



Kashmir Government Polytechnic College

Recognised by the J&K Government, Approved by AICTE &
Affiliated to the Jammu & Kashmir State Board of Technical Education

Institutional E-Mail ID Registration Form

★ **Note:** Write all details as per college records.

Name: _____

Parentage: _____ Date of Birth (DD/MM/YYYY): _____

Gender: Male | Female | Transgender

Address: _____ District: _____

UT: _____ Jammu and Kashmir _____ Pincode: _____

Department: _____ User Type: Student | Faculty

Employee Code / Roll No: _____ Semester (For Students Only): _____

Date of Admission (For Students Only): _____

Existing E-mail Id: _____ Contact No: _____

Alternate Contact No: _____

1st Preferred E-mail Id*: _____ . _____ @kgpsrinagar.edu.in

2nd Preferred E-mail Id*: _____ . _____ @kgpsrinagar.edu.in

* Instructions:

For Students:

- **First blank:** Write your **Roll Number**
- **Second blank (after the dot):** Write your **Department Code** (see list below)
- **Example:** If a student with **Roll No. 123456** is from **Computer Engineering**, their email should be: **123456.CSE@kgpsrinagar.edu.in**
- If a student wants an email in the format **name.department@kgpsrinagar.edu.in**, they must obtain **special permission** from both the **HOD and Principal**.

For Faculty:

- **First blank:** Write your **Full Name or Part of Your Name**
- **Second blank (after the dot):** Write your **Department Code** (see list below)
- **Example:** If **John Doe** is from **Mechanical Engineering**, his email should be: **JohnDoe.ME@kgpsrinagar.edu.in**
- If a faculty member requires an email with only their **name@kgpsrinagar.edu.in**, they must obtain **special permission** from the **College Principal**.

Department Codes:

- **CE** – Civil Engineering
- **CSE** – Computer Engineering
- **IT** – Information Technology
- **EE** – Electrical Engineering
- **ECE** – Electronics & Communications Engineering
- **ME** – Mechanical Engineering
- **AE** – Automobile Engineering
- **LT** – Leather Technology
- **WT** – Wood Technology

Terms and Conditions for College Email ID Registration

Please read the following terms and conditions carefully before proceeding with the registration form to obtain a college email ID. By submitting this form, you acknowledge your understanding and agreement to these terms.

I, _____, hereby agree to abide by the following **Email Account Usage Policy / Terms and Conditions** for accessing the email services provided by **KGP Srinagar**.

1. Email ID Usage

1. The college email ID is strictly for **official communication, academic purposes, and research activities**.
2. Users must ensure that all communication through the college email aligns with **institutional policies, ethical standards, and legal regulations**.
3. Misuse of the email ID, including unauthorized activities, commercial usage, or sharing confidential college data, is **strictly prohibited**.

2. Confidentiality, Security, and Monitoring

1. Users are responsible for maintaining the **confidentiality and security** of their email ID and password.
2. **Sharing login credentials** with unauthorized individuals is strictly prohibited and may result in **account suspension or disciplinary action**.
3. **The IT Department reserves the right to monitor all email communications, Google Drive data, and other Gmail-related services for security reasons, as mandated by institutional and government policies.**
4. Users **explicitly agree** that their college email account and associated services (Drive, Docs, Chat, Meet, etc.) may be **monitored and audited** for cybersecurity purposes in compliance with the policies of **Jammu & Kashmir, Government of India, and national security regulations**.
5. Any **suspicious activity, security breach, or misuse** will be reported to the **College Administration, Law Enforcement, and Cybersecurity Agencies** for necessary action.

