



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]


Dr Ambedkar Administrative Building, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar

F. No. 36-1/MGCUB/GA/2016

Dated: 29<sup>th</sup> November 2022

## OFFICE ORDER


1. Pursuant to provision contained under **clause 18 of Ordinance No. 17** of the University dealing with “Maintenance of Students Discipline and Procedure of Appointment, Functions, Duties and Responsibilities of the Proctor of the University”, the Hon’ble Vice-Chancellor has been pleased to appoint **Dr Saket Raman**, Assistant Professor, Department of Media Studies as **Assistant Proctor** with immediate effect till further orders. This shall be in addition to other academics/administrative duties already assigned to him.
2. The Assistant Proctor shall assist the Proctor of the University and shall perform his duties & functions as per provisions contained in Ordinance No. 17 of the University. He shall be entitled to allowance as per the University norms.
3. This is issued with the approval of the Competent Authority.

  
[SACHCHIDA NAND SINGH]  
OSD (Administration)

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

1. Individual concerned.
2. The Proctor, MGCU
3. The OSD (Finance)/CoE/DSW/Campus Director/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
4. All Deans of different School, MGCU
5. All Heads of various Teaching Departments, MGCU
6. The Provost/Estate Officer, MGCU
7. Warden, Girls Hostel/Sports Officer/Deputy Registrar, MGCU
8. Member Secretary, University Website Committee, MGCU – with the request to upload/update the same on University Website
9. PRO/Hindi Officer/Section Officers, MGCU
10. PS to the Vice-Chancellor- for kind information of the Hon’ble Vice-Chancellor please.
11. Guard File



  
[DINESH HOODA]  
Section Officer  
29/11/2022