



# महात्मा गाँधी केन्द्रीय विश्वविद्यालय

## MAHATMA GANDHI CENTRAL UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित/Established by an Act of Parliament)  
डॉ० अम्बेडकर प्रशासनिक भवन, रघुनाथपुर, मोतिहारी-845401, पूर्वी चम्पारण, बिहार  
Dr. Ambedkar Administrative Building, Raghunathpur, Motihari - 845401, East Champaran, Bihar

F.No. MGCU/Acad./Misc./2021/163

Dated: 10<sup>th</sup> June 2022

### CIRCULAR

1. On recommendations of the committee constituted vide Office Order of even number dated 26.05.2022 and further approval of the Competent Authority, it is hereby notified that institutional email id of all bonafide students/research scholars associated with the University shall be created in the following format:-

EnrolmentNumber@mgcub.ac.in

(e.g. **MGCU2021CSIT3001@mgcub.ac.in**)

Accordingly, all the bonafide students/ research scholars of the university are directed to submit their requests to create institutional email id in the attached format to their respective Head of the Teaching Department by **11<sup>th</sup> July 2022 (Monday)**.


2. The respective Head of Teaching Department shall forward all the requests to **Mr. Shubham Kumar**, Assistant Professor, Department of Computer Science & Information Technology for further necessary action at his end.
3. **This is issued with the approval of the Competent Authority.**

Encl. As stated above.

  
(SACHCHIDANAND SINGH)  
OSD (Administration)

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

1. OSD (Finance)/Controller of Examinations (CoE), MGCU
2. All the Deans of various Schools/ Dean (R&D), MGCU
3. All Heads of various Departments, MGCU
4. The Proctor/Provost/DSW/Librarian(I/C) / Warden, Girls' Hostel, MGCU
5. Deputy Registrar, MGCU
6. Section Officers, MGCU
7. Mr. Shubham Kumar, Assistant Professor, Department of CS & IT, MGCU
8. In Charge University Website - **With request to upload the same on the University website**
9. PRO/Hindi Officer, MGCU
10. PS to the Vice-Chancellor, **for kind information of the Hon'ble Vice-Chancellor please.**
11. Guard file

  
(AJEET KUMAR)  
Section Officer (Acad.)



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**Proforma for creation of Institutional E-mail ID of Students/Research Scholars**

1. Name of Student/Research Scholar:
2. Father's Name:
3. Date of Birth:
4. Name of Programme of Study:
5. Department & School:
6. Date of Admission:
7. Enrollment Number:
8. Mobile Number:
9. E-mail ID:

(Signature of Student/Research Scholar)

Date: .....

Name: .....

Forwarding of Head of Department with Signature & Seal

**FOR OFFICE USE ONLY**

The E-mail ID of the above said student/scholar has been created as MGCU20..... (created E-mail ID) on ..... (Date).

Signature of Nodal Officer

Name: .....