



# 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

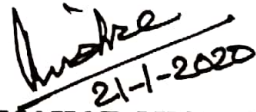
Email: osdadmin@mgcub.ac.in

F.No. 54-1/MGCUB/GA/2017/4454

Date: 21<sup>st</sup> January 2020


## OFFICE ORDER

1. Pursuant to provision contained under **Clause 14 to 15 of Ordinance No. 16** of the University dealing with "Conditions of Residence of the Students and Functions, Duties, Responsibilities and Procedure of Appointment of Provost & Wardens of the University", the Hon'ble Vice-Chancellor is pleased to appoint **Dr Asha Meena**, Assistant Professor, Department of Hindi as Warden, Girls Hostel with immediate effect till further orders.
2. In partial modification of the earlier office order issued in this regard, **Dr Kanak Sharma** is hereby re-designated as **Senior Warden**, Girls Hostel.
3. The Warden shall assist the Provost & Senior Warden of the University and shall perform their duties and functions as per provisions contained in Ordinance No. 16 of the University.
4. This is issued with approval of the Hon'ble Vice-Chancellor.

  
21-1-2020  
**(DR PADMAKAR MISHRA)**  
OSD (Administration)

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

- 1 All the Campus Directors
- 2 The OSD (Finance) & The Co-ordinator, IQAC, MGCU
- 3 The Controller of Examinations, MGCU
- 4 All the Deans of different Schools/ Dean (R & D Cell), MGCU
- 5 Dean, Student's Welfare, MGCU
- 6 The Proctor/ Provost/ Warden/ Incharge Sports Officer/ Procurement Officer
- 7 All the Heads of the different Departments, MGCUB - *with the request to bring the same to the notice of all faculty members under their respective Schools/ Departments*
- 8 Deputy Registrar (Academic), MGCU
- 9 All Officers & Staff, MGCU
- 10 Public Relations Officer, MGCU
- 11 System Analyst, MGCUB- *with the request to upload on University website.*
- 12 Section Officer (Administration/ Finance/ Chanakya Parisar), MGCUB
- 13 PS to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
- 14 Guard File

  
21/1/20  
Deputy Registrar (Estt.)