Roles & Responsibilities of IT Services

- ➢ Data centre and server hardware were monitored regularly.
- ➢ The issues related to network and Wi-Fi were regularly managed. The network performance of the organization was tuned regularly by inspecting the network latency.
- ➢ Ensuring 24×7 network connectivity to the data centre of the organization and also in the NIEPA hostel.
- ➢ Management of Institute social media (Twitter, YouTube, Instagram & Facebook)
- ➢ YouTube and Facebook Live Streaming of the Events
- ➢ Organising the Live Webinars with available NIEPA digital infrastructure
- ➢ Organising the Video conferencing for the Meetings and Webinars
- ➢ Cyber Threats Monitoring and mitigating the attacks to the NIEPA Data Centre and digital infrastructure
- ➢ Operating System licenses management
- ➢ Facilitated and implemented the E-Wizard for E-Tendering
- ➢ Technical Bid Evaluation in GeM
- ➢ Websites of the organization were monitored and updated frequently.
- ➢ Management of server AMC
- ➢ The security patches of entire servers were updated regularly.
- ➢ The server backup of the NIEPA Data Centre was carried out at regular intervals.
- ➢ The backup of online courses was regularly done.
- ➢ Creation of online courses and the enrolment of users in NIEPA LMS
- ➢ Pushing the Anti-Virus Patches centrally from the server to clients
- ➢ The online UPS is maintained and monitored repeatedly.
- ➢ Managing institute CCTV surveillance.
- ➢ Monitoring the all the domains
- ➢ Managing the niepa.ac.in mail domains
- ➢ Monitoring and managing the online recruitment (Permanent &Temporary)