



Prism School of Education

Managed and run by Saroj Gopal Educational Society
Mahkakhurd, Utai, Bhilai, District- Durg (C.G.), 491107
(Affiliated to Hemchand Yadav University, Durg, C.G.)

Code of Conduct for teachers

Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his/ her official dealings.

A teacher shall at all times, be well mannered in his/her dealings with the management with other members of staff.

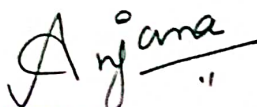
Respect your fellow staff.

Keep your cell phones in the silent mode to avoid disturbing others sitting around you and while teaching.

Be on time for your lectures, be punctual. Proper and well dressed up. Saree is a must for lady teachers.

No teacher shall be absent from duty without prior permission.

All Faculty members must be enthusiastic in taking up the subject allotted to them. Staff members shall follow the directions and instructions properly given by the director and Principal. All Faculty members should prepare a lesson plan, notes, academic file well in advance before commencement of the class.


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<u>City Office</u>	<u>Campus</u>	<u>Contact No.</u>	<u>Email & Website</u>
Lily-214, Talpuri, Bhilai, Bhilai, Durg, C.G. 490006	Mahkakhurd, Ganiyari Road, Utai, Dist.- Durg (C.G.), 491107	9425235203 96178-96123	www.prismschoolofeducation.ac.in psebhilai@gmail.com



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Code of conduct for Administration

Be a positive role model for all the staff members at all the value of the individual.

Maintain higher standards in Language, manner, punctuality, preparation and presentation.

Be present in the meeting with all the staff members which is held periodically for the discussion of college proceedings.

Establish and maintain cooperative relationships with the staff members.


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Code of conduct for students

Students shall compulsorily wear the prescribed institute uniform on all working days, uniform symbolizes unity and uniformity not diversity.

Students must arrive at class on time.

Students must attend daily morning assembly.

Students must obtain on admission the identity card which must have his/her photograph attested and must have compulsory wear during inspection and on an internship program.

Students are expected to take proper care of the Institute's property and help the institute authorities in keeping the premises clean. Damaging college property library books, walls and breaking furniture etc. breach of discipline

All students must take this lunch in the common room or in the garden area.

Use of polythene is banned on college campuses.

Use of tobacco smoking and eating pan masala is strictly prohibited. All students joining the college are bound by the rules and regulations,

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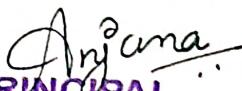
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Code of conduct for other (Non-teaching staff)

Every staff member employed in the institute shall discharge his/her duties efficiently as per rules and regulations laid by the authority.

All staff should maintain discipline in college. All staff members should be punctual and must wear proper uniform and I-card.

Every staff member should cooperate with students, colleges and superiors.


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