



## MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Motihari, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No.: 2-1/MGCUB/GA/2016 / 4617

Dated: 23<sup>rd</sup> March 2020

### NOTIFICATION

**Subject: Preventive measures to achieve 'social distancing' – permission to teaching and non-teaching staff to work from home till 31<sup>st</sup> March 2020 – Reg.**

1. In continuation of this office (i) Notice No.F.2-1/MGCUB/GA/2016/4607 dated 17<sup>th</sup> March 2020 [ANNEXURE - 1]; and (ii) Notification No.F.2-1/MGCUB/GA/2016/4599 dated 13<sup>th</sup> March 2020 [ANNEXURE - 2], I am directed to notify the letter No.F.1-14/2020 (Website) dated 21<sup>st</sup> March 2020 [ANNEXURE - 3] issued by Secretary, University Grants Commission, New Delhi subsequent to the issue of D.O.No. Secy(HE)/MHRD/2020 dated 21<sup>st</sup> March 2020 of the Secretary, Ministry of Human Resource Development, Department of Higher Education, Government of India, New Delhi, for necessary compliance of the directions/suggestions/precautions contained therein by all concerned in the University.
2. The above instructions shall not apply to the essential/emergency services and those directly engaged in taking measures to control spread of Noval Coronavirus (COVID - 19). However, all necessary safety measures shall be taken by the staff engaged in these services.
3. Accordingly, all concerned are advised to stay at homes and follow the guidelines/ instructions issued by the Government for prevention of spread of COVID – 19.
4. This is issued with the approval of the Competent Authority.

*Rishu*  
23-03-2020  
[DR PADMAKAR MISHRA]

OSD (Administration)  
MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)

**Encl:** As stated above

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

1. The Joint Secretary (CU), MHRD, Department of Higher Education, New Delhi
2. The Joint Secretary (CU), UGC, New Delhi
3. The District Magistrate at Motihari, District – East Champaran, Bihar
4. Notice Board / University Website – for information of all concerned
5. The OSD (Finance)/CoE/Campus Directors/Deans/DSW/Heads/Deputy Registrars/Proctor/Provost, MGCU
6. Warden, Girl's Hostel
7. System Analyst – with the request to upload the same on University Website.
8. Public Relations Officer, MGCU
9. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
10. Guard File

*Dinesh Hooda*  
23/03/2020  
[DINESH HOODA]

Section Officer

MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
District - East Champaran, Bihar (INDIA)



ANNEXURE - 1

## MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

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Dr. Ambedkar Administrative Building, Raghunathpur, Motihari - 845 401, District - East Champaran, Bihar  
Email: osdadmin@mgcub.ac.in

F.No. 2-1/MGCUB/GA/2016/4607

Date: 17<sup>th</sup> March 2020

### NOTICE

1. In continuation to Notification No. 2-1/MGCUB/GA/4599 dated 13<sup>th</sup> March 2020, wherein the classes and other academic activities of the University were suspended upto 22.03.2020 and further in the light of decision of the Govt. of Bihar dated 13<sup>th</sup> March 2020, a meeting of all the Campus Directors, Deans and Administrative Officers of the University to review the situations that arose out of the outbreak of Novel Coronavirus (COVID-19) was held on 17<sup>th</sup> March 2020.
2. In accordance with the decisions taken in the said meeting, the Competent Authority has been pleased to issue the following orders for preventing the spread of COVID - 19 and also for compensation of the teaching and academic loss:
  - (i) All teaching, academic and research activities in the various departments of the University will remain suspended till 31.03.2020.
  - (ii) All faculty members will stay at their homes and shall be available to guide students on electronic media during this period. However, they will not leave the station without prior approval of Competent Authority.
  - (iii) The number of days/hours for which the teaching/classes are suspended, the faculty members shall make that up by engaging extra classes to ensure that the minimum numbers of classes/hours/days are completed in the current semester including the examination period as per the Academic Calendar.
3. Accordingly, all concerned are advised to stay at homes and follow the guidelines/instructions issued by the Government for prevention of COVID-19.

*Dishka*  
*17-03-2020*  
(DR PADMAKAR MISHRA)  
OSD (Administration)

MAHATMA GANDHI CENTRAL UNIVERSITY  
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- 2 The Joint Secretary (CU), UGC, New Delhi
- 3 The District Magistrate at Motihari, District - East Champaran, Bihar
- 4 Notice Board/University Website - for information of all concerned
- 5 The OSD (Finance)/CoE/Campus Directors/Deans/DSW/Heads/Deputy Registrars/Proctor/Provost, MGCU
- 6 The Proctor/ Provost/ Warden/ Incharge Sports Officer/ Procurement Officer
- 7 Warden, Girls Hostel, MGCU
- 8 Public Relations Officer, MGCU
- 9 System Analyst, MGCUB- with the request to upload on University website.
- 10 Section Officer (Administration/ Finance/ Chanakya Parisar), MGCU
- 11 PS to the Vice-Chancellor- for kind information of the Hon'ble Vice-Chancellor please.
- 12 Guard File

*Gulraj*  
*17/03/20*  
Deputy Registrar (Estt.)

MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - c



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

Email: osdadmin@mgcub.ac.in

F. No.: 2-1/MGCUB/GA/2016/4599

Dated: 13<sup>th</sup> March 2020

### NOTIFICATION

**Subject: Suspension of Classes and Cancellation/Postponement of Mid-Semester Examination to prevent outbreak of Novel Coronavirus (COVID - 19) - Reg.**

1. In order to prevent the spread of the pandemic arising out of Novel Coronavirus (COVID - 19) in the country and further in the light of decision of the Government of Bihar dated 13<sup>th</sup> March 2020, the Competent Authority has decided to take the following measures:
  - i. All classes and hostel facility in the University will remain suspended till 22<sup>nd</sup> March 2020 (Sunday). Accordingly, all students residing in the hostel are advised to vacate the Hostel premises within 48 hours. The Hostellers are to stay away from the Hostel till 22<sup>nd</sup> March 2020 ;
  - ii. The Mid-Semester Examinations for all Programmes of Studies stand cancelled/postponed till further orders;
  - iii. All functions including Seminars, Conferences, Symposia, Workshops, Group Activities, Field Work/Practical etc. stand cancelled/suspended till further orders; and
  - iv. Teachers of the respective courses shall remain available to the learners as per the timetable through online contact/e-resources as required.
2. However, the University shall remain open and function as usual except classroom/field work/practical activities. All Employees - Teaching, Non-Teaching, Guest Faculty, Outsourced Staff etc. will perform regular/specific assigned duties except classroom teaching but precaution should be taken as per advisory of the University Grants Communication as communicated by the University vide its Circular No.F.2-1/MGCUB/GA/2016/4591 dated 6<sup>th</sup> March 2020.
3. The aforesaid measures will be revisited by the University on or before 22<sup>nd</sup> March 2020. Therefore, students are requested to check the University Website at regular intervals for the latest updates and also requested to maintain proper personal hygiene and precautions while returning home and during their stay. They may also confirm about updates through their respective Head of Department/Dean.
4. This is issued with the approval of the Competent Authority.

*Rishra*  
[DR PADMAKAR MISHRA]  
OSD (Administration)

MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
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8. Public Relations Officer, MGCU
9. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.

*Dinesh Hooda*  
[DINESH HOODA]  
13/03/2020

Section Officer  
MAHATMA GANDHI CENTRAL UNIVERSITY  
Camp Office, Near OP Thana  
Raghunathpur, Motihari - 845 401  
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ज्ञान-विज्ञान विष्कम्भे

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
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F.No.1-14/2020(Website)

21/03/2020

**Subject:** Preventive measures to achieve 'Social Distancing' - Permission to Teaching and Non-Teaching staff to work from home

**Reference:** Secy(HE)/MHRD/2020 letter dated 21/03/2020

Respected Madam/Sir,

In continuation of UGC's letter dated 19th March, 2020 whereby all the ongoing examinations and evaluation work were required to be postponed till 31.03.2020 in the light of Novel Coronavirus (COVID-19), a communication dated 21st March, 2020, reference above, has been received from the Secretary, Higher Education, Ministry of Human Resource Development. In order to ensure safety of the Faculty members / Researchers / Non-Teaching staff of Higher Education Institutions, the following further precautions should be taken:

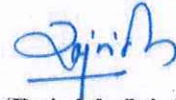
1. Faculty members/Researchers/Non-Teaching staff under your University should be permitted and advised to work from home till 31.03.2020.
2. Faculty members/Researchers should utilise this period for various academic activities such as:
  - a) Development of on-line content, on-line teaching and on-line evaluation.
  - b) Prepare lesson plan and develop instructional material for the courses to be offered during next academic year/ next semester.
  - c) Carry on Research
  - d) Write articles, papers etc.
  - e) Prepare innovative questions for "Question Bank".
  - f) Prepare innovative projects on "Ek Bharat Shreshtha Bharat" and other topics.
3. The said period shall be counted as being on duty for all the Faculty members/Researchers/Non-Teaching staff including Ad-hoc and contract Teachers whose contracts are valid at least upto 31.03.2020.

4. Students, who are still in the hostels, particularly foreign students, should be allowed to continue in their hostels and advised to take all necessary safety precaution.

All the Faculty members/Researchers/Non-Teaching staff should provide their contact details i.e. Mobile No, e-mail id etc. to their institutions so that they may be contacted in case of emergency.

With kind regards,

Yours sincerely,



(Rajnish Jain)

To

The Vice Chancellors of All Universities