



Government of Rajasthan
STATE PROJECT DIRECTORATE
Rashtriya Uchchatar Shiksha Abhiyan (RUSA)
Telefax:0141-2712916-17; email: spdrusaraj@gmail.com

Reminder Letter

Date: 28 November 2019

F30(36)SPD/RUSA/NAAC/2018/925

The Principal,
All Govt. Colleges,
Rajasthan

**Sub: Reminder for creating unique email Id of all students through Mentors/
Facilitators**

Ref: Letter No. F30(36)SPD/RUSA/NAAC/2018/864 dated 15 November 2019

Dear Madam/ Sir,

With reference to the above mentioned letter, it was required to create a unique email id of each and every student. Creation of email id was mandatory during admission process, but it has been observed that same email id is being used by more than one student.

You are directed to nominate teaching faculty members as Mentors/ Facilitators for every regular student. Mentors are required to create a unique e-mail Id of every allotted student. It should be ensured that Mobile Number/ Email-Id is specific and unique for each student and duplicity is to be avoided essentially. Mentors should encourage the students for operating their email accounts frequently. They are also expected to motivate students and to regularly apprise them of all the activities being carried out in college (literary, cultural, sports, skill, NAAC etc.) along with all the students centric circulars/ notices issued by the CCE, Jaipur. Mentors will interact with the students frequently and communicate the circulars and notices of both the College/ University as well as Commissionerate College Education. Students should also be motivated for regular attendance in college and registration in Pratiyogita Dakshata classes.

A feedback form and a separate e-mail Id of the college should be created for receiving feedback from students and their parents. Mentors/ Facilitators should conduct student survey and receive feedback from the students through their unique email id. It is also to be ensured that feedback from each student and their parents is consolidated on time as feedback plays a vital role in accreditation by NAAC.

You are directed to nominate mentors/ facilitators for every student and consolidate the database regarding details of all the regular students of your college and inform the office of the State Project Director, RUSA through email spdrusarajnaac@gmail.com latest by 15-12-2019.

Pradeep Kumar Borar (IAS)
State Project Director (RUSA)
& Special Secretary, Higher Education

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Date: 28 November 2019

Copy for information to:

1. PA to Secretary, Higher & Technical Education, Govt. of Rajasthan
2. PA to Commissioner, College Education Rajasthan
3. OICs of all colleges, CCE Jaipur
4. Guard File
5. CCE Website Incharge for uploading

Joint Director (RUSA)