



ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਕਾਲਜ ਆਫ ਕਾਮਰਸ
ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਕਾਲਜ ਆਫ ਕਾਮਰਸ
Sri Guru Gobind Singh College of Commerce
(University of Delhi)

NAAC A++ Accredited
Pitampura, (Opposite TV Tower), Delhi-110034

Date: 7 September 2026

Final Reminder: Urgent Notice: SGGSCC Domain Email Account Changes

Dear Faculty,

This is to inform you that the college has provided you with domain-based email accounts on Google Workspace. Google had announced to stop providing unlimited storage space for Google Workspace for Education Fundamentals (formerly known as G Suite for Education). To align with the new [storage policy](#), the college has decided to restrict the **storage limit of your email account up to 50 GB**. This limit applies to your personal account as well as accounts of college societies, committees, centres and facilities you are associated with.

It is requested to please download/delete and take backup of all your data associated with @sggsc.ac.in email account (such as Mails, Drive, Photos) and maintain the storage within the given limit **on or before 20th September, 2026**. After that, it will be presumed that you have downloaded your data from the account. Please do the needful before the mentioned date, to prevent any loss of data.

It is strictly advised to activate 2-Step Verification/Two Factor Authentication on your account for greater account security:

<https://support.google.com/accounts/answer/185839?hl=en&co=GENIE.Platform%3DDesktop>

Please find the following steps to review your current storage usage:

1. To confirm how much storage you're using, go to <https://drive.google.com/settings/storage>.
2. To review and delete large or unnecessary files in Drive, go to <https://drive.google.com/drive/quota>.
3. To review and delete large or unnecessary files in shared drives, go to <https://drive.google.com/drive/shared-drives>.
4. Consider deleting Drive content that you may have copied to a shared drive. If a file resides in 2 locations, it may be consuming twice the storage space.
5. To search for and delete unnecessary or large emails, go to [Manage files in your Google Drive storage](#) and follow the instructions for Gmail.
6. To transfer your data to any other Gmail account, you may use the **Transfer your content** feature by Google: <https://myaccount.google.com/data-and-privacy>

Strictly note:

College reserves the right to discontinue the Google Workspace services provided at any time and will not be responsible for any loss or damage to your data under any circumstances. These accounts will be deactivated immediately once a faculty is relieved from the college.

Kindly treat this as urgent and comply with the notification by said deadline. After that, it will be presumed that you have downloaded your data from the account. No recovery of deleted data/account is possible.

Sincerely,

Prof. Kawal Gill
Principal (Officiating)