



**IT CELL**  
**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
(Established by the State Legislature Act 9 of 2003)

CDLU/ITCell/Webmail/2020/\_\_\_\_\_

Dated: \_\_\_\_\_

**IMPORTANT**

To

**All the Deans/  
Chairpersons/Incharges,  
University Teaching Departments,  
CDLU, Sirsa.**

**All the Branch Officers,  
CDLU, Sirsa.**

**Sub: Regarding use of University webmail IDs for day to day official correspondence between all UTDs/Branches/Offices.**

- AND -

**TRAINING to all the staff members for G SUITE SERVICES/APPS.**

Sir/Madam,

It is to inform you that as per approval of the Vice-Chancellor, all the webmail IDs created on the University Webmail Server have been migrated to Google Mail Server under G Suite for education subscription. Accordingly, all the data stored in the webmail IDs of University Mail Server have also been migrated to the newly created Webmail IDs on Google Mail Server. List of webmail IDs of the University Teaching Departments/Branches/Offices are attached at **Annexure-I**. Further, the webmail IDs of Teaching/Non-Teaching staff, Research Scholars and Students may be created on request basis through duly filled "**Webmail Services – Registration Form**" (**Annexure-II**) having recommendations of the Head of the Department/Branch/Office.

To access the webmail services through Google Mail Server, we have to login the webmail ID through **GMAIL LOGIN PAGE** by using webmail ID followed by @ symbol and University domain (e.g. [webcdlu@cdlu.ac.in](mailto:webcdlu@cdlu.ac.in)); and the password auto generated by the Google Admin console initially, which can be changed by the User at any time after login.

Therefore, you are requested to inform all the staff members working under your control to use the University Webmail IDs for all type of official purposes with immediate effect. The credentials of the webmail ID (i.e. password) and other technical help in this regard can be obtained from the UCC/IT Cell during the office hours at any working day.

In addition to above, to enable the UTDs/Branches/Offices to fully utilize the **G-Suite services** like **Google Meet** for holding online events/meetings and **Google Classroom, Google Drive, Google Docs** (for Online Classes/Teaching-Learning) etc., the following **TRAINING SESSIONS** have been scheduled in the University Computer Centre, 2<sup>nd</sup> Floor, Vivekananda Library Building (by maintaining the social distancing due to COVID-19 pandemic):

<b>Batch No.</b>	<b>Name of the Departments</b>	<b>Schedule of Training Session</b>
1.	Department of Physics	04.08.2020 at 10:00 AM
	Department of Business Administration	
	Department of Commerce	04.08.2020 at 12:00 Noon
	Department of Computer Science & Applications	
	Department of Economics	04.08.2020 at 2:30 PM
	Department of Education	

2.	Department of Journalism & Mass Communication	05.08.2020 at 10:00 AM
	Department of Law	
	Department of Physical Education	05.08.2020 at 12:00 Noon
	Department of Public Administration	
	Department of Chemistry	05.08.2020 at 2:30 PM
	Department of Energy & Environmental Sciences	
3.	Department of English	06.08.2020 at 10:00 AM
	Department of Bio-Technology	
	Department of Mathematics	06.08.2020 at 12:00 Noon
	Department of Food Science & Technology	
	Department of Hindi	06.08.2020 at 2:30 PM
	Department of Punjabi	
4.	Department of Sanskrit	07.08.2020 at 10:00 AM
	Department of History & Archaeology	
	Department of Geography	07.08.2020 at 12:00 Noon
	Department of Music	
	Department of Botany	07.08.2020 at 2:30 PM
	Department of Zoology	
5.	University College Office	10.08.2020 at 10:00 AM
	Director IQAC Office	
	Director Youth Welfare Office	
	Dean Academic Affairs Office	
	Dean Students' Welfare Office	10.08.2020 at 12:00 Noon
	Dean of Colleges Office	
	Dean of Commerce & Management Office	
	Dean of Education Office	
6.	Dean of Humanities Office	11.08.2020 at 10:00 AM
	Dean of Law Office	
	Dean of Life Sciences Office	
	Dean of Physical Sciences Office	
	Dean of Social Sciences Office	11.08.2020 at 12:00 Noon
	Vivekananda Library Office	
	Office of the Controller of Examinations	
	University Centre for Distance Learning	
	Academic Branch	

Therefore, you are requested to depute your staff members (teaching + non-teaching) for the training as per schedule given above. The training session of other branches/offices will be conveyed shortly.

