

# Central University of Rajasthan

## Email Policy

1. Email id of newly joined staff (teaching/non-teaching) of the university shall be created in one week of receiving the request from the staff (Annexure 1).
2. Email id of the staffs who has resigned/ whose tenure has completed shall be deleted within six month (so that a person can backup the data in personal mail id) after receiving the notification from administrative office. No back up of data be kept by the ICT cell at the university level.
3. Email of the students shall be removed at the time of No-dues. For the same there will be 3 subsections of ICT Cell in No-dues form

<b>ICT Cell</b>	→	Id card submitted	Yes/No
		Email id deleted	Yes/No
		Internet Access deactivated	Yes/No
4. A provision of alternative email id is kept in No-dues form of the student so as to send any mail from university in future.
5. Students who left the course in between the duration of the course, his/her email id shall be deleted permanently after receiving the notification form Academic office.
6. Email id of guilty students (expelled/suspended etc. by the university) shall be deactivated till further orders.
7. List of following officer's along with their personal staff shall only send emails to the students group. (students@curaj.ac.in)  
Hon'ble Vice Chancellor, Registrar, Librarian, COE, Finance Officer, Dean Academics, Proctor, DSW, Chief Warden, Director Sports, Sports Secretary, Anti Sexual Harassment Cell, Anti-ragging cell, Web Admin, NCC/NSS, PRO, Security Officer etc.
8. No student is allowed to send any email to any group without permission.
9. No student is allowed to send any email to external domain without permission.
10. All students are suggested to use university email id for academic purpose only.
11. For old students upto 2016 passed out, all email ids will be deleted after giving 2 week duration notice again, however certain remainder emails have already been sent by web-admin in this regard.
12. Email id of any user can be deleted/deactivated due to administrative reasons issued by competent authority.
13. The policy regarding creation/deletion of Email ids shall be displayed on the website and no prior notice shall be sent to staff/students before deletion of the emails.
14. Email id of the staff who has served university more than five years their Email id remains valid for life time.