwarded in pdf format to [r.biswas@spa.ac.in](mailto:r.biswas@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