



**IT CELL**  
**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)

CDLU/ITCell/WiFi/2017/2435-2485

Dated: 22.05.2017

To

All the Chairpersons/Incharges,  
University Teaching Departments,  
CDLU, Sirsa.

All the Branch Officers,  
CDLU, Sirsa.

Sub: Revised proforma for "Internet Registration Form for Computer/Laptop" for access of internet services in the University Campus.

Sir/Madam,

Please find enclosed herewith the **revised proforma** for "**Internet Registration Form for Computer/Laptop**" for access of **internet services** in the University Campus.

You are requested to circulate the letter alongwith attached proforma amongst the staff members/students of your Offices/Departments for the purpose. The proforma can also be downloaded from the University website ([www.cdлу.ac.in](http://www.cdлу.ac.in)).

The proforma should be duly filled in by the applicant and recommended by the concerned Head of the Department/Branch and Hostel Warden (if Wi-Fi facility requires in Hostel) and may be submitted **personally** in the IT Cell, 2<sup>nd</sup> Floor, University Library, CDLU, Sirsa as per given Instructions in the proforma.

Yours faithfully,

D.A. As above.

Sd/-  
Coordinator(UCC)  
for Director(UCC)

Endst. CDLU/IT/WiFi/2017/2486-2488

Dated:22.05.2017

Copy of the above is forwarded to the following for information and further necessary action:

1. Computer Lab(UCC) for uploading the same on the University Website.
2. Notice Board.
3. P.S. to the Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), CDLU, Sirsa.
4. P.A. to the Registrar (for kind information of the worthy Registrar), CDLU, Sirsa.

D.A. As above.

Sd/-  
Coordinator(UCC)  
for Director(UCC)



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**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)  
(‘B’ Grade NAAC Accredited)

**INTERNET REGISTRATION FORM FOR COMPUTER/LAPTOP**

**Read the Instructions before filling the form**

Fill up the form in Capital letters only.

Fields marked with (\*) on this form are mandatory and must be filled and photograph must be duly attested by HOD/Gazette officer. The complete application form is to be submitted personally at IT Cell between 10AM to 1PM and for any wifi/internet related issue(s), the concerned person will need to contact IT Cell on mentioned time.

The account creation may take up to 2 working days from date of receipt of application.

In case of **misuse/share**, the account may be closed without any notice. The university may initiate disciplinary actions against you as deemed appropriate.

The account is subject to maximum daily data transfer limits as per the university policy.

**(For Office Use Only)**

<b>Unique Sr. No. allotted</b>	
<b>User Name allotted</b>	
<b>Password (Temporary Allotted) &amp; other Remarks, if any</b>	

**(To be filled in by the Staff Member/Student IN UPPER CASE)**

*Name	<input type="text"/>	<b>*Paste your recent passport size photograph</b>	
*Father's Name	<input type="text"/>		
*Applicant's Category <i>(attach ID Proof)</i>	<input type="checkbox"/> Employee (Teaching/Non-Teaching) <input type="checkbox"/> Student <input type="checkbox"/> Teaching Associate/Guest Faculty <input type="checkbox"/> Outsourced Employee		
*Employee No./Student Registration No.	<input type="text"/>		
*Aadhaar No.	<input type="text"/>		
*Date of Retirement (For Emp.)/ Course completion year (For Students)/ T.A./Guest Check out Date.	<input type="text"/>		
*Course/Designation	<input type="text"/>		
*Department/Branch/Office	<input type="text"/>		
*MAC Address (in 12 Digit)	<input type="text"/>	*Mobile No.(10 Digit)	<input type="text"/>
*E-mail Address	<input type="text"/>		
*Local Address	<input type="text"/>		
	<input type="text"/>		

\*Hostel Address


**UNDERTAKING**

**I hereby declare/undertake that:**

1. The above information furnished by me is correct to the best of my knowledge.
2. I will use the internet facility for office use/academic coursework/research purpose only, at the sole description of the institute authorities. The internet use will not infringe any legislation nor any other University policy or rules and I will abide with the legislation includes Information Technology Act 2000 and all the acts relevant to internet use in practice.
3. I will not use the Internet for unlawful data transfer, unauthorized access and other unlawful online activity etc., which are punishable act and will be sole responsible for the same.

Place:

Date:

**(Signature of the applicant)**

**RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT/BRANCH OFFICER/HOSTEL WARDEN**

**1. In case the applicant is an employee of the university**

It is certified that Mr./Mrs./Ms. \_\_\_\_\_, \_\_\_\_\_(Post) is the \_\_\_\_\_(Regular/Teaching-Associate/outourcing) employee of the \_\_\_\_\_ (Department/Branch). I have no objection for allotting him/her the user name and password for the internet use in the University campus. The particulars filled in by the concerned employee are verified as per office record.

**2. In case the applicant is student/scholar of the University**

It is certified that Mr./Mrs./Ms. \_\_\_\_\_ S/D/O \_\_\_\_\_ is the bonafied student of the Department. I have no objection for allotting him/her the user name and password for the internet use in the University campus. The particulars filled in by his/her are verified as per office record.

**3. In case the applicant is residing in the Hostel (If Wi-fi facility is also required in Hostel)**

It is certified that Mr./Mrs./Ms. \_\_\_\_\_ S/D/O \_\_\_\_\_ is the residing in the \_\_\_\_\_(Hostel Name) in Room No. \_\_\_\_\_. He/She will stay in the Hostel upto \_\_\_\_\_. I have no objection for allotting him/her the user name and password for the internet use in the University campus. The particulars filled in by his/her are verified as per office record.

**(Hostel Warden)  
(If Wi-Fi facility require in hostel)**

**(Signature of the Head)  
with stamp**