**Yours faithfully,**

**D.A. Annexure-I & II** (sent through e-mail and uploaded on website)

**Incharge (IT Cell)**

**Endst. CDLU/IT/Webmail/2020/** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Copy of the above is forwarded to the following for information and further necessary action:

1. Dean Academic Affairs, CDLU, Sirsa.
2. P.S. to the Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), CDLU, Sirsa.
3. P.A. to the Registrar (for kind information of the worthy Registrar), CDLU, Sirsa.

**D.A. Annexure-I & II**

**Incharge (IT Cell)**



**IT CELL**  
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(‘B’ Grade NAAC Accredited)

**WEBMAIL SERVICES - REGISTRATION FORM**

*Read the Instructions before filling the form*

Fill up the form in Capital letters only.

Fields marked with (\*) on this form are mandatory and must be filled and photograph must be duly attested by HOD/Gazette officer. The complete application form is to be submitted personally at IT Cell between 10AM to 1PM and for any webmail services related issue(s), the concerned person will need to contact IT Cell on mentioned time.

The webmail account creation may take up to 2 working days from date of receipt of application.

In case of **misuse/share**, the webmail account may be closed without any notice. The university may initiate disciplinary actions against you as deemed appropriate.

The application is subject to verification of contents filled in and T&Cs acceptance by the applicant mentioned at page no. 2 and 3.

**(For Office Use Only)**

<b><u>(For Office Use Only)</u></b>	
<b>Application No.</b>	
<b>Webmail ID allotted</b>	<b>@cdlu.ac.in</b>
<b>Remarks, if any</b>	

**(To be filled in by the Staff Member/Scholar/Student IN UPPER CASE ONLY)**

\*Name

\*Father's Name

\*Paste your recent passport size photograph

\*Applicant's Category

**(attach ID Proof)**

Regular Employee  
(Teaching)

Regular Employee  
(Non-Teaching)

Scholar/  
Student

APC/PTT

\*Employee ID No./  
Student/Scholar  
ID No.

\*Registration No.  
(in case of student/  
scholar)

Aadhaar No.

*Date of Retirement (For emp.)/ APC/PTT check out date/ Course completion year (For scholars/students)	
*Course/Designation	
*Department/Branch/Office	
*Mobile No.(10 Digit)	
*Alternate E-mail Address	
*Local Address	
*Purpose for Applying (official/educational/research)	

**Terms & Conditions of using the webmail services under Google (G Suite) for Education subscription in the University:**

1. The webmail services ([example@cdlu.ac.in](mailto:example@cdlu.ac.in)) and other services like Google Meet, Google Classroom, Google Drive and docs, Google+, Google Calendar, YouTube etc. are provided by the Google Corp. to the University with G Suite for Education subscription, associated with University domain (cdlu.ac.in) for using educational purposes only. Hence, the user will be bound to use the mail services and other associated services provided by the Google for office use/academic coursework/research purpose only, at the sole discretion of the university authorities.
2. The services/products as provided by Google under G Suite for Education subscription, shall not be used, in any case, for commercial or personal purposes.
3. All the data stored in the user mails, drive, docs will be stored on the Google cloud space and the IT Cell has no access of the user data, except the user itself, who has full access of its account. Hence, IT Cell will not be responsible, in any way, for any loss or breach of user data at any stage.
4. No personal or sensitive information such as passwords, debit card detail, credit card detail, bank accounts detail, PIN and etc., should be stored, in any form, on the cloud space provided by the Google with G Suite bundle, while using Google G Suite mails, drives, docs vault etc. In case of breach of any personal data/information stored on the space associated with your webmail under Google G Suite for Education, the user will be solely responsible for that. The IT Cell will not be responsible, in any way, for any type of loss or breach of user data.
5. Never share your passwords/credentials of your mail account of G Suite subscription to any other person, as all the other services like Google Drive, Google Docs, Google+, etc. are associated with this mail account. In case of sharing of password with anyone, he or she may access your all the data available in your mail account and its associated services. Hence, always use a strong, unique password to protect your online accounts.

