

To
The Librarian
Bidhan Chandra Krishi Viswavidyalaya
Mohanpur, Nadia, PIN :741252

Sub : Application for Institutional Email Id

Sir,
I am a bonafide student of this university and for my study and research purposes I need an institutional email id.
Required details are given below for your kind perusal.

i. **First Name** (In Capital Letters) : _____

Middle Name (In Capital Letters) : _____

Surname (In Capital Letters) : _____

ii. **Course of Study** : M. Sc./M. Tech./Ph. D Duration: _____ to _____
(dd/mm/yyyy) (dd/mm/yyyy)

iii. **Department** : _____

Faculty : Agriculture / Horticulture / Agricultural Engineering

iv. **Registration number of present course** : _____

v. **Mobile Number** : _____ or _____

vi. **Existing Email Id** : _____
(In Capital Letters)

I request you to kindly provide me an email id.

Thanking you,

Place: _____

Yours faithfully,

Date: _____

(Full Signature)

..... (For official use).....

Ref. No. _____

Date : _____

Recommended & Forwarded

Approved/Not approved

HOD/Supervisor
(with seal)

Registrar

Institutional e-mail id.....alloted on..... & remain active till.....