



Navsari Agricultural University

Directorate of Information Technology

Navsari Agricultural University, Eru Char Rasta, Navsari-396450. O: 02637-282770, M: 9998445544, email: dit@nau.in

Circular

Subject: Meeting and Training of Website Administration and Online Tour Diary Program

As per earlier circular (NAU/AABMI/IT/1459/2015) of Department of Information Technology, NAU, Navsari dated 16/07/2015, Hon. Vice Chancellor has invited meeting of "Training of Website Administration and Online Tour Diary Program".

Date and Time of Meeting: 29/07/2015 at 2:30 PM

Venue of Meeting: Seminar Hall, NMCA, Navsari Agricultural University, Navsari.

All the Heads of Units / Sub Units / Departments of NAU are requested to attend the said meeting along with 2 staff members who can do regular website updation. Also, bring Office Order copy as per instruction given in circular NAU/AABMI/IT/1459/2015. 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 as per listed content items of earlier circular. Also, create collection of photos in JPG formats for photo gallery for each unit.

In earlier circular (NAU/AABMI/IT/1459/2015) the list of content items shown for colleges is applicable to polytechnic as well. The listed content items are compulsory for each Units / Sub Units / Departments in uniform manner, if any addition is required it will be discussed in the meeting.

Earlier, College level website administrator were managing the website but the provision of updation at department level is covered and it will be described in the training. So, department level updation will be managed by respective department after this meeting. Online Tour Diary Program is likely to start and training for the same will be covered in this meeting. All the Heads of Units / Sub Units / Departments are requested to bring the list of staff members working under that unit.

NAU/AABMI/IT/1460/2015

Date: 17/07/2015

Director IT, NAU