PRATAP UNIVERSITY
Recognized by UGC

Ref No.: PU/2025-26/LETTER/JULY/07/011

Date: 08th July, 2025

CIRCULAR

As per the instructions received from the competent authorities, the IT Cell is divided into two sections:

Section 1: IT Infrastructure and Services, Headed by Mr. Devendra Saxena
Responsibilities:
- Maintenance of IT infrastructure, including networks, servers, and data centers
- Manage IT services, including helpdesk support, software and hardware procurement, and asset management.

Section 2: Digital Transformation, Headed by Ms. Deepika Bhansali
Responsibilities:
- Creating a responsive website
- Optimizing the website for search engines to improve visibility and ranking
- Integrating social media feeds
- Online admissions
- Digital marketing
- Integration of ERP with vendors for effective implementation encompassing student information system, human resource and financial management, course management, library management, examination and reporting and analytics.

Both sections will work to ensure seamless IT operations and drive digital innovation, enhancing the overall efficiency and effectiveness of the institution.

Mr Devendra Saxena and Ms Deepika Bhansali will be engaged in academic delivery for BCA and MCA programs and shall be reporting to the Registrar.

Please make a note that Mr Devendra Saxena and Ms Deepika Bhansali will be available in room no : 209 and Admissions room respectively to assist and resolve any query.

Registrar
Pratap University, Jaipur

PRATAP UNIVERSITY JAIPUR

Copy to:

1. Hon'ble Chairman Sir, for Kind Information, Please
2. Hon'ble Vice Chancellor, for Kind Information, Please
3. Dy. Registrar
4. Principal (SoPS, BIPS)
5. Office/ Admin Department
6. All Faculty, Staff Members
7. Notice Board
8. File

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