

## Password Reset Request Application Form

(For AMU Employees)

D. No.: \_\_\_\_\_

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

	S. No.	Faculty/Staff Personal Details		
<b>University Employee (Faculty/Staff)</b>	1.	Name		
	2.	Designation		
	3.	PID		
	4.	Department		
	5.	E-mail (Please provide valid email for further correspondence)		
	6.	Mobile Number		
	7.	Category Please (✓) your appropriate category	<input type="checkbox"/> Teaching <input type="checkbox"/> Non-Teaching	
	8.	Password Reset Requested for Please (✓) your appropriate facility	<input type="checkbox"/> Institutional E-mail ID <input type="checkbox"/> Personal Profile (University Website) <input type="checkbox"/> Wi-Fi	
<p><b><u>Declaration</u></b></p> <p>I hereby confirm and certify that the above information is correct to the best of my knowledge. I, also understand that if at any stage, it is detected that the information supplied by me is falsified, I will be liable for disciplinary actions as per the university rules.</p>				
Date: _____		_____		
Signature of Faculty/Staff				
<b>Head of Department</b>	<b>For official Use (Head of Department)</b>			
	<p>It is verified that Mr. / Ms. _____, PID _____ is a Faculty/Staff member of this Faculty/College/Department. His / Her aforesaid request for <b>Password Reset</b> is <b>approved</b>.</p> <p>Date: _____</p> <p style="text-align: right;">-----</p> <p style="text-align: right;">Signature of Head of Department (with official seal)</p> <p style="text-align: center;">Name of the Department _____, AMU</p>			
<b>Computer Centre</b>	<b>For official Use (Computer Centre)</b>			
	<p><b>Old Password</b> has been <b>Reset</b> for the employee with <b>PID</b> _____ and the new password is communicated on _____ ( date ) _____ (time) by registered e-mail</p> <p>_____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Concerned Person, Computer Centre, Aligarh</p>			