6. Your email account may not be used to send out mass emails to large numbers of recipients. That's considered spamming and may result in your email account being disabled. The sending, whether on the internal email system or externally, of bulk unsolicited mails, commercial advertising of other businesses, mail-flooding, or excessive cross postings on newsgroups (called spam) may be treated as non-educational act.
7. This service shall not be used in any manner to violate, or encourage the violation of, the legal rights of others, for any unlawful, invasive, infringing, defamatory, or fraudulent purpose, to intentionally distribute viruses, worms, Trojan horses, corrupted files, hoaxes, or other items of a destructive or deceptive nature.
8. The University reserves the right to restrict or otherwise control the use of any services or products bundled with G Suite for Education subscription to any or group of users, if needed.
9. The use of these services shall not infringe any legislation nor any other University policy or rules; and the user will be abide with the legislation includes Information Technology Act 2000, Google Terms of Service, Google Privacy Policy, G Suite Acceptable Use Policy (AUP) and all the acts relevant to mail server use in practice.

## UNDERTAKING

### I hereby declare/undertake that:

1. The above information furnished by me is correct to the best of my knowledge.
2. I shall be abide with all the above mentioned Terms & Conditions, while using webmail services and its associated services in the university campus as well as outside the campus.
3. I will not use the webmail services and its associated services for unlawful, unauthorized access and any type of other unlawful online activities etc., which are punishable act and will be sole responsible for the same.

Place:

Date:

**(Signature of the applicant)**

## RECOMMENDATIONS OF THE HEAD OF DEPARTMENT/BRANCH OFFICER

### 1. In case the applicant is an employee of the university

It is certified that Dr./Mr./Mrs./Ms. \_\_\_\_\_, \_\_\_\_\_ (Post) is the \_\_\_\_\_ (Regular – Teaching or Non-Teaching/Assistant Professor (Contact)/Part Time Teacher/Outsourcing) employee of the \_\_\_\_\_ (Department/Branch). I have no objection for issuing him/her the webmail ID for the purpose. The particulars filled in by the concerned employee are verified as per office record.

### 2. In case the applicant is student/scholar of the University

It is certified that Dr./Mr./Mrs./Ms. \_\_\_\_\_ S/D/O \_\_\_\_\_ is the bonafied scholar/student of the Department. I have no objection for allotting him/her the webmail ID for the purpose. The particulars filled in by him/her are verified as per office record.

**(Signature of the Head)  
with stamp**

**List of Official webmail IDs of UTDs/Branches/Offices****Annexure-I**

<b>Sr. No.</b>	<b>Webmail ID</b>	<b>Category</b>	<b>Remarks</b>
1	vccdлу@cdлу.ac.in	Administrative Office	Office of the Vice-Chancellor
2	registrarcdлу@cdлу.ac.in	Administrative Office	Office of the Registrar
3	coe@cdлу.ac.in	Office	Office of the Controller of Examinations
4	ucdl@cdлу.ac.in	Office	University Centre for Distance Learning
5	directoriqac@cdлу.ac.in	Office	Director IQAC
6	dyw@cdлу.ac.in	Office	Director Youth Welfare
7	daa@cdлу.ac.in	Office	<b>Dean Academic Affairs</b>
8	dsw@cdлу.ac.in	Office	Dean Students' Welfare
9	doc@cdлу.ac.in	Office	<b>Dean of Colleges</b>
10	docm@cdлу.ac.in	Office	<b>Dean of Commerce &amp; Management</b>
11	doedu@cdлу.ac.in	Office	<b>Dean of Education</b>
12	dohumanities@cdлу.ac.in	Office	<b>Dean of Humanities</b>
13	dolaw@cdлу.ac.in	Office	<b>Dean of Law</b>
14	dolifesc@cdлу.ac.in	Office	<b>Dean of Life Sciences</b>
15	dophysc@cdлу.ac.in	Office	<b>Dean of Physical Sciences</b>
16	doss@cdлу.ac.in	Office	<b>Dean of Social Sciences</b>
17	chairpersondophysics@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Physics
18	chairpersondobadmн@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Business Administration
19	chairpersondocommerce@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Commerce
20	chairpersondocsa@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Computer Science & Applications
21	chairpersondoeco@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Economics
22	chairpersondoedu@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Education
23	chairpersondojmc@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Journalism & Mass Communication
24	chairpersondolaw@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Law
25	chairpersondophyedu@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Physical Education
26	chairpersondopubadmн@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Public Administration
27	chairpersondochemistry@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Chemistry
28	chairpersondoevs@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Energy & Environmental Sciences
29	chairpersondoenglish@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of English
30	chairpersondobiotech@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Bio-Technology
31	chairpersondomaths@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Mathematics
32	chairpersondofst@cdлу.ac.in	University Teaching Department	Chairperson, Deptt. of Food Science & Technology

