



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr. Ambedkar Administrative Building, Raghunathpur, Motihari – 845 401, District – East Champaran, Bihar  
Email: osdadmin@mgcub.ac.in

F. No. 2-1/MGCUB/GA/2016

Dated: 23<sup>rd</sup> January 2020

## OFFICE ORDER

1. Consequent upon shifting of some of the departments to Gandhi Bhawan, Bankat, Motihari and the subsequent need for rescheduling of the working hour of academic activities at different **Campuses** of the University as desired by the Campus Directors, it has been decided that the Campus Directors of respective Campuses shall accommodate their academic activities in the normal office hour (i.e. **09: 30 A.M. to 06: 00 P.M.**) provided space and other infrastructure related issues do not get affected.
2. This is issued with the approval of the Competent Authority.

(Dr. Padmakar Mishra)  
OSD (Administration)

Copy of the above forwarded to the following for information and necessary action please:

1. All Campus Directors
2. The OSD (Finance), MGCU
3. The Controller of Examinations, MGCU
4. All the Deans of different Schools/Dean (R&D Cell), MGCU
5. The Proctor/Provost/Warden/Procurement Officer
6. All the Heads of the different Departments, MGCU- *to bring the same to the notice of all faculty members under their respective Schools/Departments*
7. Deputy Registrar (Academic), MGCU
8. Public Relations Officer, MGCU
9. System Analyst, MGCU – *with the request to upload the same on University Website*
10. Section Officer (Administration/Finance/Chanakya Parisar), MGCUB
11. PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please*
12. Guard File

(SACHCHIDA NAND SINGH)  
Deputy Registrar (Estt.)