

**Procedure for Online Approval of Students Requests by Deans**

1. Deans need to login with their registered username (i.e. your institutional Email ID) and password at URL “myamu.ac.in” or 172. 16.1.88.

(For Example: If your email id is [dean.fe@amu.ac.in](mailto:dean.fe@amu.ac.in) then use the username as **dean.fe** and password same as username (i.e. **dean.fe**) for the first login at Intranet Portal AMU).

## DEAN LOGIN

Username

dean.fe

Password

.....

LOGIN

[FORGOT PASSWORD](#)

[DEAN USER GUIDE](#)

2. On the First login it will take you to the Password reset page where you need to reset your password.

### PASSWORD RESET

New Password

New Password

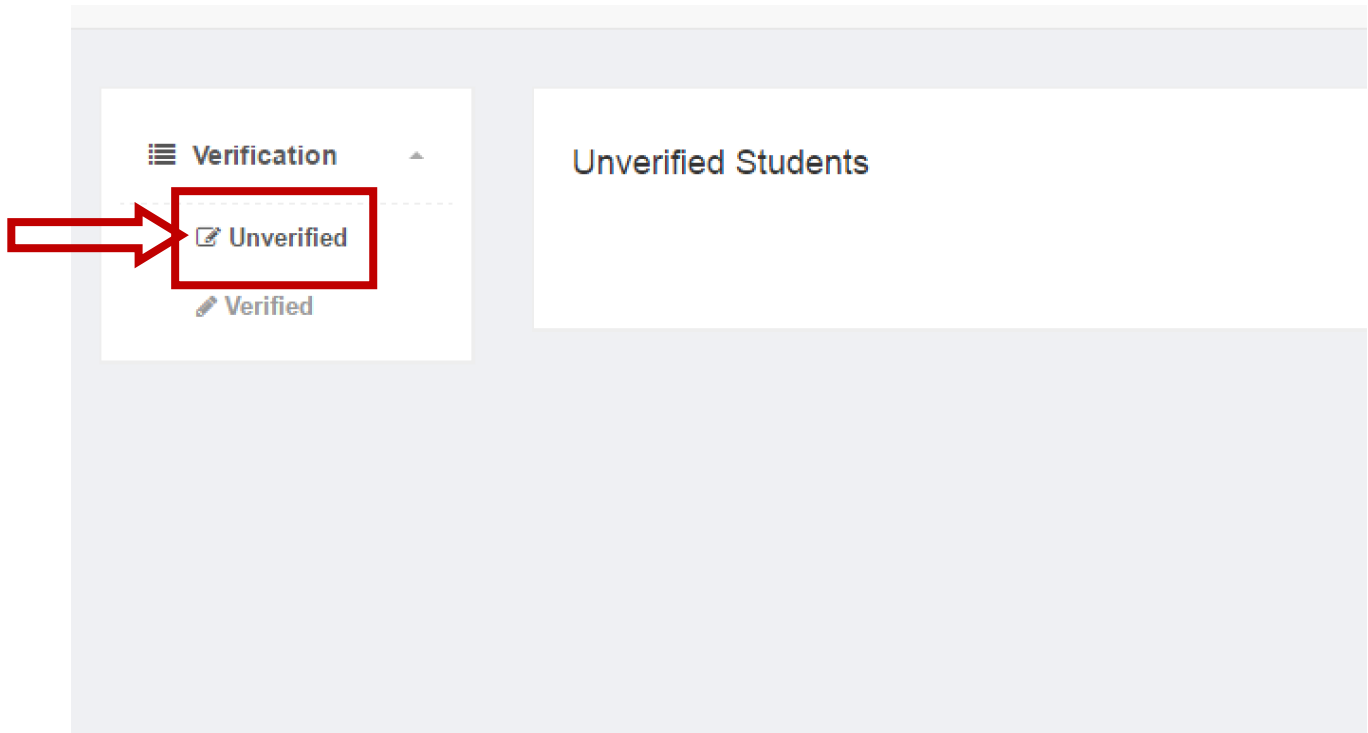
Retype Password

Retype Password

Submit

[Login](#)

3. After resetting the password your dashboard will appear, in which you have to click on the Unverified menu as shown below.



4. After which a dropdown menu will come to your screen, through which you can select the department and click on Find Button from which you wish to verify the Students as shown below.



5. (i) Students pending requests pertaining to the respective Department will be displayed for your perusal and approval.

(ii) Action from Dean is needed for online Approval.

40	<input type="checkbox"/>	HARIS HUSAIN	ge4822	013evb634	B.E.(EVENING - ELEC
41	<input type="checkbox"/>	MOHD KHALID	gg9502	16EPM005	M.Tech. (Electrical Eng
42	<input checked="" type="checkbox"/>	Qasim Khan	gd5307	15PHDEED09	Ph.D / M.Phil. (Enginee
43	<input type="checkbox"/>	MOHAMMAD SHOAIB MALIK	gi9458	15EEB455	B.Tech. (Elect Engineer
44	<input type="checkbox"/>	mohammad aariz	gj6532	16EEB337	B.Tech. (Elect Engineer
45	<input type="checkbox"/>	ESHAN V GOPAL	gj6527	16EEB332	B.Tech. (Elect Engineer
46	<input type="checkbox"/>	Vaibhav Wadhwa	gj6530	16 EEB 335	B.Tech. (Elect Engineer
47	<input type="checkbox"/>	MOHD FAHAD	gh3623	16EEB310	B.Tech. (Elect Engineer


 Verify

# Sample Data

6. Upon approval, the request will be automatically forwarded to concerned team of Computer Centre for further necessary action.

**Note: In Case of any Assistance Please do call:**

a. Mr. Aaqib Saleem Khan  
Technical Consultant, Computer Center  
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b. Mr. Mohammad Amir  
Input-Output Assistant Gr-I, Computer Center  
+91-7417082446