

## Important Guidelines for the use of G-Suite in Panjab University

The G-Suite accounts will be provided to all the Faculty and Staff of Panjab University for one year. All the Departments/ Centre will prepare a list of users in the attached excel file and send the same to Director Computer Centre through E-Mail [directorcc@pu.ac.in](mailto:directorcc@pu.ac.in). All the fields mentioned in the Table are mandatory to be filled in the excel sheet.

First Name [Required]	Last Name [Required]	G-Suite Email Address (@puhd.ac.in to be created)	Password [Required]	Department

The G-Suite accounts of a Department/ Centre will be activated after signed undertakings of all users in following format are received in Computer Centre.

The steps to create a class are available at the following link:

<https://cc.puchd.ac.in/includes/noticeboard/2020/20200929184953-gsuite.pdf?202020094358>

All the G-Suite users will submit an undertaking in the following format.

### **Undertaking**

I will use the allocated G-Suite account purely for academic purposes only. The G-Suite email ID will not be used for any official or confidential communication of Panjab University.

All communication though E-mail can be authenticated if sent through [pu.ac.in](mailto:pu.ac.in) implying that all other mails sent through G-Suite domain ([puchd.ac.in](mailto:puchd.ac.in)) will not be considered official and no action can be taken on that.

Signature