GBU/ADM/2022-23/188/1280   **Date: 21 /02/2025**

Office Order:
Subject: Regular Information Submission for GBU Website

Ref.: Approved Esarkar note no. GBU/ITS/e-file/265/2024/0384/Admin/note28 dated 21/02/2025.

To: All Heads of Departments (HoDs) and Concerned Officials

To ensure the Gujarat Biotechnology University website remains current and informative, all relevant updates (circulars, office orders, announcements, etc.) must be submitted regularly.

The followings are the concern department/person for each website modules:

Sr. No.	Webpage Module	Sub module	Concern Department/ official (Data provider)
1	About	Board of Governor	GAD Department
		Director General Message	PA 2 DG
		Upcoming facilities	Estate Department
		Academic Council	GAD Department
		Advisory Council	GAD Department
		Finance Committee	GAD Department
		Woman Development Council	Ms. Himani Peshavaria
		Anti Ragging Committee	Dr Nisha Singh
		IT SoP	IT department
2	People	Faculty	Concern Faculty
		Administrative Staff	Establishment Department
		Students	Academic Department
3	Academics	Admission	Academic Department
		International Team	
		GBU-UoE Collaboration	
		Program info	
		Curriculum	
		Fee Structure	
		Support Service	
		Library & Resources	
		Exam Result	
		Life in Gandhinagar	
		Academic Bank of Credit (ABC)/ Digi locker	
4	Programme	MSc	Academic Department
		PhD	
5	Collaboration	Collaboration	UoE department
6	Research	Central Instrumentation facility	Dr. Imran Pancha
		Instruments	Dr. Imran Pancha
		Research Project	Dr. Nisha Singh
		Projects	Dr. Nisha Singh

		Award & Honour	Dr. Nisha Singh
		GBU Achievement (2022-23)	Dr. Dhaval Patel
		Publication (Year 2022-23)	Dr. Dhaval Patel
		Fellowships	Dr. Dhaval Patel
7	Events	Speaker Participation	Dr. Gunjan Sharma
		Scientific Events	
		Cultural Events	
		Other Events	
8	Tenders	Tenders	Concern Department
		Tenders Archive	Concern Department
9	Career	Career	Establishment Dept.
10	RTI Section	RTI	Mr. Rajeshveer Maurya
11	Library	Library	Dr Maheshkumar Solanki
12	ERP	ERP	ERP team

Guidelines:

1. **Content to Submit:**

   - Circulars related to academics, administration, and student matters and other departments.
   - Official orders, event announcements, and important updates.
   - Any other official notices.

2. **Submission Process:**

Submit Documents and updates through Google Form Link: https://io.gbu.edu.in/webup.

The IT department will submit monthly report to Registrar office.

For any query, kindly contact IT team, it@gbu.edu.in.

S/d

Registrar

To,

All Concern official and Staff.

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