



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]
Dr Ambedkar Administrative Building, Near OP Thana, Motihari – 845 401, District – East Champaran, Bihar
E-mail id- osdadmin@mgcub.ac.in

F. No. MGCU/Acad/Misc/2023


Dated: 13th December 2023

OFFICE ORDER

1. In supersession of all earlier orders issued in this regard, the Competent Authority has been pleased to order the following regarding organisation of guest lecture/distinguished lecture/ seminar/ webinar/ conference/ symposium/ workshop/academic discussion/ awareness programme / training programme etc:

- (i) All proposals for organising guest lecture/distinguished lecture/ seminar/ webinar/ conference/ symposium/ workshop/academic discussion/ awareness programme / training programme etc must reach in the Office of the Academic Section **at least 7 working days before the scheduled date** duly recommended by the Head, Dean and Officials concerned.
- (ii) Emphasis should be made to conduct these programmes preferably in online mode.
- (iii) The invited speaker/expert will be entitled for TA/DA as per rules, if visits the University physically. He/she will also be paid honorarium @ Rs. 2000/- per session with maximum limit of Rs. 4000/- in a day. However, distinguished guest may be paid honorarium @ Rs. 5000/- with prior approval of the Honourable Vice Chancellor.
- (iv) A sum of Rs. 1000/- per guest is also allowed for miscellaneous expenditure on account of shawl/bouquet/sapling/memento etc in case of offline programme.
- (v) The flex banners may not be used as these are not environment friendly.
- (vi) Without prior approval of the Competent Authority, the flyer of the proposed programme/event must not be circulated.
- (vii) The name, logo of the University as well as name and photograph of the authorities of the University in any programme/event must be used only after getting permission for the same.


2. This issues with the approval of the Competent Authority.


[SACHCHIDA NAND SINGH]
OSD (Admin)

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

1. All Deans of different Schools, MGCU
2. The OSD (Finance)/CoE/DSW/Campus Directors / Proctor/Director, RDC/ Librarian/ Provost/ Coordinator, IQAC, MGCU
3. All Heads of various Teaching Departments, MGCU
4. The Deputy Registrar, MGCU
5. The Member Secretary, University Website Committee, MGCU – with the request to upload the same on University Website.
6. The OSD to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
7. Guard File




[Kaushlesh Kumar Singh]
Section Officer (Academic)