



Navsari Agricultural University

Directorate of Information Technology

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Circular

This is to inform all the Units / Sub Units / Departments of NAU that Department of Information Technology, NAU, Navsari is arranging a training on Website Administration of www.nau.in and Online Tour Diary Program. This training will give insight to the new features as well as all operations of website administration along with that functionalities of newly developed Online Tour Diary Program. The website administrative control will be also given to department. Before this meeting contents must be prepared in required form by each Units / Sub Units / Departments. All the content items is required in separate word documents. Also, create collection of photos in JPG formats for photo gallery for each unit.

The training will be tentatively scheduled in next week. All Heads of Units / Sub Units / Departments have to remain present along with 2 staff members who can do regular website updation. Also, All Heads of Units / Sub Units / Departments have to release office order for appointment of these 2 staff members along with contact details for website updation and bring copy of this office order in the meeting.

Guideline for preparing content items

For Colleges

1. Introduction
2. Principal's Profile
3. Programme Details
4. Infrastructure / Facilities
5. Departments
 - i. Faculty
 - ii. Activities / Achievements
 - iii. Future Plan
 - iv. Pro-Active Disclosure
 - v. Contact Us
6. Alumni
7. Photo Gallery
8. Pro-Active Disclosure
9. Contact Us

For Research Unit

1. Introduction
2. Mandate
3. Objective
4. Staff Position
5. Farm Detail
6. Infrastructure / Facilities
7. Research Project / Scheme Details
8. Technology Developed
9. Future Programmes
10. Achievements
11. Photo Gallery
12. Pro-Active Disclosure
13. Contact Us

For Extension Unit

1. Introduction
2. Mandate
3. Objective
4. Staff Position
5. Infrastructure / Facilities
6. Scheme Details
7. Extension Activities
8. Transfer of Technologies
9. Services
10. Action Plan
11. Photo Gallery
12. Pro-Active Disclosure
13. Contact Us

All Units / Sub Units / Departments are instructed to prepare above content items before 23rd July, 2015. This circular is published as per the instruction given by Hon. Vice Chancellor.

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Director IT, NAU