



महात्मा गाँधी केन्द्रीय विश्वविद्यालय  
MAHATMA GANDHI CENTRAL UNIVERSITY

(Established by an Act of Parliament)  
Chanakya Parisar, Zila School Campus, Motihari, District: East Champaran, Bihar - 845401  
www.mgcub.ac.in

F. No. 1-3/MGCUB/CoE/2020/1360-1368

Dated: 06<sup>th</sup> September 2020

**NOTICE**

**Subject: Conduct of End-Semester Examinations (ESE-2020) of Terminal/Final semester students of various UG & PG Programmes of study at Departmental level.**

1. As per the direction received from the Competent Authority, it is hereby informed to all Heads of the Teaching Departments to **conduct the End-Semester Examinations (ESE-2020) of Terminal/Final semester students of various UG & PG Programmes of study from 21<sup>st</sup> September 2020 to 30<sup>th</sup> September 2020** at Departmental level through **OFFLINE mode**.
2. In this regard, all Heads of various Teaching Departments are requested to notify the time-table at their own within the scheduled duration (**September 21-30, 2020**) and submit a copy to the CoE office. Deans of various Schools may kindly ensure for its strict compliance.
3. It is also informed to all the Heads of their respective departments to kindly complete the examination of those courses which are practical in nature (viz. lab. classes/Dissertation, if any) within the said duration.
4. Campus Directors of different campuses of the University shall ensure the smooth conduct of examinations in coordination with Deans, Heads of Teaching departments and Controller of Examinations.
5. In this connection, all concerned at various campuses are requested to take all necessary precautions in view of COVID-19 situation, **strictly adhering to the guidelines and the Standard Operating Procedure (SOP)** issued by the UGC vide dated 08<sup>th</sup> July 2020 (*attached as Annexure-I*).

This has the approval of the Competent Authority.

06/09/2020  
Controller of Examinations (I/C)

Controller of Examinations (I/C)  
Mahatma Gandhi Central University  
Motihari, Dist.-East Champaran  
Pin Code-845 401

**Copy to (by E-mail):**

1. Pro Vice-Chancellor, MGCU, Motihari;
2. OSD (Administration), MGCU, Motihari;
3. OSD (Finance), MGCU, Motihari;
4. DSW/Dean(R&D)/Campus Directors/Proctor/Provost, MGCU, Motihari;
5. Dy. Registrar (Exam), MGCU, Motihari;
6. All Deans/Heads, MGCU, Motihari, *with a request to bring the same to the notice of all faculty members;*
7. PS to VC *for kind information of Hon'ble Vice-Chancellor please;*
8. System Analyst, *with a request to upload the same to the University website;*
9. Guard File