



TAIYAB MEMORIAL TEACHERS' TRAINING INSTITUTE

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Code of Conduct for Trainees/Students

Introduction:

This code of conduct outlines the expected behavior and responsibilities for all trainees and students at Taiyab Memorial Teachers' Training Institute. It fosters a positive learning environment, promotes academic integrity, and ensures the safety and well-being of everyone at the Institution.

Academic Responsibilities:

- **Attendance and Participation:** Be present, on time, and actively participate in all scheduled classes and activities.
- **Preparation and Integrity:** Complete assigned readings and activities beforehand, and uphold the highest standards of academic honesty by avoiding plagiarism, cheating, and any form of academic misconduct.
- **Communication and Respect:** Treat faculty members and staff with courtesy and respect. Communicate any concerns professionally and follow their instructions.

Professional Conduct:

- **Uniform:** Wear the **institutionally provided uniform** clean and neatly at all times.
- **Classroom Decorum:** Be respectful in all classroom settings. This includes avoiding disruptive behavior, using electronic devices appropriately (unless for approved educational purposes), and listening attentively to instructors and peers.
- **Communication and Diversity:** Communicate with fellow trainees/students and staff in a courteous and respectful manner. Value the diverse backgrounds and experiences of your peers, and promote an inclusive learning environment where everyone feels welcome and supported.

Safety and Security:

- **Be Responsible:** Take responsibility for your own safety and the safety of others.
- **Follow Safety Rules:** Adhere to all safety regulations outlined by the Institution. Report any safety hazards or concerns to a faculty member or staff member immediately.
- **Be Aware:** Maintain awareness of your surroundings and take appropriate precautions.

Institutional Resources:

- **Respectful Use:** Utilize institutional resources, including computers, library facilities, and equipment, responsibly and following established protocols.

Leave and Absences:

- **Communication:** Inform instructors in advance of any anticipated absences.
- **Procedures:** Follow the Institution's established procedures for requesting excused absences and completing any required make-up work or exams.

Additional Notes:

- **Technology Use:** The Institution has guidelines for responsible technology use online and on campus. Please familiarize yourself with these guidelines.
- **Reporting Concerns:** If you experience or witness any harassment, bullying, or discrimination, you are encouraged to report it promptly to a faculty member, staff member, or designated official.

Compliance:

All trainees/students are expected to adhere to this code of conduct. Failure to comply may result in disciplinary action, up to and including dismissal from the program.

Review and Updates:

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

Abdul Samad
26-03-2022

Managing Director

Managing Director
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