

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

Institute Networking Scheme

USER ACCOUNT REQUISITION FORM

All the faculties, officers and staffs are required to fill up this form for getting user account to access Institute Network facilities. User can get access of full Internet facilities that includes E-mail, Web and many more.

1. Name of the user :
2. Designation :
3. Account Name :
4. Location of your computer :
5. IP Address of your computer :
6. Host name of your computer :
(INS has right to assign/modify the host name suggested by the user)
7. Facilities that you want to access :
8. Physical Address/Mac Address of Ethernet Card :

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- IP addresses have been assigned to each dept. and sections. Users are required to get this address from the concerned head of the dept./section.
 - Interested Faculty and associated staff have to send this form through the concerned HODs.
 - Interested Administrative Officer/Staff has to send this form through Dean Admin.
 - Users are required to use local emailing facilities. It is not in national interest to use foreign E-mail account even if it is free.
 - User will have to obey the guidelines and restrictions issued time to time by Institute Networking Scheme.
 - In case of any difficulty or problem, INS team can be contacted without any hindrance.

Signature of HOD/Dean (Admin)

Signature of User