

Figure 1: Email signature for council members and staff members.

Format:



[TITLE] [NAME WITH INITIALS]

[Designation]

[Department/ Division],
[Faculty],
Rajarata University of Sri Lanka,
50300, Mihintale, SRI LANKA

Mobile: +94791111111 Office: +94252266111

Fax: +94252266111

Web: [URL]

Example:



PROFESSOR DR (MRS) A B C SILVA

PROFESSOR IN ZOOLOGY

Department of Biological Sciences,
Faculty of Applied Sciences,
Rajarata University of Sri Lanka
50300, Mihintale, SRI LANKA

Mobile: +94791111111 Office: +94252266111

Fax: +94252266111

Web: <https://www.ruslexpert.rjt.ac.lk/abcsilva>

Role-based email accounts must contain the signature shown in Figure 2.

Figure 2: Email signature for role-based emails.



[TITLE] [NAME WITH INITIALS]
[ROLE/ DESIGNATION]

[Department/ Division/ Center/ Unit/ Cell/ Society/ Club],
[Faculty],
Rajarata University of Sri Lanka,
50300, Mihintale, SRI LANKA

Mobile: +94791111111 Office: +94252266111
Fax: +94252266111

Web: [URL]

Example:



PROFESSOR DR (MRS) A B C SILVA
DIRECTOR

Center for Information Technology Services,
Rajarata University of Sri Lanka
50300, Mihintale, SRI LANKA

Mobile: +94791111111 Office: +94252266111
Fax: +94252266111

Web: <https://www.cits.rjt.ac.lk/director>

Group email accounts must contain the signature shown in Figure 3.

Figure 3: Email signature for role-based emails.



[GROUP NAME]

[Department/ Division/ Center/ Unit/ Cell/ Society/ Club],
[Faculty],
Rajarata University of Sri Lanka,
50300, Mihintale, SRI LANKA

Mobile: +94791111111 Office: +94252266111
Fax: +94252266111

Web: [URL]

Example:



ARTIFICIAL INTELLIGENCE RESEARCH GROUP

Department of Computing,
Faculty of Applied Sciences,
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50300, Mihintale, SRI LANKA

Mobile: +94791111111 Office: +94252266111
Fax: +94252266111

Web: <https://www.rjt.ac.lk/airg>