



GBU/ITS/e-file/265/2024/0384/Admin-PF1/577

Date: 18/09/2024

OFFICE ORDER

Instructions to upload circular/notifications on GBU Website

In order to improve the efficiency and accuracy of content submissions to the Gujarat Biotechnology University (GBU) website, it has been decided to implement a standardized procedure for submitting content such as tenders, corrigendum, notifications, profile updates, and other communications. This will replace the current email-based submission system which often leads to incomplete requests and delays in processing.

To facilitate this, the IT team has developed a Google Form which will guide staff and faculty members through a structured process to ensure that all necessary details are provided upfront. This standardized system will streamline the process, reduce errors, and enhance accountability.

Steps for Using the Google Form:

- 1. Access the Form:** Staff and Faculty members needs to access the Google Form link <https://io.gbu.edu.in/webup>.
- 2. Complete the Form:** Enter all required details such as name, department, and website tab, and specify the type of content being submitted.
- 3. Upload Files:** Upload the necessary files following the instructions within the form.
- 4. Submit the Form:** Once all details are filled in, click "Submit" to send the request. After submitting the form, please allow approximately 6 to 8 hours for the document to be uploaded to the website.

This new procedure is effective immediately. All staff and faculty members are requested to follow the guidelines provided above for submitting any website-related requests.

For any queries or assistance with the new system, please contact the IT Department at it@gbu.edu.in.


Registrar

Copy To:

1.All Faculty and Admin Staff

