



(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 AtalBihari Vajpayee Vishwavidyalaya, Bilaspur (C.G.)

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Ref/ 158/2/19

Date 20/03/2019

**Notice**

Instructions for Coordination amongst Principal, Teachers and Employees.

1. To maintain a balance between the administration and staff.
2. Proper assignment of duties.
3. Settlement of issues at the earliest.
4. Keeping a vigil on the compliance of duty in relation to teaching and providing facilities as advised by teachers.
5. Maintaining discipline amongst teachers and employees.
6. Compliance of duties assigned by Deans, Head of the Department, Convener of various Committees, Superintendent Examinations.

Copy to-  
Departments and Faculty  
For Notice Board  
For office

Incharge Principal  
C.M. Dubey P.G. College  
Bilaspur (C.G.)