



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]
Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No.: 2-1/MGCUB/GA/2016/4727

Dated: 25th April 2020

OFFICE ORDER

Subject: Submission of various Reports/Information by concerned Faculty/Section/ Department/School by 28th April 2020 (Tuesday) – Reg.

1. In view of non-submission of various reports/information related to **(i)** Annual Report; **(ii)** Tripartite MoU signed by the University with MHRD and UGC; and **(iii)** Performance Evaluation Parameters, Output Targets and Programme of Work for 2019-20, by various Faculty/Section/Department/School, the Competent Authority has expressed his concern and displeasure over it.
2. Accordingly, it is hereby informed to all concerned that the Competent Authority has ordered that the **requisite report/information related to aforesaid must be submitted to the concerned official/authority by 28th April 2020 (Tuesday) positively**. If there is 'no' report/information, the concerned Faculty/Section/ Department/School should ensure to submit at least '**Nil/Not Applicable**' to the concerned official/authority.
3. In case of **non-receipt of report/information** from the concerned Faculty/Section/ Department/School by the due date i.e., 28th April 2020, the same **shall be treated as an act of indiscipline**.
4. All Heads/Dean/Section Heads must ensure that all report/information related to their Department/School/Section respectively should be furnished to the concerned official/ authority before due date.
5. This is issued with the approval of the Competent Authority.

[DR PADMAKAR MISHRA]

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

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

1. Notice Board/University Website – for information of all concerned
2. Prof. Anand Prakash, Coordinator, IQAC
3. The OSD (Finance)/CoE/Campus Directors/Deans/DSW/Heads/Deputy Registrars/Proctor/Provost, MGCU
4. System Analyst – *with the request to upload the same on University Website.*
5. Public Relations Officer, MGCU
6. PS to the Vice-Chancellor - *for kind information of the Hon'ble Vice-Chancellor please.*
7. Guard File

[DINESH HOODA]

OSection Officer
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