



# TAIYAB MEMORIAL TEACHERS' TRAINING INSTITUTE

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## Code of Conduct for Faculty Members

### Introduction:

This code of conduct outlines the expected behavior and professional standards for all faculty members at the Institution. It fosters a positive learning environment and promotes the Institution's mission.

### Professional Responsibilities:

- **Punctuality and Attendance:** Be punctual and report to duty on time as per the working hours. Sign the attendance register and use the biometric attendance system upon arrival.
- **Workload Expectations:** Your work expectations include fulfilling assigned teaching hours and dedicating additional time for lesson planning, student support, and professional development activities.
- **Integrity and Fairness:** Maintain honesty, integrity, and fairness in all professional activities.
- **Professional Conduct:** Uphold a professional demeanor both inside and outside the classroom, setting a positive example for students. This includes maintaining a **professional appearance** through clean, neat, and appropriate attire for an educational setting. Avoid overly casual clothing, revealing garments, or attire that could be disruptive to the learning process. Exercise self-discipline and treat colleagues, students, and staff with respect.
- **Academic and Co-Curricular Activities:** Be willing to participate in qualitative and quantitative work for the Institution's benefit. Actively participate in assigned academic, co-curricular, and organizational activities.
- **Confidentiality:** Maintain the confidentiality of all student information and institutional data.

### Leave and Permissions:

- Adhere to the Institution's established leave policy for availing of various leave types (e.g., casual leave, sick leave, maternity leave).
- Obtain prior written permission from the Principal/HOD at least one day in advance when availing of Casual Leave (CL).
- Report for duty on the reopening day and the last working day of each semester/vacation.

### Technology Use:

- Avoid using cell phones while conducting classes unless for approved educational purposes.

### Professional Development:

- Attend departmental meetings, seminars, and other professional development opportunities.
- Participate in school events like Sports Day, College Day, national holidays, etc.

**Additional Responsibilities:**

- Volunteer for extra classes, remedial teaching, or career-oriented programs as needed.
- Refrain from making unauthorized representations to government or university bodies on behalf of the Institution.

**Compliance:**

All faculty members are expected to adhere to this code of conduct, Failure to comply may result in disciplinary action.

**Review and Updates:**

This code of conduct may be reviewed and updated periodically to reflect any changes in institutional policies or best practices.

*Ashe Sawaf*  
26-03-2021

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