



GOOGLE STORAGE LIMITATIONS FOR UNIVERSITY ACCOUNTS

Google has announced a new storage policy that ends free unlimited storage for the academic community.

The RGNUL Punjab has provided Google Workspace for Education (formerly known as G Suite for Education) accounts to students, faculty, staff, for Google Drive, Gmail and Google Photos. Please note that these accounts will be deactivated after completion of degree and separation from the university.

Please remember, file storage in the Google Workspace is provided for work and learning purposes only. Personal files unrelated to coursework or University business should be stored elsewhere.

New RGNUL Google Account Guidelines

The RGNUL Punjab is implementing a **20GB storage limit** on all University Google accounts from the upcoming session July 2023.

Current faculty, staff, students

Current account-holders who exceed the 20GB limit will need to reduce the number and size of files stored in their accounts by **November, 2023**.

Former students who completed a degree

Former students who have completed a degree from RGNUL Punjab **will continue to maintain their University Google account** including Gmail Google Drive and Google Photos **and will need to maintain a storage level under the 15GB limit till convocation**. After the Convocation their account will be discontinued.

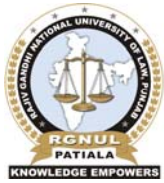
Former students and affiliates

Effective 01 July, 2023, University Google accounts will be **discontinued for former students who did not complete a degree and for former university affiliates**.

Former faculty, staff

Effective 01 July, 2023, University Google accounts were discontinued for former faculty, staff.

When A Storage Limit is exceeded



RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB
SIDHUWAL BHADSON ROAD, PATIALA - 147 006
(Accredited by NAAC with 'A' Grade)

RGNUL/
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If an individual user with an active affiliation exceeds their storage limit, their account is immediately impacted.

Until their storage amount is brought into compliance user **WILL NOT** be able to:

- Upload new files or images to Google Drive
- Create files in collaborative content creation apps, such as Google Docs, Sheets, Slides, Drawings, Forms
 - Users cannot edit or copy impacted files
 - Nor submit forms, even if owned by the user
- Back up any photos or videos to Google Photos

Note: Users **can** still sign in to their Google Workspace for Education account. This access includes viewing and downloading their files, as well as sending and receiving emails.

Be proactive about content and files stored in your Google account. In 2023, this process will no longer be voluntary, as the university will implement storage limitations of 20 GB per account.

All account holders are strongly encouraged to review their file storage in the Google Workspace as soon as possible and to begin managing file storage to remain within recommended limits.