

# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

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F. No.90-1/MGCU/GA/2024

Dated: 22<sup>nd</sup> May 2025

## OFFICE ORDER

1. It is hereby notified for information of all concerned that the **Competent Authority has been pleased to order that henceforth**, all (i) Deans of various Schools; (ii) Dean Students' Welfare; (iii) Chief Proctor; (iv) Heads of various Teaching Departments; and (v) Campus Directors; shall **remain available in the University during Summer and Winter Vacations**.
2. In case of exigency, the said officials may avail vacation leave with the prior approval of the Competent Authority. However, they must ensure that the charge of their duties is duly assigned to another faculty member, who shall be responsible for discharging the relevant responsibilities during their absence.
3. Faculty members who remain available at the University during the Summer or Winter Vacations shall be entitled to Earned Leave for the said period, as per applicable rules.
4. This is issued with the approval of the Competent Authority.

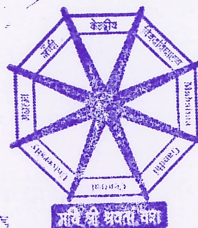
*Dinesh Hooda*  
22/05/2025

**[DINESH HOODA]**

Assistant Registrar

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

1. All Deans of different Schools, MGCU
2. All Heads of various Teaching Departments, MGCU
3. The Chief Proctor/OSD (Finance)/CoE, MGCU
4. The DSW/Campus Directors/Dean, R&D/Director (Academic Affairs)/Librarian/Coordinator, IQAC.
5. The Provost/Warden, Girls Hostel/Sports Officer/DR/AR/PRO/Section Officers, MGCU
6. The Web-Admin, MGCU - with the request to kindly make necessary changes/updation on the University Website for information of all concerned.
7. The OSD to the Vice-Chancellor, MGCU - for kind information of Hon'ble Vice-Chancellor, please.
8. Guard File.



*Dinesh Hooda*  
22/05/2025

**[DINESH HOODA]**

Assistant Registrar