NAVSARI AGRICULTURAL UNIVERSITY

OFFICE OF THE REGISTRAR
Department of Information Techonology
Navsari Agricultural University
Eru Char Rasta, Dandi Road, Navsari – 396450

150 YEARS OF CELEBRATING THE MAHATMA

Dr. H. V. PANDYA
REGISTRAR and
Controlling Officer (IT)

✉ **Email: itcell@nau.in** ¦ ☏ **Contact: (M): 7359445544**

OW.No. NAU/REG/IT/ **195** /2021   Dt. **23**/ **06**/2021

CIRCULAR

IT Department is managing IT Infrastructures and various online services across the NAU. IT Department is presently working under Office of The Registrar. For the Smooth and efficient functioning of IT Department roles and responsibilities been assigned for efficient IT Operations across University. All the Deans/Principals/Unit heads/Faculty/Staffs (teaching, non-teaching, technical, non-technical) and students of NAU are informed to contact respective IT staff for different IT services provided by the IT Department, NAU, Navsari. The details are as per below given table. Any staff/Students can contact IT Cell through email on **itcell@nau.in** and contact-**7359445544** if find any difficulty or need support.

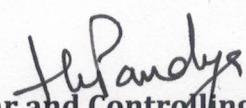| Sr. No	Name of the Person, Designation	Responsibilities Assigned
1.	Prof. Bhavesh Chaudhari, Assistant Professor (IT) **Contact No. : 9825978277**	1. Management of virtual classroom provided by ICAR. 2. Management of internet leased line (NKN, GSWAN & other ISP) and IPSEC VPN services. 3. Management of IT Department's and server room resources (Power supply, Battery backup, Fire safety, Temperature Alert System, AC, Electricity, Bio metric devices, All Servers and PC Hardware, TV ect). 4. e-class Room/ e-learning solution (Impartus Solution provided by AAU) with application & database data backup and server management. 5. IT Department purchase procedure. 6. IT Vehicle in-charge. 7. OMR scanning software with application & database data backup management.
2.	Mr. Chirag Naik Computer Programmer (KVK) **Contact No. : 9662532863**	1. Responsibility of IT Department team leader. 2. Structuring of software's for customization and new development. 3. Management of University social media platforms. 4. SSO (Single sign on portal) with application & database data backup management. 5. Firewall management with application & database data backup. 6. KISAN MITRA mobile application's server management only. 7. Planning schemes management system with application &

		database data backup management.
		8. Management of domain, hosting, SSL certificate Installation for website and web applications.
		9. All server setup, virtualization, configurations and backup software management.
		10. Video conferencing streaming application & database data backup and server management for e-class.
		11. Management of IT services related licenses.
		12. Development of online financial approval management system with application & database data backup management.
		13. Development of CMS based online financial accounting management system with application & database data backup management.
		14. Development of CMS based online cashbook management system with application & database data backup management.
		15. Development of CMS based online fees and university income collection system with application & database data backup management.
		16. Development of CMS based online payment management with application & database data backup management.
		17. Development of CMS based online auditing management system with application & database data backup management.
		18. Development of CMS based online bill management with application & database data backup management.
		19. Development of AEMS (agricultural experiment monitoring system) with application & database data backup management.
		20. Milk distribution system's server management only.
3.	Mr. Chetan Lad Computer Programmer(KVK) **Contact No. : 9979393220**	1. IT dead stock, store management & e-west management. 2. Responsibility of CCTV camera for University roads and main gates with NVR and DVR management. 3. Online web based guest house room booking portal with application & database data backup management. 4. Responsibility of University e-tender process. 5. NAU drive portal with application & database data backup and server management. 6. SMS portal with application & database data backup Management. 7. Antivirus software with application & database data backup and server management. 8. NAU NAHEP-CAAST website with application & database data backup management. 9. Any kind of online work assigned by NAU KVK's.
4.	Mr. Manan Bhatt Computer Programmer(KVK) **Contact No. : 7227801350**	1. University website www.nau.in with application & database data backup management (both old & new). 2. Krishi KIOSK (agriculture english, agriculture gujarati, Horticulture gujarati, veterinary gujarati, paddy gujarati & sugarcane gujarati) with application & database data backup management. 3. NAU e-class Portal (e-class room, e-learning & subjective online exam) with application & database data backup management.

		4. Responsibility of bug management portal.
		5. NAU e-shop portal with application & database data backup management.
		6. NAU e-Market Portal with application & database data backup management.
		7. IT Department's document digitalization & paper work process.
		8. IT Department web page management.
		9. Any kind of online work assigned by NAU KVK's.
5.	Mr. Sunil Patel Computer Programmer **Contact No. : 9925733566**	1. Management of internet network across NAU campus and remote center (LAN & WAN).
		2. Online network complain management portal with application & database data backup management.
		3. Responsibility of video conferencing, webcasting and live streaming for University events & activities.
		4. Tour management software with application & database data backup management.
		5. Management of google G-suite services.
		6. Online NAU web-mail creation portal for regular staff & student with application & database data backup management.
		7. Internet User Management portal (online internet registration & online no due certificate) with application & database data backup management.
		8. IT Department's GEM purchase process.
6.	Mr. Mayur Bharthera Computer Programmer **Contact No. : 9275056704**	1. Online marks entry (exam) software with application & database data backup management.
		2. Online admission portal with application & database data backup management.
		3. Human resources management system (HRMS) with application & database data backup management.
		4. MCQ based online examination portal with application & database data backup management.
		5. Management of academic management system (provided by NAHEP-CAAST ICAR).
		6. Online convocation portal with application & database data backup management.
		7. Online NAU Jobs portal with application & database data backup management.
		8. Online hall ticket generation portal for jobs & admission application process with application & database data backup management.

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