



**Bharatiya Vidya Bhavan's**  
**Sardar Patel College of Engineering**  
(Govt. Aided Autonomous Institute under University of Mumbai)



**Wireless LAN Connectivity Registration Form**

Date: \_\_\_\_\_

Type of Applicant:    **[Student        /        Faculty Member        /        Staff        /        Guest]**

Name of the Applicant: \_\_\_\_\_ Department: \_\_\_\_\_

E-mail Id: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**For Student:** Class: \_\_\_\_\_ Registration No.: \_\_\_\_\_

**For Faculty / Staff:** Designation: \_\_\_\_\_ (Permanent/ Contractual)

Date of Retirement/ Completion of Contract: \_\_\_\_\_

**For Guest:** Name of host: \_\_\_\_\_

Type of device for which Wireless LAN connectivity required: Laptop / Mobile / Tablet PC / Other: \_\_\_\_\_

Serial No. of the device: \_\_\_\_\_

MAC Address of the device: \_\_\_\_\_

[Note: To get the MAC address of the laptop, please do the following: Go to Start->Run. Type cmd and enter. Then at the prompt type: ipconfig /all and note down the "Physical Address for Wireless LAN Adapter" as a MAC Address.]

**Recommendation from HoD**

Person requesting Wireless LAN connectivity is a bonafide [Student / Faculty / Staff / Guest] of the Dept.

Wireless LAN Connection: **[Recommended / Not Recommended]**

**Signature of Head of Dept.**

I have gone through the norms and regulation of using the Wireless LAN connectivity and I abide by it. I understand that:

1. The Wireless LAN connectivity is provided by the Institute only for the academic purposes. I will not misuse this facility by any means.
2. It is my responsibility to maintain the confidentiality of my username and password from the moment it's allotted to me. I shall be responsible for any misuse of internet facility from my account.

**Name and Signature of Applicant:** \_\_\_\_\_

[Please attach a photocopy of your Institute ID Card with this form.]

**For Office Use Only**

Wireless LAN Connection **[may / may not]** be given to the requested device.

Connectivity valid from Date: \_\_\_\_\_ to Date: \_\_\_\_\_

**System Analyst**

**Chairman – IT Infrastructure Committee**

## Wireless LAN Usage Policy

1. Any bonafide student / faculty member / staff of the institute seeking the Wireless LAN Connectivity need to register by filling the Wireless LAN Registration Form. This form can be downloaded from institute website: [www.spce.ac.in](http://www.spce.ac.in). The completely filled registration form can be submitted to System Analyst for further processing.
2. All registered users can avail the Wireless LAN Connectivity only on registered devices.
3. Wireless LAN connectivity will be provided to the desktop PC only if the wired LAN connectivity is not available at the user's location.
4. The content management / access policies enforced by the institute firewall for wired network are applicable to the Wireless LAN.
5. Use of Wireless LAN is allowed only for academic / administrative / research activities. Access to any non-academic / social networking sites, chat servers / newsgroups etc. and any similar sites is strictly forbidden. Users violating these norms will lose their right to access internet from the institute network and disciplinary action will be initiated against them, by the appropriate authority.
6. Users are forbidden to send unsolicited mails, Spam mails, commercial / promotional / non-academic messages and virus infected contents on the network.
7. Access to Wireless LAN is permitted only for the legal activities defined by the law of the land. Anyone found using the facility for anti-social and anti-national activities will fetch legal action from appropriate law enforcing agencies as per the law.
8. Maintaining the confidentiality of the username and password from the moment it's allotted to the user would be responsibility of the respective user. The user shall be responsible for any misuse of internet facility from his / her account.
9. Users are advised to use their devices on institute network with appropriate updated antivirus software, and should attempt to keep the system free from viruses, worms, trojans, and other similar programs.
10. Institute will not be liable for damages (if any) arising from the use of this facility. Users have to make their own arrangements for the security of their devices.
11. The users are advised to use the available internet bandwidth sparingly. The institute reserves the right to terminate any wireless session that is restricting other users' access by consuming bandwidth beyond certain limits.
12. The users are forbidden to use their own Wireless Access Points/Wireless Routers in institute Wireless LAN coverage area. The system is capable of detecting such rouge APs and users violating this norm will lose their right to access internet from the institute network and disciplinary action will be initiated, against them by appropriate authority.
13. The Wireless LAN connectivity is an add-on facility provided by the institute, completely at its discretion, and cannot be construed as right of access. The institute reserves the right to block, suspend, or terminate user access to the network at any time for any reason.
14. The norms/policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief communication.