GBU/MeetingRoomITSOP/e-file/265/2025/0247/IT/44

Date: 09/04/2025

Office Order

Subject: Strict Implementation of Standard Operating Procedures (SoPs) regarding Usage of Meeting Rooms No. 7 & 8, Board Room and Auditorium

Gujarat Biotechnology University has various facilities / office spaces i.e. Meeting Room No. 7, 8, Board Room and Auditorium etc. where online & offline meetings, events, programs, consultation, workshops are being organised by University's Academic/ Admin Officials as well as Students (sometimes).

2.0   Currently, above facilities/ office spaces are equipped with physical and digital infrastructure especially IT Equipments (Digital Screen with Computer, Video Camera, Microphone(s), LAN Cable, Wi-Fi, Wireless Keyboard-Mouse set, Pointer, USB Extension Board, Remotes, Power cords, Other relevant connects etc.)

3.0   Standard Operating Procedures (SoPs) for effective and smooth utilization of above-mentioned office spaces was under consideration. After careful consideration, the same has been approved by the competent authority and attached herewith as Annx 1, wherein steps for end-to-end usage of such office spaces are mentioned especially for above mentioned IT Equipments.

4.0   All are requested to strictly follow the instructional described in the said office order and SoPs with immediate effects.

Registrar

Encl.: % as above

To,
- All Staff Members (University Officials)
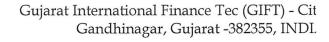- All Staff Members (Outsourced Staff)
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Copy to: PS to DG, GBU

Standard Operating Procedures to use Meeting Room No. 7 & 8, Board Room and Auditorium for any meeting/ event/ program/ video conferencing meeting etc.

Step #	Action	Responsible / to be done by
1	Reservation Request in ERP in Venue Booking Module for meeting in room no. 7 and 8/ Board Room/ Auditorium or Email Request to pa2dg@gbu.edu.in	Host of the meeting / organiser
2	Visit, checking (remote cells, internet connection, Computer System etc.) and dry run (Video Conferencing, Presentation Material – ppt, pdf, video-audio, pointer, other useful software, adobe reader, MS 365 etc.) before 1 day of the meeting date in coordination with IT Support Team	Host of the meeting/ organiser & IT Support Team & Electrician
3	On the meeting day, collection of keys from security / reception and turn on electric Equipment (Lights, Fan, AC etc.) and turn on Computer System, Screen, Video Conferencing Unit, Microphone etc.	A dedicated official from Meeting Host Team, who will also be responsible for operation of all the equipment during meeting
4	After the meeting, turning off all the electric Equipment and IT Equipment and to lock the room and return keys to security / reception area.	A dedicated official from Meeting Host Team, who will also be responsible for operation of all the equipment during meeting
5	After the completion of meeting Host Team will inform to IT Team and Electrician as a closure report	Host of the meeting/ organiser & IT Support Team & Electrician

✉ info-gbu@gujarat.gov.in
🌐 www.gbu.edu.in
☎ 079-69014-999

Gujarat International Finance Tec (GIFT) - Cit
Gandhinagar, Gujarat -382355, INDI