

Constitution of GBU IT Committee

Gujarat Biotechnology University

Nr. GIFT City, Gandhinagar

Circular No.: GBU/ITC/e-file/265/2025/0642/IT/1200

Date: as per e-sign

Read:

16 DEC 2025

1. TSP-2004-808-DST dated 30th July 2004
2. E sarkar approved note: GBU/ITC/e-file/265/2025/0642/IT dated 04th December 2025

Circular: -

Department of Science & Technology (DST), Government of Gujarat vide Government Resolution No. TSP-2004-808-DST dated 30th July 2004 has issued guidelines for IT and ITES related projects management/ procurement/ procedural matters. It was also suggested that every Govt. of Gujarat organisation must have their own IT Committee as per above mentioned GR. To comply with the same and considering the need for structured IT governance at Gujarat Biotechnology University (GBU), the competent authority has approved the proposal of constitution of GBU IT Committee with following members:

GBU IT Committee Members:

#	Designation	Role in Committee
1	The Registrar, GBU	Chairperson
2	Deputy Finance Officer, GBU	Member
3	Dr. Dhaval Patel, Assistant Professor (Bioinformatics)	Member
4	Dr. Nisha Singh, Assistant Professor (Bioinformatics)	Member
4	DST's representative (in case he/she is deputed by DST/ DIT at GBU)	Member

5	Deputy General Manager – Tech as GIL’s representative or any other GIL Official nominated by him/her	Member
6	Subject Matter Expert(s)/ University IT System Expert(s) (to be engaged on call basis in case of requirements in the IT / ITES fields such as Cyber Security, AI, ML etc.)	Invitee Member(s)
7	Head of Department – IT, GBU	Ex-officio Member Secretary
8	ICT Officer, GBU	Member

Duties and functions of GBU IT Committee is mentioned below:

1. GBU IT Committee shall be responsible for preparing and finalizing a comprehensive “IT Action Plan” and identify /prioritize IT/ ITES Projects for GBU and estimates of various IT/ITES projects, systems, hardware, services and solutions.
2. The committee shall be responsible to oversee major/minor projects and performance, managing IT risk, and ensuring effective IT governance.
3. Implementation of the IT/ITES facilities/systems/ solutions/ projects as per guidelines given/approved by the Central Govt. (MEITY, NEGD, NIC, DBT etc.), State Govt. (DST/SDC etc.), University Grants Commission and AICTE or any other Govt. Organisations in the field of IT/ ITES.
4. To overview development of the Website(s), Web-application(s), ERP, University Management System, Mobile Application(s), Learning Management System (LMS), Knowledge Management System (KMS), Virtual Classroom, Digital Classroom set up etc. , any Digital Platform / Services associated with GBU, and it’s allied services/ projects/ programs/ workshops etc. required by academics side and administration side of GBU.
5. Overview of planning and development of state-of-the-art Computer/ Server Labs or any IT set up in the University Campus at the headquarters and at other place, as per the necessity.

6. Overview of requirement/ need assessment for procurement of IT/ ITES Hardware, Software, services, connectivity, other networking infrastructure or any support system by finalising technical specifications, market rate analysis, estimates etc. and recommend the same to GBU Purchase Committee for further process as per Govt. of Gujarat Purchase Policy/ Guidelines.
7. The committee shall overview for revising the IT setup/ Future Road map of the University at the interval of every 5 (five) year.
8. The committee shall ensure the regular IT / ITES services shall be maintained based on office orders, SOPs, circulars and best practices in other universities of national importance.
9. The committee shall be responsible for requirements of engagement of consulting services, experts, outsourced human resources for IT Dept. of GBU.
10. The committee shall be responsible to give approval to take projects / services as consultancy from other Govt. / Semi Govt. / other organisations.
11. All other matters relating to the IT/ ITES at the discretion of the chairman.

GBU IT Committee's Meeting Notice, Agenda, Quorum, Decision Making and Inviting a Subject Matter Expert:

1. The committee shall meet at least one time in each quarter of the year or as per need.
2. Member Secretary of the committee shall be responsible for finalization of agenda and minutes of the meetings with the approval of Chairperson of the IT Committee.
3. 1/3 members shall form a quorum for meeting.
4. In absence of the Chairperson, his/her representative will preside at the meeting and in the absence of both, the members present shall elect the Chairman amongst them.
5. In case of equal voting, the presiding Chairman shall have power to record his casting vote.
6. The IT committee, if deems fit, can invite any expert as an invitee to attend the meeting of the Committee. Invitee member will be entitled to Travelling Allowance and Seating Fees as per GoG Norms.

7. Minuets of meeting of the each and every committee shall be prepared as per in the prescribed format fixed by GAD, GoG.
8. If any post is vacant, shall filled up by the Chairperson upon request from Member Secretary

The same has been issued after the approval received from Director General, GBU on file no. GBU/ITC/e-file/265/2025/0642/IT dated 04/12/2025



(Dr. J C Lilani)

Registrar

To,

- All Academic Staff members
- All Administrative Staff members