



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 2024-25
to connect on GOOGLE MEET, CLASSROOM, CHAT etc.

Students Admitted to Semester I are required to note their 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](mailto:sgndkc.du.ac.in)**
- **Password** is combination of:
First four Letters of Your Father's Name (no space) in SMALL LETTERS + four digits Roll No. (if father's first name is 3 character add 0 (Zero) after first name i.e. father's first name is JAI your Password is jai0+Roll No.)
- For Example:- Your Course is B.Com (Hons.), Your admission Year is 2024 and your Class roll No is 5. Your Name is Yogeshwar.....& Your Father's Name is Pankaj.....then:
E-mail ID is: **bch24.0005.yogeshwar@sgndkc.du.ac.in**
& Password is: **pank0005**
- For a student of some Honors courses whose College Roll no is one, two or three digit need to convert the Roll No by prefixing zero's as may be required to make it four digit.
- For a student, whose 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

NOTE: COURSE CODES:

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 2020 and your Class roll No is 2228. Your Name is Manjit..... & Your Father's Name is Jitendra.....

E-mail ID is: bap24.2228.manjit@sgndkc.du.ac.in

& Password is: **jite2228**

- **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 PASSWORDRESET.
 - 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 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