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

NAVSARI AGRICULTURAL UNIVERSITY

❧ CIRCULAR ❧

Subject:- IT Work Distribution 2022-23

IT Department is managing IT Infrastructures and various online services across the NAU. IT Department is presently working under Office of The Comptroller. For the Smooth and efficient functioning of IT Department roles and responsibilities been assigned for efficient IT Operations across University. All the University Officers, Deans/ Principals/ Unit & Sub-Unit heads/ Department 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.	**Mr. Chirag Naik** I/c. Comptroller & Controlling Officer IT, Computer Programmer (KVK) **Contact No. :** **9662532863**	1. **Responsibility of Controlling Officer of IT Department.** 2. Management of IT services related licenses. 3. Management of University social media platforms. 4. Development of CMS based e-payment Portal. 5. Structuring of software's for customization and new development for IT services.
2.	**Prof. Bhavesh Chaudhari** Assistant Professor (IT) **Contact No. :** **9825978277**	1. **Responsibility of IT Department team leader.** 2. Management of OMR scanning software. 3. IT Department purchase procedure. 4. 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). 5. Management of e-class room/ e-learning solution (Impartus Solution provided by AAU). 6. Management of virtual classroom provided by ICAR.

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3.	**Mrs. Nishitaben patel** Computer Programmer (KVK) **Contact No. :** **9724245646**	1. Management of Enterprise Resource Planning (ERP) Software (Old). 2. Development of CMS based online financial accounting management. 3. Development of CMS based online bill management. 4. Development of CMS based online cashbook management system. 5. Development of CMS based online auditing management system. 6. Development of online financial approval management system. 7. Management of Planning schemes management system. 8. Any kind of online work assigned by NAU KVK's.
4.	**Mr. Chetan Lad** Computer Programmer (KVK) **Contact No. :** **9979393220**	1. Management of Antivirus software server. 2. Management of Online network complain management portal. 3. Management of NAU drive portal. 4. Management of CCTV camera for University roads and main gates with NVR & DVR. 5. Management of internet leased line (NKN, GSWAN & other ISP) and IPSEC VPN services. 6. All server setup, virtualization, configurations and backup software management. 7. IT dead stock, store management & e-west management. 8. Management of internet network across NAU campus and remote center (LAN & WAN). 9. Firewall management. 10. Responsibility of University e-tender process. 11. Management of domain, hosting, SSL certificate Installation for website and web applications. 12. Development of Online Asset Management Portal. 13. Any kind of online work assigned by NAU KVK's.
5.	**Mr. Manan Bhatt** Computer Programmer (KVK) **Contact No. :** **7227801350**	1. Management of University website www.nau.in. 2. Management of Krishi KIOSK (agriculture english, agriculture gujarati, Horticulture gujarati, Veterinary gujarati, Paddy gujarati & Sugarcane gujarati). 3. Management of NAU NAHEP-CAAST Project website and other web Applications.

		4. KISAN MITRA 2.0 mobile application's server management only.
		5. Management of Bug management portal.
		6. Management of NAU e-shop portal.
		7. Management of NAU e-Market Portal.
		8. Development of AEMS (agricultural experiment monitoring system).
		9. Responsibility of IT Department's document digitalization & paper work process.
		10. Responsibility of IT Department web page management.
		11. Development of Pension Module.
		12. Development of Resolution (Portal) Module.
		13. Development of Krishi KIOSK 2.0 Portal.
		14. Any kind of online work assigned by NAU KVK's.
6.	**Mr. Sunil Patel** Computer Programmer **Contact No. :** **9925733566**	1. Management of Tour management software. 2. Management of SMS portal. 3. Management of Online NAU web-mail creation portal for regular staff & student. 4. Management of Internet User Management portal (online internet registration & online no due certificate). 5. Management of SSO (Single sign on portal). 6. Management of Video conferencing streaming application for e-class. 7. Management of Online web based guest house room booking portal. 8. Responsibility of video conferencing, webcasting and live streaming for University events & activities. 9. Management of google G-suite services. 10. Responsibility for management of IT Vehicle with all registers and Vehicle documents. 11. Development of GPF Module. 12. Development of Budgeting Module. 13. Development of Tour bill generation Portal.
7.	**Mr. Mayur Bharthera** Computer Programmer **Contact No. :** **9275056704**	1. Management of Online NAU Jobs portal. 2. Management of Online hall ticket generation portal for jobs & admission application process. 3. Management of Online marks entry (Exam) software. 4. Management of Online admission portal. 5. Management of NAU e-Class Portal (e-Class room, e-Learning & Subjective Online exam). 6. Management of Human resources management system (HRMS).

		7. Management of MCQ based online examination portal.
		8. Development of CMS based online fees and university income collection system.
		9. Management of academic management system (provided by NAHEP-CAAST ICAR).
		10. Management of Online convocation portal.
		11. Development of (SJR) Students Joining reports Portal.
		12. Development of Digital Identity Card For NAU Employees.
		13. Development of PG Module.

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Navsari. Dated: 01/04/ 2022.

Controlling Officer IT