



## OFFICE ORDER

### Subject: Procedure for Submitting and Displaying Information on the Installed LG TVs at the Biometric System.

To streamline the process for publishing information on the newly installed LG TV at the Biometric System, the following procedure has been implemented:

- ❖ Submission of Information:
  - All staff members wishing to publish any information on the TV must submit their content via the Google Form provided.
  - The Google Form can be accessed through the following link: <http://io.gbu.edu.in/LGTV>
  - All information must be submitted at least one day prior to the intended display date to ensure smooth and timely operation.
  - The IT department will review the submitted information and schedule it for display.
  - The information to be displayed should be concise, clear, and relevant to university staff and students.
  - Any media files (such as images or videos) must be in appropriate formats and of good quality for display.

This system has been put in place to ensure effective communication and smooth operation of the TV display. We request all staff to follow this procedure to avoid any delays or complications in the process.

For assistance or queries regarding the digital signatures, staff are advised to contact the IT Department at [it@gbu.edu.in](mailto:it@gbu.edu.in)

Sd/  
Registrar

Copy to:

- GBU All Admin Staff, Faculty and Outsourced Staff

