

Alfurqan Administrative Guidelines for Female Faculty

The following Administrative Guidelines outline the expectations and responsibilities of all Alfurqan Female Faculty members. Adherence to these policies is essential for preserving the standards and effective coordination within the department.

Notification of Classes

1. The Alfurqan Administration must be informed of **all classes** conducted under the Alfurqan banner by Alfurqan Certified Teachers.
2. No class may be represented as an Alfurqan class without the knowledge and approval of the Administration.

Official Teaching Platforms

1. Alfurqan classes may only be conducted through platforms that have been approved by the Alfurqan Administration.
2. Official Alfurqan classes shall not be conducted or livestreamed on public social media platforms, including but not limited to TikTok, Instagram, Facebook, YouTube Live, or similar platforms, unless prior written approval has been granted by the Alfurqan Administration.

Accountability

1. Any class conducted without the knowledge or authorization of the Alfurqan Administration shall be considered the sole responsibility of the faculty member conducting it.
2. The faculty member will be fully accountable for addressing any inquiries, concerns, or issues arising from such classes.

Use of Professional Title

1. The designation "Alfurqan Certified Teacher" may only be used while teaching on an officially recognized Alfurqan platform or in activities authorized by the Alfurqan Administration.
2. When teaching independently or through any other organization or platform, faculty members should not use the title of **Alfurqan** Certified Teacher for such classes or imply affiliation with Alfurqan.

Professional Conduct

1. All faculty members are expected to adhere to Alfurqan's established policies, procedures, and code of conduct.
2. Faculty members shall conduct themselves in a manner that upholds the integrity, professionalism, reputation, and credibility of the Alfurqan Department at all times.
3. All Female Faculty members must follow complete purdah requirements, in case of turning ON the video under special circumstances.

Communication Protocol

1. The Alfurqan administration must be informed prior to starting all classes including summer camps or special activities. Faculty members with any questions for clarification regarding policies, procedures, or departmental matters shall communicate directly with the Alfurqan Administration. Matters should not be escalated to higher authorities without first providing the Administration the opportunity to address and resolve the issue.

Alfurqan Zoom Rooms Usage

1. A minimum of one-month advance notice is required for requesting Alfurqan Zoom Rooms.
2. Requesting a room does not guarantee its assignment and availability at the requested time.
3. **Do Not** use Alfurqan Zoom Rooms at times other than your allotted time of class.