



TAIYAB MEMORIAL TEACHERS' TRAINING INSTITUTE

BARHADIH, SARKARDIH, GOBINDPUR, DHANBAD-828109 [web: www.tmtti.org]

Contact: 06540-299993/4, +91-8210682975, AISHE code C-65006

Ref. No.- TMTTI/POL/COC/22/02

Dated- 26-03-2022

Code of Conduct for Non-Teaching Staff

Introduction:

This code of conduct outlines the expected behavior and professional standards for all non-teaching staff members at the Institution. It fosters a positive work environment and ensures the smooth operation of the school.

Professional Responsibilities:

- **Attendance and Punctuality:** Be present at work during designated working hours (9:30 am to 4:30 pm) and sign the attendance register upon arrival. Utilize the biometric attendance system as required.
- **Job Duties:** Diligently follow all norms and job descriptions assigned by the Institution. Perform all assigned tasks with dedication and professionalism.
- **Collaboration:** Work closely with faculty members, respecting their expertise and decisions. Foster positive and cooperative relationships with faculty, students, parents/guardians, and visitors.
- **Confidentiality:** Maintain the confidentiality of all student information and institutional data.

Professional Conduct:

- **Communication:** Use professional language and maintain a courteous demeanor in all communication, whether via email, phone, or in-person interactions.
- **Technology Use:** Utilize institutional technology and social media responsibly, adhering to any established guidelines.
- **Dress Code:** It is mandatory to wear the uniform provided by the Institution and maintain a neat and professional appearance at all times.
- **Workplace Conduct:** Avoid unethical practices and maintain a professional and respectful work environment.
- **Conflict Resolution:** If workplace conflicts arise, follow established procedures for addressing them constructively.

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.

Reporting Concerns:

- Any concerns about safety, ethics, or harassment should be reported promptly to the appropriate supervisor or designated authority.

Compliance:

All non-teaching staff 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.

Abul Samad
26-03-2022

Managing Director

Managing Director
Tatyab Memorial Teachers' Training Institute
Barhadih Sarkardih, Govindpur
Dhanbad-828109