



Logical Access Request Form IT Services (For Students)

Access Request
Form No.

Personal Details in Capital Letters (To Be Filled By Student)					
Student Name:					
Session & Batch:		Roll No:			
Specialization if any		Date of Admission:			
Email Address					
Access Request:	<input type="checkbox"/> Domain	<input type="checkbox"/> Email	<input type="checkbox"/> Internet	<input type="checkbox"/> VPN	<input type="checkbox"/> Turnitin
Type of Access: (To be filled by IT Officer)	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (Duration From ___/___/___ to ___/___/___) <input type="checkbox"/> Contractual <input type="checkbox"/> Vendor Personnel <input type="checkbox"/> Contractors				
To be Filled by IT Officer					
<input type="checkbox"/> Administrator	<input type="checkbox"/> Power User	<input type="checkbox"/> Network User	<input type="checkbox"/> Guest Access		
Student Section Approval (For Day-Scholar)					
Name	Designation	Signature	Date		
Reason if Disapproved:					
Hostel Warden Approval (For Hostelites)					
Name	Designation	Signature	Date		
Reason if Disapproved:					
To Be Filled By The Respective IT Officer (After Granting Access)					
Access to Application Granted	Name	Designation	Signature	Date	
User ID:					
Expiration Date:					
Verification Director(I.T)					
Name	Designation	Signature	Date		
Remarks:					