

VIDYAA VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY

TIRUCHENGODE – 637 214



Application form for creating a New e-Mail Account in “vvcet.ac.in”

1. Staff / Student ID* [e-Mail account will not be created without ID]: Yes / No
2. Employee No. / Admission Number : _____
3. Faculty Code / Register Number : _____
4. Name: _____
[Dr. / Mr. / Ms. / Mrs. First Name Middle Name Surname]
5. Designation / Name of the Course :
6. Name of the Department :
7. Mobile Number / Contact No. :
8. Current e-Mail account if any : _____
9. Preferred e-Mail ID : a) _____@vvcet.ac.in
b) _____@vvcet.ac.in
c) _____@vvcet.ac.in
10. Alternate e-Mail address, if any, for correspondence: _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

**Signature of the HoD
With Seal**

**Signature of the Applicant
With Date**

FOR OFFICE USE

User ID Creation : _____

Assigned Login ID : _____

Remarks : _____

Name of the Administer : _____

Signature of the Administer : _____

Date : _____

**Principal
(Granted)**

e-Mail Terms and Conditions

1. Users are requested to keep the given user ID and Password a secret.
2. Please change your password at least once in every three months.
3. Do not open any attachments unless, it has come from a known source. They might contain a virus that will corrupt your computer.
4. Users are requested to install the Antivirus software and update periodically in their system.
5. Users are responsible for saving email messages as they deem appropriate.

Messages will be automatically purged from folders as follows:

Inbox - 6 months

Sent - 4 months

Trash - 2 Month

6. a) If the e-Mail is not accessed for 6 months, the account will be deactivated.
b) e-Mail ID will be deleted after a period of 6 months from the date of deactivation if no request for activation is received.
7. Keep the password confidential.
8. Contact our 24x7 support if you have any problems. Phone 04288 – 282222 Ext. No.220 or you can send mail to administrator@vvcet.ac.in