



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. MGCU/GA/10th Foundation Day/2026

Dated: 29th September 2026

OFFICE ORDER

1. It is hereby notified for information of all that in connection with the **10th Foundation Day Celebration of Mahatma Gandhi Central University**, scheduled to be held on **3rd October 2026 (Saturday) at 10:00 AM at Mahatma Gandhi Auditorium, Motihari, District – East Champaran, Bihar**, and with a view to ensuring the **smooth, systematic, coordinated and efficient organisation and conduct of various programmes/functions** associated with the said celebration; the **Competent Authority** has been pleased to constitute the following **Committees**, with immediate effect:

- i. **Overall Chairman: Prof. Prasoon Dutta Singh**, Chief Proctor & Campus Director

The Overall Chairman shall supervise and coordinate the functioning of all Committees constituted under this Office Order and shall ensure effective inter-committee coordination and timely completion of all arrangements.

- ii. **Stage Management, Banner & Poster and Decoration Committee:**

- Prof. Rafique Ul Islam, Department of Chemistry **Coordinator**
- Dr Anupam Kumar Verma, Assistant Professor, Department of Social Work
- Dr Pawan Kumar, Assistant Professor, Department of Physics
- Dr Sunil Deepak Ghodke, Assistant Professor, Department of Media Studies
- Dr KM Mohinee Srivastava, Assistant Professor, Department of Sanskrit
- Shri Dinesh Hooda, Assistant Registrar

- iii. **Refreshment Committee:**

- Prof Sujit Kumar Choudhary, Department of Sociology **Coordinator**
- Dr Avneesh Kumar, Assistant Professor, Department of Commerce
- Dr Shyam Babu Prasad, Assistant Professor, Department of Zoology
- Dr Arun Kumar, Assistant Professor, Department of Management Sciences
- Dr Umesh Kumar, Assistant Professor, Department of Economics
- Dr Kavita Srivastava, Assistant Professor, Department of Computer Science & IT

- iv. **Seating Plan and Hall Management Committee:**

- Prof Saroj Ranjan, Department of Management Sciences **Coordinator**
- Dr Neelabh Srivastava, Assistant Professor, Department of Physics
- Dr Anupam Kumar Verma, Assistant Professor, Department of Social Work
- Dr Asha Meena, Assistant Professor, Department of Hindi
- Dr Mani Shankar Dwivedi, Assistant Professor, Department of Sanskrit
- Dr Dilip Kumar, Assistant Professor, Department of Management Sciences
- Dr Kamlesh Kumar, Guest Faculty, Department of Management Sciences
- Dr Ritu Rani, Guest Faculty, Department of Sociology

Dinesh Hooda.
29/09/2026

- v. **Invitation Card - Designing, Printing & Distribution:**
- Prof. Sapna Sugandha, Department of Management Sciences **Coordinator**
 - Dr Parmatma Kumar Mishra, Assistant Professor, Department of Media Studies
 - Dr Govind Prasad Verma, Assistant Professor, Department of Hindi
 - Dr Babaloo Pal, Assistant Professor, Department of Sanskrit
 - Dr Shyam Nandan, Assistant Professor, Department of Hindi
- vi. **Event Conduct Committee:**
- Prof. Shirish Mishra, Department of Commerce **Coordinator**
 - Dr Sweta, Assistant Professor, Department of Sociology
 - Dr Umesh Patra, Assistant Professor, Department of English
 - Dr Abhilasha Priyadarshani, Assistant Professor, Department of Library & IS
- vii. **Green Room and Reception Committee:**
- Prof. Shahana Majumdar, Department of Botany **Coordinator**
 - Dr Ram Prasad, Associate Professor, Department of Botany
 - Dr Durgeshwar Singh, Assistant Professor, Department of Botany
 - Dr Shubham Kumar, Assistant Professor, Department of Computer Science & IT
- viii. **Speech Writing Committee:**
- Prof. Rajender Singh, Department of Hindi **Coordinator**
 - Prof. Shyam Kumar Jha, Department of Sanskrit
 - Dr Garima Tiwari, Assistant Professor, Department of Hindi
 - Dr Govind Prasad Verma, Assistant Professor, Department of Hindi
 - Dr Mani Shankar Dwivedi, Assistant Professor, Department of Sanskrit
- ix. **Session Documentation Committee:**
- Prof. Ranjeet Kumar Choudhary, Department of Library & IS **Coordinator**
 - Dr Satarudra Prakash Singh, Associate Professor, Department of Biotechnology
 - Dr Biswajit Barman, Assistant Professor, Department of Sanskrit
 - Dr Madhu Patel, Assistant Professor, Department of Library & IS
 - Dr Saket Raman, Assistant Professor, Department of Media Studies
 - Dr Muskan Bharti, Guest Faculty, Department of Social Work
 - Dr Alpica Tripathi, Guest Faculty, Department of Social Work
- x. **Discipline Committee:**
- Prof. Pranveer Singh, Department of Zoology **Coordinator**
 - Prof. Brijesh Pandey, Department of Biotechnology
 - Prof. Bimlesh Kumar Singh, Department of English
 - Dr Sunil Deepak Ghodke, Assistant Professor, Department of Media Studies
 - Dr Amitabh Gyan Ranjan, Assistant Professor, Department of Mathematics
 - Dr Umesh Kumar, Assistant Professor, Department of Economics
 - Dr Abhay Vikram Singh, Assistant Professor, Department of Gandhian & PS
 - Dr Sapna Devi, Assistant Professor, Department of Library & IS
 - Dr Shashikant Ray, Assistant Professor, Department of Biotechnology
 - Dr Shashi Prabha, Student Counsellor
- xi. **Medical and Disaster Management Committee:**
- Dr Anjani Kumar Shrivastava, Associate Prof., Department of Hindi **Coordinator**
 - Dr Mrityunjay Kumar Singh, Associate Professor, Department of Social Work
 - Shri Mritunjay Kumar Yadavendu, Assistant Professor, Department of Sociology
 - Dr Amit Ranjan, Assistant Professor, Department of Zoology

