

Jawaharlal Nehru University Communication & Information Services (CIS)

19/02/2025

NOTIFICATION

The Google Apps email service will not be assured **beyond 31st March 2025** for pass out students, research associates, trainees, retired employees, employees who quit/resign.

To prevent any data loss, please back up your emails as soon as possible. After 31st March 2025, CIS will not be responsible for any data loss.

Please find the following guidelines to be adhered by all users of the university using JNU Google Apps Email System (@jnu.ac.in) effective **from 01.04.2025**.

Google Apps Email id Guidelines:

1. All Students, Staff and Faculty members should be provided with official email id @jnu.ac.in by their name/identity basis only as per the user id creation process of the university.
2. The email ids of @jnu.ac.in should be disabled/deleted for PhD students after one year for the passout students. However, email ids of UG, PG and other students should be disabled/deleted after the students passout from the university.
3. The email ids of @jnu.ac.in for faculty members and staff should be disabled/deleted after one year from the date of their retirement.
4. The email ids should be disabled/deleted immediately for all employees on their resignation/quit from the university.
5. The email ids of @jnu.ac.in for contractual staff/research assistants/postdocs should only be created with proper approvals of the Authority with 5GB limit on the email storage. However, no email ids will be issued to the trainee/interns/guests etc.
6. Considering the google drive of 100TB shared storage @jnu.ac.in, as per the approval, the storage limit will be provided as 15GB per student, 15GB per JNU staff and 40GB per JNU faculty.

For further assistance, you may contact CIS.

This is issued with the approval of the Competent Authority.