

Kathmandu University  
**ISMS**  
Dhulikhel, Kavre-Nepal  
E-mail Registration Form (Staff/Faculty)

Full Name: ..... Corresponding email Address: .....

Designation: ..... Dept. phone: ..... Library Member Code: .....

School of ..... Department: .....

Contract period: .....

\*all fields are compulsory

1. Email id will be assigned as firstname.lastname unless taken previously.
2. ISMS is not backing up an individual emails so Email users are responsible for backing up their individual messages and folders appropriate. (E.g. Outlook, thunderbird, pop account and third party software).
3. After the resignation or contract date is not renewed , email will be automatically eliminated after one month without prior notice.
4. All rules and regulations of KU IT policy are strictly followed.

I agree with the above mentioned rules and regulations.

Signature: .....

Approved by: HoD/Coordinator/ In-Charge/ CAO

Name: .....

Date: .....

Signature: .....

For ISMS official Use Only.

Issued By: .....

Name: .....

Date: .....

.....@ku.edu.np