33	chairpersondohindi@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of Hindi
34	chairpersondopunjabi@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of Punjabi
35	chairpersondosanskrit@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of Sanskrit
36	chairpersondohistory@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of History & Archaeology
37	chairpersondogeo@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of Geography
38	chairpersondomusic@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of Music
39	chairpersondobotany@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of Botany
40	chairpersondozoology@cdu.ac.in	University Teaching Department	Chairperson, Deptt. of Zoology
41	faacdu@cdu.ac.in	Office	First Appellate Authority
42	proctor@cdu.ac.in	Office	Proctor Office
43	librarian@cdu.ac.in	Office	Vivekananda Library
44	sportscouncilcdlusirsa@cdu.ac.in	Office	Secretary Sports Council
45	wcc@cdu.ac.in	Office	Womens' Counselling Cell
46	pro@cdu.ac.in	Office	Public Relations Officer
47	spio@cdu.ac.in	Office	State Public Information Officer
48	result1@cdu.ac.in	Office	Result Branch-I
49	result2@cdu.ac.in	Office	Result Branch-II
50	secrecy@cdu.ac.in	Office	Secrecy Branch
51	conductbr@cdu.ac.in	Office	Condcut Branch
52	reevalbr@cdu.ac.in	Office	Re-Evaluation Branch
53	constructionbr@cdu.ac.in	Office	Construction Branch
54	esttbrnt@cdu.ac.in	Office	Establishment Branch (NT)
55	esttbrt@cdu.ac.in	Office	Establishment Branch (T)
56	academic@cdu.ac.in	Office	Academic Branch
57	accountsbr@cdu.ac.in	Office	Accounts Branch
58	registrationbr@cdu.ac.in	Office	Registration Branch
59	scholarshipbr@cdu.ac.in	Office	Scholarship Branch
60	nodalofficernotice@cdu.ac.in	Office	Nodal Officer Notices (Legal)
61	legalcell@cdu.ac.in	Office	Legal Cell
62	collegebr@cdu.ac.in	Office	Colleges Branch
63	webcdu@cdu.ac.in	Office	IT Cell
64	computerlabucc@cdu.ac.in	Office	Computer Lab (UCC)
65	websitecdu@cdu.ac.in	Office	Computer Lab (UCC) (for website uploading only)
66	edpcell@cdu.ac.in	Office	EDP Cell
67	genbr@cdu.ac.in	Office	General Branch
68	securityoffice@cdu.ac.in	Office	Security Office
69	healthcentre@cdu.ac.in	Office	University Health Centre

70	nss@cdu.ac.in	Office	NSS Office
71	yrcc@cdu.ac.in	Office	Youth Red Cross Office
72	ugccell@cdu.ac.in	Office	UGC Cell
73	careercc@cdu.ac.in	Office	Career Counselling Cell
74	hostel@cdu.ac.in	Office	Hostel Office
75	scstcell@cdu.ac.in	Office	SC/ST Cell
76	cvo@cdu.ac.in	Office	Chief Vigilance Office
77	uni.college@cdu.ac.in	Office	Univeristy College, CDLU
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