



No: GBU/ITE/e-file/265/2024/0658/Admin/ 578

Date: 18/09/2024

OFFICE ORDER

Comprehensive Re-Training on Projector, LED Screen and AV Equipment of Board Room, Room. No.7 (First floor) and in Auditorium for Staff and Faculty

In order to ensure the smooth operation and management of Projector, LED Screen and audiovisual (AV) equipment in key locations such as the Auditorium, Board Room (Room No. 7, First Floor), and Room No. 7 (First Floor), it has been decided to conduct a re-training session for staff and faculty members. The need for this re-training arises due to the unavailability of certain staff members during the previously conducted session on 05/09/2024.

To ensure a smooth transition and to equip our staff with the necessary skills, training sessions on scheduled.

Training Details:

Sr. No.	Particulars	Details
1	Modules	-Use of Projector, LED screen, AV Equipment -How to create links in Google Meet and MS Teams
2	Commencement Date	21 st September 2024 (Saturday)
3	Duration	45 Minutes
4	Time for Faculty	02:30 PM to 03:15 PM
5	Time for Admin Staff	03:15 PM to 04:00 PM
6	Venue	Auditorium, GBU
7	Trainer	Mr. Bhadreshsinh Gohil (System Analyst, GBU)

All concerned Staff and Faculty members are required to attend the training sessions as per the provided schedule. Attendance will be recorded, and participants are expected to actively engage in the training to maximize its effectiveness.

For any queries or additional information, please contact Mr. Bhadreshsinh Gohil (System Analyst) at sa@gbu.edu.in.


Registrar

Copy To:

1.All Faculty and Admin Staff

