



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. 2-1/MGCU/GA/2025

Dated: 28th July, 2026

OFFICE ORDER

1. In Continuation to University Office order no. F.No.2-1/MGCU/GA/2025 dated 10/09/2025 and as per the instructions of the Competent Authority, this is for information of all Teaching and Non-teaching employees of the University that **prior approval** of the concerned Campus Director and Chief Proctor (both) would be **mandatory** for organization of any Academic / Non-Academic / Cultural program(s) in the premises / campuses of the University. These programs may be any Seminar, Workshop, Conference, Meeting, Student activity or any other Event etc.
2. This issues with the approval of the Competent Authority.

Suharsh Kumar
28/7/26

[SUHARSH KUMAR]

OSD (Administration) I/c

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

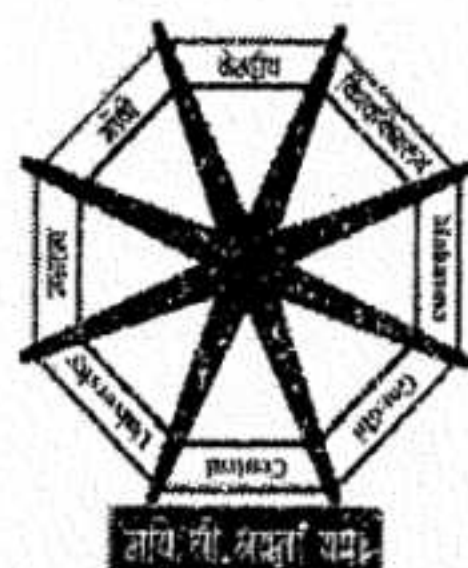
1. OSD(Admin), OSD (Finance), MGCU
2. Director, Academic Affairs/Director, RDC, MGCU
3. All the Deans of various Schools, MGCU.
4. All the Heads of various Departments, MGCU.
5. The Deputy Registrar (Internal Audit), MGCU.
6. All Faculty members / All Non-Teaching staffs, MGCU and web admin, MGCU
7. OSD to Vice-Chancellor, MGCU - for information of the Hon'ble Vice-Chancellor, please.



Dinesh Hooda
28/07/2026

[DINESH HOODA]

Assistant Registrar



MAHATMA GANDHI CENTRAL UNIVERSITY

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

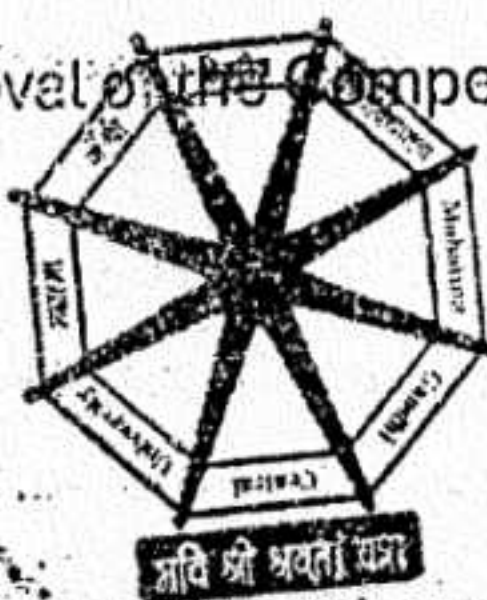
Email: osdadmin@mgcu.ac.in | Website: www.mgcub.ac.in

F.No.2-1/MGCU/GA/2025

Dated: 10th September 2025

OFFICE ORDER

1. It is hereby instructed for strict compliance by all faculty members, administrative staff, and students of the University that:
 - i. **No meeting, assembly, programme, or event of any kind** shall be convened within the University premises, nor shall any University resource, facility, infrastructure, or service be utilised, **without the prior written authorisation** of both the Campus Director and the Chief Proctor. Any activity undertaken in contravention of this direction shall be deemed **unauthorised and unlawful**.
 - ii. The **nomenclature and logo** of the University are the **exclusive property of the institution** and shall not, under any circumstances, be used, circulated, published, or reproduced **without the prior explicit approval** of the Competent Authority. Any unauthorised usage will be treated as **forgery and gross misconduct**.
2. Any act of non-compliance or violation of the above instructions shall be treated as **misconduct** and will invite strict disciplinary proceedings under the relevant university rules and regulations, without exception.
3. This issues with the approval of the Competent Authority.



[SACHCHIDA NAND SINGH]

OSD (Administration)

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

1. Prof. Praseon Dutta Singh, Chairman, Overall Convocation Coordination Committee, MGCU
2. The Campus Directors, MGCU
3. The Controller of Examinations, MGCU.
4. The OSD (Finance)/CoE/DSW/Proctor/Dean, R&D/Librarian, MGCU
5. All the Deans of different Schools & Heads of various Teaching Departments, MGCU – with the request to bring the same to the knowledge of all concerned under their respective School and Department respectively.
6. Deputy Registrars/Assistant Registrar/Public Relations Officer/Sports Officer/Warden/Section Officers, MGCU
7. In-charge University Website – for uploading the same on University Website for information of all concerned.
8. OSD to Vice-Chancellor, MGCU – for kind information of the Hon'ble VC please.
9. Guard File.

[DINESH HOODA]
Assistant Registrar