

REQUEST FOR SPA EMAIL- ID PASSWORD RE-SET

(To be forwarded in pdf format to r.biswas@spa.ac.in)

I _____ R/O _____
_____ presently associated with the
Department of _____, SPA, New Delhi as a Student/ Research
Associate/ Visiting Faculty/ Contract Faculty/ Ph.D. Scholar for the _____ Batch
Year/Semester/ Project titled _____

I got email-id _____@spa.ac.in from the School for
official/academic purpose.

I am facing issue _____,
therefore, kindly re-set the password and forward it to my current email
id _____

Name _____ Mob Number _____

Enrolment number/Roll number: _____

Signature _____

Date _____

Above details are correct as per the office record and he/she is the active Student/ Research
Associate/ Visiting Faculty/ Contract Faculty/ Ph.D Scholar, kindly allow him/her to change
the password

RECOMMENDED

HOD/ Section Officer/ Unit in Charge _____

Signature & date _____

Approved

Head CASS _____

Signature & date _____

Temporary Password re-set _____

Note: User is requested to change the password at the login.

Signature of user with date