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Directorate of Information Technology

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## Circular

We have added “**University tour diary**” in our website [www.nau.in](http://www.nau.in) from date 9<sup>th</sup> July, 2012. All Head of Unit/Sub Unit are instructed to updated tour program from their admin panel ([www.nau.in/admin/](http://www.nau.in/admin/)) given by Director of IT, under the section **Add Tour Details** while traveling through university vehicles.

If tour program is not updated in advance through website the tour will not considered as office tour and necessary action will be taken for the same. Tour program update is effective from the date 9<sup>th</sup> July, 2012. In case of getting problem for tour updating from admin panel please take assistance of Director of IT, NAU.

**This circular is issued as per the instruction given by Hon. Vice-Chancellor, Navsari Agricultural University, Navsari.**

Director IT, NAU, Navsari.

Copy to:

1. PS to VC, Navsari Agricultural University, Navsari.
2. All Head Unit/Sub Unit.