|  |  |  |
| --- | --- | --- |
| From  Soumitra Sarkar  M.A., M.Lib.Sc., Ph.D. D.S.A.  University Librarian  University of Calcutta | logo.png | **University of Calcutta**  Central Library  87/1 College Street  Kolkata – 700073  Phone : 033 2241 0071/4984  E-mail : univlibrarian@caluniv.ac.in  soumitrasarkar@caluniv.ac.in |

14 March, 2017

**Subject : Creation of institutional email id on *caluniv.ac.in* domain for**

**Research Scholars of University of Calcutta**

Dear Research Scholars,

To facilitate research work, it has been decided to create e-mail account on caluniv.ac.in domain for all research scholars of the University. **Please note that the email id allotted to a research scholar is valid only for the period of his/her research in the University and it should be used only for research related communication or Information access.** Please fill out the attached form and return it at **emailid@caluniv.ac.in**

Best wishes for success and excellence in all your endeavors.



(Soumitra Sarkar)

University Librarian

University of Calcutta

Copy to –

* The Vice-Chancellor
* The Pro-Vice-Chancellors
* The Deans of the Faculty Councils for Post Graduate Studies
* The Registrar
* The Secretary / Assistant Secretary, Faculty Council for Postgraduate Studies in Science, Engineering & Technology and Agriculture & Veterinary Science/ Faculty Council for Post-Graduate studies in Arts
* The Heads of all Academic and Administrative Departments

****

**Application form for institutional email id on caluniv.ac.in domain**

|  |  |  |
| --- | --- | --- |
| Name of the Research Scholar | : |  |
| Name of the Department | : |  |
| Address of the Department | : |  |
| Contact Number | : |  |
| Name of the Research Supervisor/ Joint Supervisor/ Associate Supervisor | : |  |
| Ph.D Registration Number | : |  |

Date: Signature of the applicant

Certified that the information furnished above is correct and complete and the researcher may be allowed to use the **institutional email id**.

Signature & Seal of the Supervisor/ Joint Supervisor/ Associate Supervisor

Forwarded by

The Secretary / Assistant Secretary/ Faculty Council for Postgraduate Studies in Science, Engineering & Technology and Agriculture & Veterinary Science/ Faculty Council for Post-Graduate studies in Arts

Date: Signature & Seal

***Your user name and password shall be informed on alternative e-mail account. Please provide your alternate email address (gmail, yahoo, rediff, etc.) for communication. Please do not share your password to anyone.***