



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in | Website: www.mgcub.ac.in

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

Dated: 16<sup>th</sup> February 2021

## OFFICE ORDER

**Subject: Implementation of 5-days-week pattern in the University – Reg.**

1. In supersession of Office Order No.F.2-1/MGCUB/GA/2016/4734 dated 6<sup>th</sup> May 2020, it is hereby notified for information of all Administrative Staff, Faculty, Researchers and Students of the University that the Competent Authority has been pleased to order that from now onwards, the **University shall work/open for 5-days a week from Monday to Friday** with the working hours from **9:30 AM to 6:00 PM**.
2. This is issued with the approval of the Competent Authority.

*Rajeev Kumar*  
16/02/2021

[PROF. RAJEEV KUMAR]

OSD (Administration)  
MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)

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

1. The Additional Secretary (CU), Ministry of Education, Department of Higher Education, New Delhi
2. The Secretary, University Grants Commission, BSZ Marg, New Delhi
3. The Secretary General, Association of Indian Universities, Delhi
4. The Joint Secretary (CU), UGC, New Delhi
5. The District Magistrate at Motihari, District – East Champaran, Bihar
6. The Pro-Vice-Chancellor, MGCU
7. The OSD (Finance)/CoE/Campus Directors/DSW/Deputy Registrars/Proctor/Provost, MGCU
8. All the Deans of various Schools, MGCU
9. All the Heads of various Teaching Departments, MGCU – with the request to bring the same to the knowledge of all faculty members, researchers and students of their concerned Department.
10. Warden, Girl's Hostel
11. The Head, DoCSIT – with the request to upload the same on University Website for information of all concerned.
12. Section Officers, MGCU
13. Public Relations Officer, MGCU
14. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
15. Guard File

*Sachchida Nand Singh*  
16/02/21

[SACHCHIDA NAND SINGH]

Deputy Registrar  
MAHATMA GANDHI CENTRAL UNIVERSITY  
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District - East Champaran, Bihar (INDIA)

*Shankar*  
16/02/2021