

BIBI FATMA TEACHERS' TRAINING COLLEGE

Bikrampur Banday, Samastipur

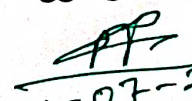
CODE OF CONDUCT

1. Highest standards of discipline and defined manner of behaviour are expected from the trainees inside as well as outside of the college campus. They shall abide by the rules and regulations of the college. The discipline and esteem of the college should express in the act the trainees.
2. A six-day working schedule from Saturday to Thursday is followed, Classes are scheduled from 10:00 AM to 4:00 PM.
3. Student must be regular and punctual in their Theory and Practical classes. The minimum attendance of students shall have to be 80% for all course work and 90% for school internship.
The Schedule for assembly is from 10:00AM to 10:15 AM.
4. When the teachers enter the classroom students shall rise from their seats and remain standing till the teacher takes his/her seat or they are allowed by the teacher to sit. The duration of classroom should be maintained silence and disciplined.
5. The trainees should appropriately greet the teacher with "good morning" sir/madam/miss" or "good afternoon sir/madam/miss" and a "thank you sir/madam/miss" when the teacher leaves the class room.
6. The trainees can not enter or leave from the classroom without the permission of the concerned teacher.
7. It is necessary for the trainees of both sessions to be present on all special occasions celebrated by the college.
8. Trainees can leave the campus during class hours only after permission from the principal/mentor after making entry in the Gate Register maintained by the gate keeper.
9. The trainees should leave the classes immediately after 4:00PM. They should not wander or gather in verandah, staircase etc.

PP
04-07-2016
Principal
Bibi Fatma Teachers' Training College
Bikrampur Banday, Samastipur


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10. Students should carefully follow the notices put on the notice board. No excuse will be considered if notices on the board are ignored.
11. Students must refrain from mishandling and tampering with library books or college computer system.
12. Trainees are expected to maintain silence in the academic building to maintain the decorum and, any deviant behaviour such as whistling, loitering, hooting etc. will be treated as an instance of indiscipline.
13. Trainees are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation area where they could interfere with the free movement for independent study.
14. It will be treated as a case of indiscipline if access to academic building beyond the above timing and holidays without the permission from the principal.
15. Trainees are advised to follow the B.F.T.T.C Mobile Phone Policy and any violation in it should bring to the notice of the principal.
16. It is prohibited to access Social Networking sites like, Facebook, Instagram, WhatsApp, Twitter etc. while present in the campus.
17. Trainees are advised to keep the campus neat and clean, use the baskets for disposing the waste material violation of the rule shall invite a minimum fine of Rs. 150/-
18. It is strictly prohibited to consume the intoxicants/psychotropic substances, smoking, using chewing pan masala, alcoholic beverages etc.
19. Ragging is strictly prohibited in the college campus. Say No to Ragging, Yes to joyful campus.


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20. The college campus should treat sexual harassment as a heinous crime and take action against UGC Prevention, Prohibition and Redressal Act 2013.
21. It is strictly prohibited to scribbling or noting on walls, door or furniture.
22. It is expected from the trainees to carefully handle the furniture, equipment, fixtures and appliances of the college and Lab. In the case of damages, the responsible trainees will have to bear the cost of replacement/repair with fine.
23. Unauthorized celebrations and decorations of any magnitude in the campus is strictly prohibited.
24. Distribution or display of (Physically and electronically) materials such as notices, banners, X-mas stars etc. in the campus without the permission of Principal are strictly prohibited.
25. It is mandatory to all students to take part in Co-curricular and extra-curricular activities for maintaining physically fit, academically, competent, mentally alert and socially sensitive.
26. Students are responsible for peaceful educational environment in the college.
27. Bi-cycle, scooter, motorcycle etc. shall be parked and locked only in the parking area of the college.


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