

MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

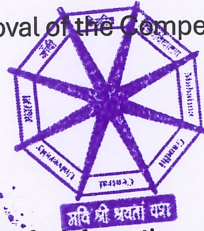
Email: osdadmin@mgcub.ac.in | **Website:** www.mgcub.ac.in

F. No.2-1/MGCU/GA/2025

Dated: 10th September 2025

OFFICE ORDER

1. It is hereby instructed for strict compliance by all faculty members, administrative staff, and students of the University that:
 - i. **No meeting, assembly, programme, or event of any kind** shall be convened within the University premises, nor shall any University resource, facility, infrastructure, or service be utilised, **without the prior written authorisation** of both the Campus Director and the Chief Proctor. Any activity undertaken in contravention of this direction shall be deemed **unauthorised and unlawful**.
 - ii. The **nomenclature and logo** of the University are the **exclusive property of the institution** and shall not, under any circumstances, be used, circulated, published, or reproduced **without the prior explicit approval** of the Competent Authority. Any unauthorised usage will be treated as **forgery and gross misconduct**.
2. Any act of non-compliance or violation of the above instructions shall be treated as **misconduct** and will invite strict disciplinary proceedings under the relevant university rules and regulations, without exception.
3. This issues with the approval of the Competent Authority.



[SACHCHIDA NAND SINGH]
OSD (Administration)

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

1. Prof. Prasoon Dutta Singh, Chairman, Overall Convocation Coordination Committee, MGCU
2. The Campus Directors, MGCU
3. The Controller of Examinations, MGCU.
4. The OSD (Finance)/CoE/DSW/Proctor/Dean, R&D/Librarian, MGCU
5. All the Deans of different Schools & Heads of various Teaching Departments, MGCU – with the request to bring the same to the knowledge of all concerned under their respective School and Department respectively.
6. Deputy Registrars/Assistant Registrar/Public Relations Officer/Sports Officer/Warden/Section Officers, MGCU
7. In-charge University Website – for uploading the same on University Website for information of all concerned.
8. OSD to Vice-Chancellor, MGCU – for kind information of the Hon'ble VC please.
9. Guard File.

[DINESH HOODA]
Assistant Registrar