



Institutional Email Opening Form
(For Teachers /Officers)

1.	Full Name	:	
2.	Designation	:	
3.	Name of the Department/Office/Section	:	
4.	Mobile Number	:	
5.	Email Address	:	(Institutional mail address activation link will be sent to this address)
6.	Institutional Email Format		_____@pust.ac.bd (first/lastname.short_form_dept/office@pust.ac.bd)

- If a teacher or officer resigns, retires, or is terminated from Pabna University of Science and Technology (PUST), the institutional email account of the person will be terminated within 15 days of the effective date of separation from service. (As per clause 6.a of the email policy of PUST)
- Each teacher or officer will get one institutional email account.(As per clause 3.b of the email policy of PUST)
- If a teacher/officer uses the institutional email address for any illegal activities, he/she will have to bear full responsibility for such kind of activities, and legal action might be taken against him/her as per applicable law. (As per clause 7 of the email policy of PUST)
- I agree to abide by all of the clauses of the email policy of Pabna University of Science and Technology (PUST).

(Signature of Applicant with seal)

(Signature of Head of the
Department/Office/Section with seal)

(For use of the ICT Cell Office)

Documents Checked By:

Action By

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Director, ICT Cell
Pabna University of Science and Technology