No: GBU/ITE/e-file/265/2024/0658/Admin /525   Date: 03/09/2024

OFFICE ORDER

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

In line with our commitment to ensuring optimal use of IT technological resources and to enhance the efficiency of our meetings and presentations, we are pleased to announce a comprehensive training session on the use of Projector, LED Screen, and AV Equipment. This training is essential for all staff and faculty members who frequently utilize these facilities.

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	5th September 2024 (Thursday)
3	Duration	45 Minutes
4	Time for Faculty	04:30 PM to 05:15 PM
5	Time for Admin Staff	05:15 PM to 06:00 PM
6	Venue	Board Room, Ground Floor, 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