



(ESTD.1956)

OFFICE OF THE PRINCIPAL  
**C.M.DUBEY POST GRADUATE COLLEGE**  
**BILASPUR (C.G.)**

(Accredited "A" by NAAC & The College with "Potential for Excellence")  
An Affiliated College of Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)

Phone : +91 7752-225177

Mob. No.: +91 6262333158

Website: [www.cmdpgcollege.ac.in](http://www.cmdpgcollege.ac.in)

E-mail : [principal@cmdpgcollege.ac.in](mailto:principal@cmdpgcollege.ac.in)

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**Policy for Code of Conduct**

CM Dubey College is committed to upholding the core values and inculcating an atmosphere of discipline, honesty, and transparency. Our aim is to develop rich pool of talent, employable professionals with strong foundation on ethical, moral, and social values to become future responsible citizens.

**Objective:**

The purpose of this document is to clearly demarcate the code of conduct and ethics, both for the employees and the students. Respecting the rules and observing it not only in letters but also in spirit is what we believe in. The main objective is to create a healthy and supportive atmosphere for the young growing minds.

**Rules of discipline:**

**For Students-**

- Students are expected to co-operate with the college authorities and extend their whole-hearted support for mounding the traditions of the college and upholding its prestige and dignity.
- Students should not involve themselves or support any such activity which comes under the definition of ragging.

## What students should Dos & Don'ts

- A good student is regular in his attendance in college and is his work.
- He is prompt and punctual.
- He keeps order in his class and in college and is respectful to his teacher and courteous towards other students.
- He is attentive to class lectures, and tries, to get the maximum benefit from them remembering that college days never return in life.
- He does not crowd on verandahs or corridors, and keeps silence so as not to disturb others
- He does not rush or push others but respects the right of way.
- He does not throw wastepaper here and there but make use a wastepaper basket.
- He does not scribe on walls or disfigure them in any way.
- He does not damage college property, because it belongs to him and to all others who come after him.
- He does not deface library books and use them with great care and respect. He returns them in time, so that others may also get the benefit of their use.
- He stands in queue in front of fee windows or library windows.
- He handles laboratory apparatus with very great care, so as not to break them. If damaged, he owns the damage instead of hiding it.
- He is always honest and truthful in his dealing. So that he may command the respect and affection of his teachers and fellow students
- He never quarrels or causes indiscipline. If necessary, he reports all matters when he needs help of his proctor.

- He does not deny any rules or regulations, made by his college, if necessary, he discusses the matter with his teacher and principal.
- He takes part in college societies and associations and derives all full benefit from them.
- He does not take part in any noisy demonstrations against the college. But if he has grievance, he puts them respectfully before his principal.
- He does not associate himself, directly or indirectly with any activity that mars the dignity and good name of his college.
- He consciously tries always to be a good and respectful citizen of his country, so that by being great, his country society and family may become great.

#### Rules for attendance

- A student must attend at at least 75% of the lectures in each subject of study, failing which he shall not be permitted to appear at the university examination.
- Attendance shall be reckoned from the date of teaching commenced. No relief shall be given to student who gets shall be allowed for absence either with or without leave.
- A student who has already made up 75% attendance shall not remain absent from the college without leave. Leave for absence in such cases shall not be granted without sufficient and proper reasons.
- Students must not absent themselves from college without leave. Applications for leave should be made to the principal such application must be countersigned by the guardian or by the warden, if the applicant resides in the college hostel.
- Students absenting themselves without leave shall be fined Rs 1/- per lecture. For absence for the whole day the fine shall be rupee one.
- When leave of absence is required on medical grounds the application should be accompanied by the certificate from registered medical practitioner.

- Names of students who are continuously absent for more than one month shall be struck off the college rolls even if tuition fee has been paid.
- If student is continuously absent, for ten days parents will be informed immediately.

#### Rules for Employee:

- Maintain Absolute integrity.
- Maintain devotion to duty.
- Do nothing which is unbecoming of an employee of an educational institution.
- Every employee shall, in the performance of his official duties or in the exercise of powers conferred on him/her, act in his/her best judgment.
- Every employee shall be punctual in attendance and in respect of the work and any work connected with the duties assigned to him by the head of the Institution.
- Abide by the rules and regulations of the institution and show due respect to constituted authority.
- No employee shall knowingly or willfully neglect his duties while on duty in the institution.
- Remain absent from the institution without leave or without the previous permission of the HOD.
- Indulge, or encourage, any form of malpractice connected with examination work or college activities.
- Employees shall familiarize themselves with the cultures, customs and history of the Institution.
- Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence.
- Employees shall not bring or attempt to bring any political or other influence.
- Employees shall constantly strive and behave in good manner for upholding good reputation of the Institution amongst the public.
- Employees shall not be guilty of any act or any conduct which involves immorality.
- Employees shall not remain absent from duty without the approval from the appropriate authority.

- The institution reaffirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees.
- Employees shall promote students for extensive use of library and technology.
- Employees shall not disturb the discipline, environment, and good order of the Office.
- Employees shall consistently ensure fairness and justness and not indulge in "conflict of interest" while striving to procure the most superior goods and services.
- Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities.
- Employees shall contribute to the development and spread of environmentally friendly technologies and shall always take into consideration issues of safety.
- Employees shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex, language, social status, or physical/mental disability.


**Responsibility:**

- Governing Body
- Principal and his administrative team
- Discipline Committee- Morning and Day Shift

**Breach of Code of Conduct and Appeal:**

- Principal
- Discipline Committee
- Women Grievance Cell
- Anti Sexual harassment Committee
- Anti ragging Cell

Attend to matters related to breach of Code of Conduct, appeal, and punishment.

  
**Incharge Principal**  
 C.M. Dubey P.G. College  
 In-Charge Principal  
 Bilaspur (C.G.)  
 C.M.Dubey Post Graduate  
 College, Bilaspur (C.G.)