



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

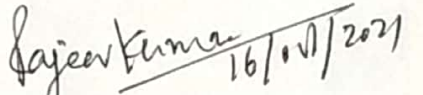
Email: osdadmin@mgcub.ac.in | Website: www.mgcub.ac.in

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

Dated: 16th August 2021

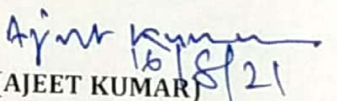
NOTICE

1. It has been observed that some students are approaching directly to the authorities of the University for routine matters without proper recommendation of concerned Head/Dean. This causes unwarranted disturbance in the functioning of the offices.
2. In view of the above, all Heads/Deans are requested to receive letters/applications from the students in their offices and forward the same to concerned offices/authorities alongwith recommendation/comments. No request/proposal/application of students will be entertained without proper comments/forwarding/recommendation of the concerned Head/Dean. Further, students may be directed not to visit personally in the office of Academic/Administration/Finance for disposal of their requests.
3. This is issued with the approval of the Competent Authority.


(PROF. RAJEEV KUMAR)
OSD (Administration)

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

1. The Pro-Vice-Chancellor, MGCU
2. Private Secretary to Vice-Chancellor - *for kind information of Hon'ble Vice-Chancellor please.*
3. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Dean, R & D/Librarian/Coordinator, IQAC, MGCU
4. The Provost/Estate Officer, MGCU
5. All the Deans of different Schools, MGCU
6. All the Heads of various Teaching Departments, MGCU - *with the request to kindly bring the same to the knowledge of all faculty members under their respective Department.*
7. All the Coordinators of different Centres, MGCU
8. Deputy Registrar/Warden, Girls Hostel/Sports Officer, MGCU
9. In-charge University Website, MGCU - *With request to upload the same on University Website.*
10. PRO/Hindi Officer/Section Officers, MGCU
11. Guard File


(AJEET KUMAR)
Section Officer