

## Submitted – Staff (Teaching)

Date:

### Request for New E-mail Account of college domain

Name	
Designation	
Department	
Mobile Number	
E-mail Id [ Personal email-id]	
AICTE ID or Biometric ID[For MCE Leave App]	
Status	Permanent Faculty/ Guest Faculty
I will use the facility for legal and ethical purposes only. I will be responsible for any activity done using this email account. I will abide by all the rules pertaining to the facility given.	
Signature of Employee	
Signature of the HOD with Seal	Signature of the Principal with Seal
<b>For Office Use</b>	
Created email-id	@mcehassan.ac.in
Account created on:	Signature of the Network Administrator