

REQUEST FOR AN (.gcarch.edu.in) EMAIL ID

I _____ R/O _____
_____ have been identified as a student/ Research Associate/ Visiting Faculty/ Contract Faculty/ Ph.D Scholar for Semester ___ of B. Arch / M. Arch / PhD Programme / Project titled _____
_____ at Goa College of Architecture, Panaji Goa and shall be attending classes/ conducting research work/ attending online studios / conducting lecture for the course _____ during _____ (academic year).

Kindly issue me an official email id on the domain gcarch.edu.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 academic term. 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; Goa College of Architecture 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 surrendered after completion of the course/semester/ tenure etc.

Name _____ Mob Number _____
Signature _____ Enrollment /App. No. _____
Date _____

The request for **(.gcarch.edu.in)** email id may be entertained, as _____
(name) is a student/Research Associate/ Ph.D Scholar/ a part of studio team for the _____ Semester for _____ (academic year).

Year / Studio / Project Coordinator/Ph.D guide _____

Signature & date _____

RECOMMENDED / FORWARDED

Principal / HOD / Section Officer _____

Signature & date _____

APPROVED

System Analyst _____

Signature & date _____

Email Id issued _____

Temporary Password _____

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

Signature of user with date