



# INDIAN STATISTICAL INSTITUTE

(DELHI CENTRE)

7 SJS SANSANWAL MARG, NEW DELHI – 110016 (INDIA)

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E-mail: ccsupport@isid.ac.in

DATE: \_\_ / \_\_ / \_\_\_\_

## COMPUTER CENTRE

### Access Request Form

Paste Your  
Latest  
Photograph  
here

- Name :
- Department/Unit :  EPU  SMU  SQC  PPRU  Others
- Employee/Staff :  REGULAR  CONTRACTUAL  PROJECT STAFF  
Preferred E-mail ID (Employee/Staff only): .....@isid.ac.in
- Student :  YES  NO  
Name of the course: Duration: From: To:
- Visiting Faculty/Scientist/Post Doc/RA :  YES  NO  
Duration: From: To:
- Others (Specify) :
- Signatures of Head of the Unit/Project/Department/Associate Dean-Acad. Affrs:
- Details of the Wi-Fi/LAN Device:

Sr. No.	Device Type	MAC Address

For Office use:

- Request received on:
- Work completed on:

Signature:  
(Computer Centre)

## **General Terms and Conditions:**

Note. Terms and Conditions are subject to change from time to time

1. Computer Centre does not take responsibility for any kind of loss of data of any user due to power failure or any other unforeseen circumstances. It is advised that user take back up of his/her important files periodically.
2. It is advised to change your password at least once in 150 days for your e-mail id and it should be at least 8-character long with a combination of lower, upper, numeric and special character etc.
3. Indian Statistical Institute-Delhi Centre is neither responsible nor accountable for any type of misuse of the compromised accounts. Gross misuse in case of Network / Email id will lead the account to be deactivated and deleted whenever detected.
4. User is advised to immediately inform Computer Centre in such cases to avoid account deactivation.
5. Users are requested to install antivirus software and update them regularly.
6. **Users are forbidden from use of unauthorized hardware, pirated software, and unauthorized copyrighted materials.**
7. Installation and use of hardware, software that disrupts the Institute network and Computer Centre services is not permitted and is considered as a computer abuse and the Institute has the right to take appropriate action.
8. You must take the No-Dues Certificate from Computer Centre at the time of leaving the Institute.
9. The Wi-Fi enablement under the password is exclusive to you. You will be solely responsible for its use and wrong use.
10. In case you have to install/use your own Wi-Fi in the Institute Network, then at first you require to inform the Computer Centre and after getting the details registered with Computer Centre, then only you can use your personal Wi-Fi. The SSID name you choose should not give away any personal information or objectionable name etc. e.g. If you live in Hostel-Room No. 201, then you have to name your network "Hostel-Room 201".
11. It is informed that any action or communication, spoken or in writing or by photo images done through internet, whether by email or by Wi-Fi will be attributed to you even if it has been done using your password unauthorizedly or with your consent.
12. You should always understand that it would be presumed that you are aware of the legal consequences of any wrong use of network / internet etc.
13. All actions on internet are punishable in the same manner as if done in the physical space.
14. I undertake that I would keep my password secret for email and/or Wi-Fi and I understand that it is my responsibility to maintain its secrecy and I assume full responsibility for the same from the moment the password is given to me.
15. I also understand that if an unauthorized person accesses the email or internet on my password, I will be called to question and would have to own responsibility for the same.

**I have read and understood the instructions.**

(Signature of the User with date)

Alternate E-mail id:

Mobile No.