



# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr. Ambedkar Administrative Building, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

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

Date: 27<sup>th</sup> November 2019

## C I R C U L A R

1. It has come to the notice of the Competent Authority of the University that various workshops/ seminars/ symposia/ programmes/ events are organised by the different departments on time to time and the same is not being informed to Ms Shephalika Mishra, Public Relations Officer despite the circular dated 5<sup>th</sup> September 2019 issued in this regard.
2. Considering the facts, all Deans of the concerned School and Heads of the concerned Departments are hereby once again informed that the details of workshops/ seminars/symposias/programmes/events etc., to be conducted/organised in future are required to be submitted to Ms Shephalika Mishra, Public Relations Officer well in advance to her email id (pro@mgcub.ac.in) for wider circulation amongst the faculty and staff of the University.
3. Apart from the above, banners for various events are also to be listed on various social media of the University viz, Facebook/Twitter etc.
4. The details of Guest (viz., name, designation, organisation, Contact No.) invited for the workshops/seminars/symposias/programmes/events are also required to be submitted to Public Relation Officer.
5. Therefore, all concerned are required to strictly follow the aforesaid circulars with immediate effect.
6. This is issued with the approval of the Competent Authority.

डॉ ज्वाला प्रसाद

(Dr Jwala Prasad)

उप कुलसचिव (शैक्षणिक)

Deputy Registrar (Academic)

Copy of the above forwarded to the following for information please:

1. Individual concerned
2. The Pro-Vice-Chancellor
3. The OSD (Administration)/OSD (Finance)/CoE
4. All Deans of Schools
5. All Heads of Departments - with the request to bring the same to the notice of all the faculty members.
6. Deputy Registrar (Establishment)
7. Public Relations Officer
8. System Analyst - To upload the same on the University Website
9. Shri Ajeet Kumar, Section Officer (Chanakya Parisar)
10. PS to the Vice-Chancellor- for kind information of the Hon'ble Vice-Chancellor please.
11. Guard File