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29/09/2026

- xii. **Transport, Reception and Hospitality Committee:**
- Prof. Sunil Mahawar, Department of Gandhian & Peace Studies **Coordinator**
 - Dr Madhu Patel, Assistant Professor, Department of Library and IS
 - Shri Dinesh Hooda, Assistant Registrar
- xiii. **Procurement Committee:**
- Prof. Sunil Kumar Srivastava, Department of Physics **Coordinator**
 - Dr Narendra Singh, Assistant Professor, Department of Political Science
 - Shri Dinesh Hooda, Assistant Registrar
- xiv. **Digital Documentation Committee:**
- Prof. Arun Kumar Bhagat, Department of Media Studies **Coordinator**
 - Dr Anjani Kumar Jha, Associate Professor, Department of Media Studies
 - Ms Shephalika Mishra, Public Relations Officer
- xv. **Bill Settlement and Financial Implication Committee:**
- Dr Shivendra Singh, Associate OSD (Finance) **Coordinator**
 - Shri Suharsh Kumar, Deputy Registrar
 - Shri Manjesh Kumar, Section Officer (Finance)
 - Shri Sunil Kumar, Section Officer (Administration)
 - Shri Aditya Chaturvedi, Lower Division Clerk
- xvi. **Media Management and Coverage Committee:** Public Relation Cell
- xvii. **Protocol and Liaisoning with Local Administration:** Office of the OSD (Administration)
- The **Coordinator of each Committee shall be responsible for convening meetings of the respective Committee, finalising the necessary arrangements and assigning specific responsibilities amongst its members.** All Committees shall work in close coordination with the Overall Chairman and with one another so as to avoid duplication of work and ensure seamless execution of the programme.
 - The Committees shall undertake all necessary preparatory and execution-related activities falling within their respective areas of responsibility and shall ensure that **all arrangements are completed well in advance of the scheduled programme.** Any matter requiring administrative approval, procurement, expenditure or engagement of an external agency/service provider shall be processed through the prescribed procedure and submitted to the appropriate authority sufficiently in advance.
 - The **Procurement Committee**, in consultation with the concerned Committee(s), shall ensure that all procurement of goods and services required for the programme is undertaken strictly in accordance with the prescribed rules, procedures and approvals. No financial commitment shall be made without obtaining the requisite approval of the Competent Authority.
 - The **Bill Settlement and Financial Implication Committee** shall coordinate with the respective Committees and the Finance Section for scrutiny and timely processing of proposals/bills and shall ensure maintenance of all requisite supporting documents, approvals, vouchers and other records in accordance with the applicable financial rules.
 - All expenditure in connection with the **10th Foundation Day Celebration** shall be incurred with due regard to **economy, efficiency, transparency and financial propriety** and shall strictly conform to the provisions of the **General Financial Rules (GFR), 2017**, as amended from time to time, and other applicable Government of India/University rules, orders and instructions.

Signature
29/09/2026

7. All faculty members, officers and staff members nominated to the aforesaid Committees are required to extend their **full cooperation and active participation** and discharge the responsibilities entrusted to them with due diligence. The coordinators shall remain responsible for ensuring timely completion of the work assigned to their respective Committees.
8. The **Overall Chairman shall oversee the preparedness of all Committees and may convene coordination/review meetings, as considered necessary, to assess the progress of arrangements and issue appropriate directions for the smooth conduct of the programme.**
9. The Committees shall remain functional until completion of all activities connected with the Foundation Day Celebration, including submission/settlement of relevant bills, records, reports and documentation, wherever applicable.
10. This is issued with the approval of the Competent Authority.

Dinesh Hooda
29/09/2026
[DINESH HOODA]
Assistant Registrar

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

1. Individual Concerned.
2. The OSD (Finance)/CoE/Campus Director/Chief Proctor/Dean, R&D/Librarian/Provost/Coordinator, IQAC, MCCU
3. All Deans of different School, MGCU.
4. All Heads of various Teaching Departments, MGCU - *with the request to bring the same to knowledge of all under their respective teaching department.*
5. Deputy Registrar/Warden, Girls Hostel/Sports Officer/PRO/Hindi Officer/Section Officers, MGCU.
6. In-Charge University Website, MGCU - *with the request to upload the same on the University Website.*
7. The OSD to the Vice-Chancellor, MGCU - *for kind information of Hon'ble Vice-Chancellor please.*
8. PA to the Vice-Chancellor, MGCU.
9. Guard File.



Dinesh Hooda
29/09/2026
[DINESH HOODA]
Assistant Registrar