

Office Order

All departments, schools and sections are hereby informed that university has purchased Webex and Zoom Software for conducting various meetings/webinar/online events.

As such, any department/school/section, who wishes to conduct any meeting/webinar/ online event, should send their request by email only to PS to Registrar at registrar.hnbg@gmail.com for allocating them schedule. While sending request, it should be clearly mentioned whether they wish to conduct such meeting/webinar/online event by Webex or Zoom.

Meeting shall be scheduled by PS to Registrar and login and password shall be communicated by him to concerned. Such organiser shall be the host for that particular meeting/webinar/online event after receiving login and password.

It will be the responsibility of concerned department/school/section to smoothly conduct meeting/webinar/online event at their own after obtaining the login and password and to ensure recording of meeting/webinar/online event is done by them and saved in their record for future reference by the university.

Maximum 500 people can join in Zoom and 1000 people can join in Webex at one time.

By Order
Vice Chancellor

Hemvati Nandan Bahuguna Garhwal University, Srinagar Garhwal
(A Central University)

Ref. No. : HNBGU/Academic/2020-21/ 399

3 November, 2020

Copy to : For kind information and necessary action please:-

- 1- All Deans of Schools, H.N.B. Garhwal University, Srinagar Garhwal.
- 2- All HoDs, H.N.B. Garhwal University, Srinagar Garhwal.
- 3- Controller of Examination/Finance Officer.
- 4- All Campus Director/Director-IQAC/Director-FDC.
- 5- Joint Registrar/All Deputy Registrars/All Assistant Registrar/Nodel Officer –R.T.I. Cell/S.O (Academic).
- 6- Sh. H.M.Arora, D.R. (Academic) to make monthly payment of Zoom at his own and submit the bill for reimbursement to University as being done presently by him.
- 7- System Manager to please upload the above office order on the University website.
- 8- PS to VC, for kind information of Hon'ble Vice Chancellor, please.
- 9- PS to Registrar, to save above office order in the Guard file.

02.11.2020
Prof. (N.S. Panwar)
Registrar