SRI GURU NANAK DEV KHALSA COLLEGE
(UNIVERSITY OF DELHI)
NAAC Accredited A
Dev Nagar, New Delhi-110005.

Celebrating 550th Birthday Anniversary of Sri Guru Nanak Dev Ji

*Ref. No.*_____   *Dated* _____

Notice for Student E-Mail ID & Password for 1st Year 2025-26
to connect on GOOGLE MEET, CLASSROOM, CHAT etc.

Students Admitted to Semester I are required to note there official E-Mail ID & Password for attending online Class, sending e-mail to college

Instructions to login In GMAIL.COM (LOGIN & ID already generated)

➢ Official E-Mail ID is created by the College for **only internal organization use.**

➢ Student to login with below credentials on webpage of **GMAIL.COM.**

➢ Your official email id is Combination of
Course Code + Admission Year + Dot + Roll No + Dot + Your Full First Name + @sgndkc.du.ac.in

➢ Password is Your **University Admission Form No (CSAS Form No)**

➢ For Example:- Your Course is B.Com (Hons.), Your admission Year is 2025 and your Class roll No is 5. Your Name is Yogeshwar……& Your University Admission Form No (CSAS Form No) is 253510467009 then:

E-mail ID is: **bch25.0005.yogeshwar@sgndkc.du.ac.in**
& Password is :   **253510467009**

➢ For a student of some Honors courses who's College Roll no is one, two or three digit need to convert the Roll No by <u>prefixing zero's</u> as may be required to make it <u>four digit</u>.

➢ For a student, who's College Roll no is four digits, will use Roll No without any need to convert.

➢ IMPORTANT-Reset PASSWORD after first login.

    -Sd-
(Dr. Baljeet Singh) Oftg.
Principal

B.A Programme	**BAP**
B.A.(Hons.)Business Economics	**BBE**
B.A. (Hons.) English	**ENG**
B.A. (Hons.) Hindi	**HIN**
B.A. (Hons.) Hindi Patrikarita	**HJM**
B.A. (Hons.) History	**HIS**
B.A. (Hons.) Political Science	**PSC**
B.A. (Hons.) Punjabi	**PUN**
B.Com	**BCP**
B.Com(Hons.)	**BCH**
B.Sc(Hons.)Mathematics	**MAT**

- **Other Example**:- Your Course is B.A. Prog (any combination), Your admission Year is 2025 and your Class roll No is 2228. Your Name is Manjit……………& Your University Admission Form No (CSAS Form No) is 253510467425

  E-mail ID is: **bap25.2228.manjit@sgndkc.du.ac.in**
  & Password is: **253510467425**

- IMPORTANT—
- 1. Login to be used on **GMAIL.COM** portal
- 2. Reset PASSWORD after first login and remember the new password set by you.
- 3. You won't be able to use FORGOT PASSWORD feature on GMAIL.COM to reset password (in case you forget) and have to write to college for PASSWORD RESET.
- 4. Use this official email id only to connect Google meet session, Google Classes etc as per links provided by your Class teachers for teaching and assessment.
- 5. Use this official email id whenever communicating with College.
- 6. Don't use this official email id in college **Admission** & **Examination** Data Portal.
- 7. Don't use this official email id to communicate anyone outside the SGNDKC Institution.
- 8. Any misuse of official email id will be strictly dealt with as per College and University of Delhi Rules.
- 9. In case any query Contact to: Computer Lab Room No 114