



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

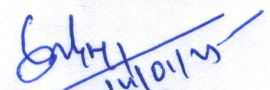
F. No. 2-1/MGCUB/GA/2016

Dated: 14th January 2025

OFFICE ORDER

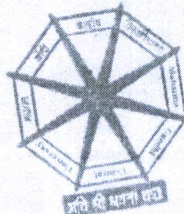
Subject: Empowerment of Campus Directors to Ensure Faculty Presence and Timely Class Engagement - Reg.

1. In view of several surprise visits by the Competent Authority to various campuses, it has come to the attention that some faculty members were not available in their respective campuses and were not on approved leave. Additionally, it was observed that certain classes were not being engaged as per the notified time-table.
2. To ensure the proper functioning of the academic schedule and maintain the required level of discipline, the Competent Authority has decided that all Campus Directors should take necessary steps to ensure the necessary presence of all faculty members within their respective campuses. This decision is taken to ensure that all classes are being conducted as per the prescribed time-table.
3. Accordingly, all Campus Directors are given the responsibility for the following:
 - i. to ensure the presence of all faculty members on campus during their assigned working hours.
 - ii. to take necessary action in case of unauthorized absences or instances of faculty not adhering to the approved leave protocols.
 - iii. to monitor and ensure that all classes are being engaged as per the notified time-table and that there are no deviations or cancellations without prior approval.
 - iv. to take appropriate measures to address any discrepancies in faculty attendance or class engagement, including but not limited to verbal warnings, written notices, or other disciplinary actions as deemed necessary.
4. This directive is issued to maintain the smooth functioning of academic operations and uphold the institution's commitment to quality education.
5. All Campus Directors are expected to act accordingly and report any challenges or issues to the Competent Authority for further review.
6. This issues with the approval of the Competent Authority.


[SACHCHIDA NAND SINGH]
OSD (Administration)

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

1. All Campus Directors, MGCU
2. All Deans and Heads of various Schools and Teaching Departments respectively - with the request to kindly bring the same to the knowledge of all staff working under their respective School and Department.
3. Web Admin, University Website - with the request to kindly upload the same on the University Website for information of all concerned.
4. OSD to the Vice-Chancellor, MGCU - for kind information of the Hon'ble Vice-Chancellor please.
5. Guard File




[DINESH HOODA]
Assistant Registrar