

## Proforma for Creating a New Webpage on AMU Website

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

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

	S. No.	Section A : Details of the Requisitioner & Contents	
Requisitioner	1.	Name	
	2.	Designation	
	3.	PID	
	4.	Department	
	5.	E-mail (Please provide valid email for further correspondence)	
	6.	Contact Phone/Mobile Number	
	7.	Heading of the Web Page	
	7.	Purpose of Creating the Webpage	
8.	Requisitioner Administrative Role (Please ✓ administrative role)	<input type="checkbox"/> Director <input type="checkbox"/> OSD <input type="checkbox"/> Convener <input type="checkbox"/> Coordinator <input type="checkbox"/> Other (if any) Please specify _____	
<p><b>Declaration</b></p> <p>1. I also understand that <b>undersigned will be solely responsible</b> for answering any <b>queries/resolving any dispute</b> arising out of this web page content upload.</p> <p>2. I am aware that <b>incomplete form will not be processed</b> by Convenor, Website Committee / Director, Computer Centre.</p> <p>Date: _____</p> <p style="text-align: right;">_____ Signature of the Requisitioner</p>			
Head of Institution	<b>Section B : For official Use (Head of Institution/Department/Section)</b>		
	<p>It is verified that Mr. / Ms. _____, PID _____ is a Faculty/Staff member of this _____ (Name of Department/Section). His / Her aforesaid request for <b>creation of a webpage</b> for the above mentioned purpose is <b>approved and recommended</b> for the same.</p> <p>Date: _____</p> <p style="text-align: right;">_____ Signature of Head of Institution/Department/Section (With official seal)</p>		
Feasibility Report	<b>Section C : For official Use (Computer Centre)</b>		
	<p>The above mentioned request of Web Page Creation is technically examined and found  <input type="checkbox"/> <b>Feasible</b> / <input type="checkbox"/> <b>Not-feasible</b>.</p> <p>Total estimated effort for creation of Web page is _____ Man-Hours.</p> <p>Date: _____</p> <p style="text-align: right;">_____ Signature of Webmaster, Computer Centre, Aligarh</p>		

<b>Final Approval</b>	<b>Section D : For official Use (Convener, Website Committee / Director, Computer Centre)</b>		
	<p>The request for Web Page creation at pre-page is <input type="checkbox"/> Approved / <input type="checkbox"/> Not-approved.</p> <p>_____</p> <p>Convener, Website Committee <span style="float: right;">Director, Computer Centre</span></p>		
	<b>R. No.: ____/CC</b>	<b>Section E : For official Use (Computer Centre)</b>	<b>Date:</b>
<b>Acknowledgement</b>	<p>The request for <b>Web Page creation at pre-page</b> has been <b>Processed</b>.</p> <p><b>Credentials for Content Management Panel has been sent through DAK in sealed envelope</b>  vide _____ dated _____ .</p> <p style="text-align: right;">_____ Signature of Webmaster</p>		