3. Strict Prohibition of Impersonation, Spam, and Unauthorized Emails

1. **Sending spam emails, bulk messages, phishing attempts, or any unauthorized promotional content is strictly prohibited.**
2. **Impersonation of any college authority, faculty member, staff, or another student via email is a serious offense.**
3. **Sending fraudulent emails pretending to be from the college administration, IT cell, faculty, or any official department will be treated as cyber fraud and will result in legal consequences.**
4. **Any attempt to mislead, scam, or spread false information using the college email system is a punishable offense.**
5. **If a student or faculty member is found violating these rules, their email access will be permanently revoked, their admission or employment will be canceled, and strict legal action will be taken as per the IT Act 2000 of India and other relevant laws.**

4. Disciplinary Actions & Legal Consequences

1. **Violation of these terms may result in immediate account suspension, disciplinary action, or expulsion.**
2. **For Students:** If found violating these terms, the student's **admission will be canceled**, and legal action will be taken as per **Indian Cyber Law (IT Act 2000) and relevant national security laws**.
3. **For Faculty & Staff:** If found violating these terms, the faculty/staff member may face **termination of employment**, legal action, and reporting to the concerned **law enforcement agencies**.
4. **The college administration and IT department reserve the right to take legal action, including FIR registration, against individuals found engaging in cyber threats, illegal activities, or security violations.**
5. **If any user is found engaging in email-based fraud, spam, or impersonation, their details will be shared with law enforcement agencies, and they will face strict legal action.**

5. Account Deactivation and Suspension

1. The college reserves the **right to deactivate or suspend** email IDs if any user is found violating these terms.
2. The **IT department and college administration** have the authority to **block, suspend, or disconnect email services** at any time if misuse is detected.
3. If required by **government authorities or law enforcement agencies**, user data may be **shared for security investigations**.

6. Data Privacy and National Security Compliance

1. Personal information provided during email registration will be handled in accordance with **applicable data protection laws and national security guidelines**.
2. The **IT department reserves the right to audit and review email usage logs to ensure compliance with government cybersecurity regulations**.
3. Any communication violating **Indian IT laws, Jammu & Kashmir security protocols, or national interests** will be reported to the **Cybersecurity Agencies & Law Enforcement**.

7. Limited Lifetime Access

1. **For Students:**
 - The college email ID will remain active **only for the duration of enrollment** at KGP Srinagar.
 - Access will be terminated **upon diploma completion or withdrawal** from the college.
 - If a student requires email access post-completion, **special permission from the Principal** is required.
2. **For Faculty & Staff:**
 - The college email ID is provided for the duration of **employment/service at KGP Srinagar**.
 - Upon resignation, retirement, or termination, the email account will be **deactivated** unless extended by the administration.

9. Policy Changes and Notifications

1. The college reserves the **right to modify these terms** at any time. Users will be notified of updates via their college email.
2. The latest **IT policies and email usage guidelines** will always be available on **itcell.kgpsrinagar.edu.in**.
3. Users are required to stay updated with any revisions and adhere to the modified policies.

10. Declaration & Agreement

1. I acknowledge that my **email account, Google Drive, and all associated Gmail services will be monitored by the IT department** for security purposes.
2. I understand that **national security laws of India, cyber regulations, and institutional policies apply to my email usage**.
3. I accept **full responsibility** for my college email ID usage and understand that **violating these policies may result in disciplinary action, suspension, expulsion, employment termination, or legal prosecution under Indian Cyber Law**.

Acknowledgment & Signatures

By signing below, I confirm that I have **read, understood, and agreed** to abide by the terms and conditions outlined in this document.

Verification Notice: *The IT team will verify the details provided. If it is found that the signature is not from the actual father/guardian or that the contact number is incorrect or belongs to someone else, the form will be rejected. The student will not be able to reapply, and legal or disciplinary action will be taken.*

For Students & Faculty

User's Signature: _____
Date: _____
Place: _____

For Students (Parent/Guardian's Consent Required)

Father's / Guardian's: _____
Contact No (If student) : _____
Date: _____
Place: _____

Approval Section

HOD's Signature: _____
HOD's Name _____
Date: _____

Principals Approval

Not required / Not Mandatory (Required for Special Permission Only)

Principal's Signature & Official Seal: _____
Principal's Name: _____
Date : _____

Final Submission

After obtaining the required approvals, the applicant must scan and email the signed application form to **itcell@kgpsrinagar.edu.in** and submit a hard copy to the concerned HOD. The IT team will then verify the application and forward it to the department for further verification. Once the verification process is completed, the applicant will receive their user credentials via the registered email. Any issues can be addressed by contacting **itcell@kgpsrinagar.edu.in**, and all communication regarding this application should be conducted through the email provided in the form. Failure to comply with these procedures may result in rejection of the request.