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

NAVSARI AGRICULTURAL UNIVERSITY

Azadi Ka Amrit Mahotsav
G20

❧CIRCULAR❧

IT Work Distribution 2024-25

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.	**Chirag Naik** I/c. Comptroller & Controlling Officer IT, Computer Programmer (KVK) **Contact No. :** **9662532863**	1. **Responsibility of Controlling Officer of The IT Department.** 2. Management of IT services related licenses. 3. Responsibility of Nodal officer of University social media platforms. 4. Responsibility of Nodal officer for implementation of telecommunication infrastructure policy – 2022. 5. Development of CMS based e-pay Portal. 6. Structuring of software's for customization and new development for IT services. 7. Management of NAUSAGAR social media Portal. 8. Responsibility of Nodal officer of e-Sarkar. 9. Management of AtoZ Competitive Examination Portal. 10. Any kind of online work assigned by NAU KVK's.

2.	**BhaveshChaudhari** Assistant Professor (IT) **Contact No. :9825978277**	1. **Responsibility of IT team leader.** 2. IT Department purchase procedure. 3. Management ofe-class room/ e-learning solution (Impartus Solution provided by AAU). 4. Management of virtual classroom provided by ICAR. 5. Monitoring and Execution of IT Department's purchase process.
3.	**Nisheeta Patel** Computer Programmer(KVK) **Contact No. :9724245646**	1. Management of Enterprise Resource Planning (ERP) Software (Old). 2. Management of CMS based online financial accounting management. 3. Management of CMS based online bill management. 4. Development of CMS based online cashbook management system. 5. Management of CMS based online auditing management system. 6. Development of online financial approval management system. 7. Management of Planning schemes management system. 8. Management of Pension Module. 9. Management of GPF Module. 10. Development of Budgeting Module. 11. Management of SBI e-Pay Payment Gateway. 12. IT Department's purchase process. 13. Any kind of online work assigned by NAU KVK's.
4.	**Chetan Lad** Computer Programmer(KVK) **Contact No. : 9979393220**	1. Management of Antivirus software server. 2. Management of OMR scanning software. 3. Management of Online network complain management portal. 4. Management of NAU drive portal. 5. Management of CCTV camera for University roads and main gates with NVR & DVR. 6. Management of internet leased line (NKN, GSWAN & other ISP) and IPSEC VPN services. 7. Management of All server setup, virtualization, configurations and backup software. 8. Management of IT dead stock, store& e-west. 9. Management of internet network across NAU campus and remote center (LAN & WAN). 10. 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).
		11. Management of Firewall.
		12. Management of domain, hosting, SSL certificate Installation for website and web applications.
		13. Development of Asset Management Portal.
		14. IT Department's purchase process.
		15. Any kind of online work assigned by NAU KVK's.
5.	**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 gujarat I & Sugarcane gujarati). 3. Management of NAU NAHEP-CAAST Project website and other web Applications. 4. Responsibility of University e-tender process. 5. Management ofNAU e-shop portal. 6. Management ofNAU e-Market Portal. 7. Management of AEMS (agricultural experiment monitoring system). 8. Responsibility of IT Department's document digitalization & paper work process. 9. Responsibility of IT Department web page management. 10. Management of Resolution (Portal) Module. 11. Development of Krishi KIOSK 2.0 Portal. 12. IT Department's purchase process. 13. Any kind of online work assigned by NAU KVK's.
6.	**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 ofInternet User Management portal (online internet registration & online no due certificate). 5. Management of SSO (Single sign on portal). 6. Management of Online web based guest house room booking portal. 7. Responsibility of video conferencing, webcasting and live streaming for University events & activities.

		8. Management of google G-suite services. 9. Management of Bug management portal. 10. Responsibility for management ofIT Vehicle with all registers and Vehicledocuments. 11. Development of Tour bill generation Portal. 12. Management of WhatsApp API. 13. The task of preparing Technical Sanction for IT related purchases. 14. IT Department's purchase process.
7.	**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 Video conferencing streaming application for e-class. 7. Management of Human resources management system (HRMS). 8. Management of MCQ based online examination portal. 9. Management of CMS based online fees and university income (Various Deposits) collection system. 10. Management of Online convocation portal. 11. Management of (SJR) Students Joining reports Portal. 12. Management of Digital Identity Card For NAU Employees. 13. Management of PG Module. 14. Management of DigiLocker/ ABC Portal. 15. IT Department's purchase process.

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Navsari. Date: 11/09/2024.

Controlling Officer IT