

GUJARAT BIOTECHNOLOGY UNIVERSITY
ACADEMIC DEPARTMENT

GBU/ADM/243/2022-23/280

Date: 04/06/2024

OFFICE ORDER

Sub: Empowering GBU Director for all the matters related to academic, research and student support activities

Ref:

1. GBU Act 2018 – Section (9) and 25(1), (2), (3)
2. DG, GBU Email Dt. 21/04/2024 regarding “Enhancing Academics”
3. Office Order of BoS No. GBU GBU/Adm/243/2022-23/390 Dt. 07/10/2023
4. Office Order of Start-up, Incubation and Patent Filing No. GBU/Adm/243/2022-23/419 Dt. 13/12/2023
5. E-sarkar Office note no.: GBU/Adm/e-file/265/2024/0433/Admin

As per the above-mentioned subject and reference, The Director General of GBU has accorded the approval to empower the Director of GBU to be the approving authority for all the matters related to Academic, Research and Student Support Activities to work on the mission-mode for achieving the objectives of making GBU the world class university in the field of biotechnology. As per the Accorded approval,

- The Director of GBU is empowered to be the approval authority for all the administrative matters related to academic, research and student support.
- The Director of GBU is empowered to be the signatory authority for signing all the documents related to Academic, Research and Student Support activities and streamlining all the academic affairs of the university.
- As per the approval of the DG, GBU, all the official documents and communications for the purpose of approval from the Director, GBU necessarily be routed through Academic Department for vetting purposes before the approval of the Director. As per the earlier communications, henceforth, all the documents are mandatorily routed through E-sarkar only.
- As per the approval of DG, GBU, the Registrar of GBU shall be the approval authority for finalizing the timetables, results, convocation and admission issues at GBU. All the matter are necessarily routed through the Academic Department for the purpose of approval of Registrar, GBU.
- As per the approval of DG, GBU, all the scientific instruments, consumable, software etc. related procurements shall be routed through the Academic Department for the approval of DG, GBU through the Director, GBU mandatorily routed through the Academic Department of GBU on E-sarkar.

All the Faculty, Officers and Staff of GBU are required to adhere to the official routing of documents through E-sarkar only for the approval of the Director, GBU through the Academic Department of GBU. There shall be no format, proforma, pre-filled format be submitted to the Director, GBU directly.

Deputy Registrar

Copy to:

1. PA to DG, GBU
2. PA to Registrar, GBU
3. All the Faculty, Officers, Staff, Fellows and Students of GBU
4. IT Department for uploading on GBU Website and ERP
5. All Concerned