



महात्मा गाँधी केन्द्रीय विश्वविद्यालय  
MAHATMA GANDHI CENTRAL UNIVERSITY

(Established by an Act of Parliament)  
Chanakya Parisar, Zila School Campus, Motihari, District: East Champaran, Bihar - 845401  
[www.mgcub.ac.in](http://www.mgcub.ac.in)

F. No. 1-3/MGCUB/CoE/2020/1351-1359

Dated: 06<sup>th</sup> September 2020

**NOTICE**

**Subject: To notify the Time-table of End-Semester Examinations for M.Phil. and Ph.D. Students during September 14-19, 2020 at Departmental level.**

1. With reference to the Office Order F. No.: 2-1/MGCUB/GA/2020/4934 dated 31<sup>st</sup> August 2020, **End-Semester Examinations for M.Phil. and Ph.D. Programmes of Studies** has to be conducted through **OFFLINE** mode from **September 14-19, 2020** across all teaching departments.
2. In view of the current pandemic due to COVID-19 and taking into the consideration of safety and health measures of teaching/non-teaching staffs and students, **it is hereby informed to all Heads of the Teaching Departments to notify the time-table at their own within the scheduled duration (September 14-19, 2020)** and submit a copy to the CoE office. Deans of various Schools may kindly ensure for its strict compliance.
3. It is also informed to all the Heads of their respective departments to kindly complete the examination of those courses which does not include pen & paper and are practical in nature (viz. Literature review/seminar presentation etc.) within the said time.
4. However, if any issue arises with the students regarding to appear in the examination or clash with any other examination dates within the said duration, should be resolved at the Departmental level and the same may be communicated to the CoE office.
5. In this connection, all the campus directors are requested to kindly make the necessary arrangements in view of COVID-19 situation as per the Standard Operating Procedure (SOP) issued by the UGC vide dated 08<sup>th</sup> July 2020 for smooth conduct of examination (**attached as Annexure-I**).

This has the approval of the Competent Authority.

06/09/2020  
Controller of Examinations (I/C)

**Copy to (by E-mail):**

1. Pro Vice-Chancellor, MGCU, Motihari;
2. OSD (Administration), MGCU, Motihari;
3. OSD (Finance), MGCU, Motihari;
4. DSW/Dean(R&D)/Campus Directors/Proctor/Provost, MGCU, Motihari;
5. Dy. Registrar (Exam), MGCU, Motihari;
6. All Deans/Heads, MGCU, Motihari, *with a request to bring the same to the notice of all faculty members;*
7. PS to VC for kind information of Hon'ble Vice-Chancellor please;
8. System Analyst, *with a request to upload the same to the University website;*
9. Guard File