

Minutes of Meeting in regards to procure new ERP system for university process automation held on 22nd June 2018 at VC Conference Room, NAU, Navsari under the chairmanship of Hon. Vice Chancellor, NAU.

Director IT, NAU, Navsari welcomed all the members of Meeting. Hon. Vice chancellor had described the needs procuring new ERP. Hon. Vice chancellor had discuss all of issues which are not able to rectify in the existing ERP.

Director IT had presented the applicable modules under agriculture university and same was discussed with possible features. All the members of the meeting had agreed upon procurement of new ERP system with brief discussion. Director IT had also describe the software development process and highlighted that requirement gathering is prime aspect of ERP procurement. The requirement gathering was divided by modules and allotted to respective nodal.

Academic Module: It will covers all the academic aspects like student enrollment, fee, student allocation, academic schedule, thesis evaluation, and all other academic process which required to be covered under process automation.

[Action: Assistant Registrar (Academic)]

Research Module: It will covers all the process followed by Office of Director Research and Dean PG as well the process followed by Research Station which required to be covered under process automation.

[Action: Associate Director of Research]

Extension Services Module: It will covers all the process followed by Office of Director Extension Education as well the process followed by KVK which required to be covered under process automation.

[Action: Associate Processor, Office of Director of Extension Education]

External Communication Module: It will covers external communication to be covered under process automation. This communication will be information compilation, allocation, monitoring, record keeping etc.

[Action: Assistant Registrar (Administrative)]

Finance and Accounting Module: It will covers all aspects of Grant, Income and Expenses, Financial reports and all the operation of Comptroller office.

[Action: Comptroller]

Budgeting Module: It will covers all aspects of Budgets of University along with all the operation of Planning and Development Cell.

[Action: Planning Officer]

Property and Asset Management Module: It will covers all aspects of Property, Asset of University along with all the operation of Office of Executive Engineer.

[Action: Executive Engineer]

Procurement Module: It will covers all aspects of University procurement process as well as procurement of Construction item, instruments, Chemical-Glassware-Plasticware and services.

[Action: Executive Engineer, Principal (NMCA), Principal (Veterinary College)]

File Movement Module: It will covers all internal communications (Note, Letter, Correspondence, Minutes, Orders, etc) of the university.

[Action: Director IT]

Admission Module: It will covers Online admissions process of University.

[Action: Assistant Registrar (Academic)]

Career Module: It will covers Online recruitment process of University.

[Action: Assistant Registrar (Administrative)]

HRMS Module: It will covers HRMS process (Sensation Post, Appointment, Transfer, Promotion, Pay Fixation, Deputation, Retirement etc.) of University and other process automation of Registrar Office.

[Action: Assistant Registrar (Administrative)]

Event Management Module: It will covers process automation of events of university.

[Dean, Horticulture Faculty]

Library Module: It will covers process automation of Library.

[Librarian]

Alumni Management Module: It will covers process automation of all activities of College/University Alumni association.

[Director of Student's Welfare]

Services and Grievance Module: It will covers process automation of public services of university and grievance redressal.

[Principal, AABMI]

All the nodal were informed to submit the requirement, process flow and necessary documents of respective modules to Director IT by 21st July, 2018. After finalizing the requirements from all the nodal, Director IT will initiate procurement process.

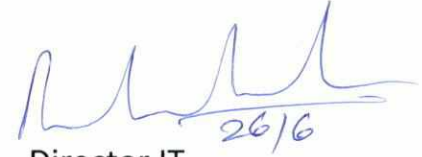
Following members were appointed in the Committee for preparation of Tender RFP Document, evaluation and other necessary procurement process.

1. Director of Research and Dean PG, NAU
2. Registrar, NAU
3. Director of Extension Education, NAU
4. Director's of Student Welfare, NAU
5. Dean (Agriculture), NAU
6. Dean (Horticulture), NAU
7. Dean (Veterinary), NAU
8. Principal, NMCA, NAU
9. Principal, AABMI, NAU
10. Principal, Forestry College, NAU
11. Comptroller, NAU
12. Librarian, NAU
13. Executive Engineer, NAU
14. Director IT, NAU

After Procurement of proposed ERP, testing of each modules will be observed by respective nodal and necessary training will be organized by Director IT. The Minutes of Meeting is approved by Hon. Vice chancellor, Navsari Agricultural University, Navsari.

NAU/IT/154/2018

Dt: 26/06/2018



Director IT,
NAU, Navsari

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1. PS. to VC., Navsari Agricultural University, Navsari
2. Registrar, Navsari Agricultural University, Navsari
3. Director of Research & Dean PG, Navsari Agricultural University, Navsari
4. Director of Extension Education, Navsari Agricultural University, Navsari
5. Dean (Agriculture) & Principal, Collage of Agriculture, Waghai
6. Dean (Horticulture) & Principal, ASPEE College of Horticulture and Forestry, NAU, Navsari
7. Dean (Veterinary) & Principal, Vanbandhu College of Veterinary Sci. and Animal Husb., NAU, Navsari
8. Principal, ASPEE Agribusiness Management Institute, NAU, Navsari
9. Director of Students' Welfare, Navsari Agricultural University, Navsari
10. Librarian, Navsari Agricultural University, Navsari
11. Comptroller, Navsari Agricultural University, Navsari
12. Executive Engineer, Navsari Agricultural University, Navsari
13. Planning Officer, Navsari Agricultural University, Navsari
14. Principal, NMCA, Navsari Agricultural University, Navsari
15. Research Scientist (Cotton), Main Cotton Research Station, NAU, Athwa Farm, Surat
16. Research Scientist, Soil and Water Management Res. Unit, NAU, Navsari
17. Program coordinator, Krushi Vigyan Kendra, Navsari Agricultural University, Navsari
18. Program coordinator, Krushi Vigyan Kendra, Navsari Agricultural University, Surat