राजस्थान विश्वविद्यालय
University of Rajasthan

Application form to create e-mail id account on University of Rajasthan Daak Server

Please read the terms and conditions given below. Please fill the form in **BLOCK/ CAPITAL LETTERS** only and the filled application form, both the pages duly signed and stamped by the applicant and HOD of the concerned department, should be submitted to Email Administrator, Infonet Centre, University of Rajasthan, and copy of same may be sent through email at **infonet@uniraj.ac.in** failing which the account shall not be created/activated.

All fields are mandatory

Name	Prof./ Dr. /Mr./ Mrs./ Ms.	
Designation		Affix Photo
Department		
Office Address		
Telephone (O)	**Mobile No.** +91-	
Personal Email Address		
Date of Birth	/ /	**Date of Retirement/ Contract End Date** / /
Email Address Type	[ ] Name based [ ] Designation based	
Preferred Email Address (15 char. Max. before @)	……………………………………..………………………@uniraj.ac.in	

Note: The Email address will be generated based on the availability on first come first basis and University of Rajasthan naming policy. The E-mail ID should not be used for sending personal/ promotional/ marketing mails but official communication only.

University of Rajasthan shall not be responsible for the content of the mails being delivered through gateway/ server. I hereby declare that I have thoroughly read the terms and conditions overleaf and I agree to abide by them.
*The mail server for per user quota is **300 MB** only. Please maintain the Inbox.*

Signature of the Applicant with Seal
Date:

Approval of HOD with Seal/ Sign.

TERMS & CONDITIONS

1. Email User ID and Password should be kept secret and should not be shared with others even if request on phone or email. The format of email id will be as: ***username@uniraj.ac.in***

2. Incoming emails **POP3** Server address is: **daak.uniraj.ac.in**   and port number is: **110**

3. Outgoing emails for **SMTP** Server address is: **daak.uniraj.ac.in**   and port number is: **465**
   [For SMTP configuration setup with other MTA, always check SSL option as secure connection]

4. Not adhering to proper log in and out, the Email account may be compromised by hackers and the hacker can

use the same account for sending spurious emails. University of Rajasthan is neither responsible nor accountable for this type of misuse of the compromised email accounts.

5. Do not open any attachments unless, it has come from a known source. In fact, delete those mails which are not relevant to you as and when you receive it. They might contain a virus or malicious code that will infect your computer/ tablet/ smart-phone and destroy or steal your data.

6. Install all the Operating System Updates/ Patches and Antivirus software on your computer/ tablet/ smart-phone with latest definitions and update the same on regular basis.

7. University of Rajasthan shall not be responsible for the contents that are being sent as part of the email. The views expressed are solely that of the originator i.e. user e-mail.

8. By default, Webmail access (web browser based email) and Desktop based email client access shall be provided to all the newly created email accounts.

9. User is solely responsible for his/her data. In case, he/she accidentally deletes data, he/she will not ask University of Rajasthan to restore it. Hence, it is advised that regular backup of email data be taken by the end-user using any Desktop based Email Client like MS-Outlook, Thunderbird etc.

10. University of Rajasthan will take all possible measures to prevent data loss. However, due to unforeseen technical issues, if the same happens, University of Rajasthan should not be held responsible for the same.

11. Email account will be automatically deactivated, if not used continuously for 45 days. The same shall be automatically deleted, if not used for 90 days and data loss, if any, shall be the responsibility of the end-user.

12. For security reasons, Infonet Centre, University of Rajasthan will not share the details of Email Accounts and Email Addresses with anyone unless authorized by Competent Authority.

13. The mail server for per user quota is 300 MB only. Please maintain the Inbox.

--- For Office Use Only ---

Account Type	
Email ID Created	
Remarks (if any)	

Signature of In-charge (Mail Services) with Name & Designation