



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motthari - 845 401, District - East Champaran, Bihar
E-mail Id - osdadmin@mgcub.ac.in

F. No. MGCU/Acad/BoS/002

Dated: 15th May 2023

OFFICE ORDER

1. In supersession of all earlier orders issued in this regard, the Competent Authority has been pleased to order the following regarding meetings of Board of Studies and School Board:

- (i) The Dean concerned shall grant permission for conducting meetings of Board of Studies on the request of the Head of the Department and shall maintain proper record in this regard accordingly. After getting prior approval of conducting meeting of Board of Studies from respective Dean, the Head will intimate the date of meeting to all concerned through e-mail with copy endorsed to the Academic Section.
The Dean concerned shall also conduct meeting of School Board as per his/her decision and after deciding the date he/she will intimate all concerned through e-mail with copy endorsed to the Academic Section.
- (ii) All the meetings of Board of Studies and School Board will be organised in blended mode. The external member(s) will join the meeting online and local members will attend the same physically. However, the meetings of Board of Studies and School Board may be held in offline mode with permission of HVC in case any important issue/matter is to be discussed.
- (iii) The Head/Dean, as the case may be, will obtain consent of the external member(s) on the minutes of the meeting through e-mail and local members will approve the minutes physically. Once the minutes are approved by all members, the Head/Dean, as the case may be, will forward a copy of the same to the Academic Section of University preferably within a week from the date of the meeting.
- (iv) The external member(s) will be paid honorarium @ Rs. 2000/- per day irrespective of the numbers of meetings attended in a day. However, in case the external member joins the meeting physically as per clause (ii) above, he/she will be entitled for TA/DA as per rules.
- (v) The Head/Dean will arrange snacks for members attending the meeting physically within the maximum financial limit of Rs. 50/- per person.
- (vi) The bills of honorarium, TA/DA, snacks etc. will be submitted under a forwarding letter with the minutes of the meeting for further processing.

2. This issues with the approval of the Competent Authority.


[SACHCHIDA NAND SINGH]

OSD (Admin)

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

1. All Deans of different Schools, MGCU
2. The OSD (Finance)/CoE/DSW/Campus Directors / Proctor/Dean(R&D)/ Librarian/ Provost/ Coordinator, IQAC, MGCU
3. All Heads of various Teaching Departments, MGCU
4. The Deputy Registrar, MGCU
5. The Member Secretary, University Website Committee, MGCU – with the request to upload the same on University Website.
6. PS to the Vice-Chancellor- for kind information of the Hon'ble Vice-Chancellor please.
7. Guard File


[Kaushlesh Kumar Singh]

Section Officer (Academic)