



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		BOMBAY TEACHERS' TRAINING COLLEGE
Name of the head of the Institution		Bhagwan Rameshlal Balani
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02222047160
Mobile no.		9869252901
Registered Email		bttcollege1969@gmail.com
Alternate Email		contact@btcc.edu
Address		Bombay Teachers' Training College Mahakavi Bhushan Marg, Near Regal Cinema, Opp. Apollo Hotel,
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400039

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr Rajeev I Jha
Phone no/Alternate Phone no.	02222047160
Mobile no.	9967503945
Registered Email	iqacbttc@bttc.edu
Alternate Email	contact@bttc.edu

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://bttc.edu/wp-content/uploads/2021/08/AQAR-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://bttc.edu/academic-calendar-2018-2019/

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	85.50	2004	03-May-2004	02-May-2009
2	A	3.20	2011	08-Jan-2011	07-Jan-2016
3	A	3.28	2016	16-Dec-2016	15-Dec-2021

6. Date of Establishment of IQAC	04-Oct-2004
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7. Internal Quality Assurance System	
Quality initiatives by IQAC during the year for promoting quality culture	

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Publication of the book on Conference Proceedings	24-Oct-2018 1	50
Campus Placements	26-Feb-2019 1	150
National Conference on 'Interdisciplinarity: A Game Changer	24-Oct-2018 2	275
Guru purnima Celebrations	27-Jul-2018 1	100
Celebration of 50th Golden Jubilee year	04-Feb-2019 1	250
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
B TTC	CONFERENCE GRANT	NCPSL	2019 1	20000
B TTC	SALARY GRANT	GOVT. OF MAHARASHTRA	2019 365	18492264
B TTC	FREESHIP/ SCHOLARSHIP	GOVT. OF MAHARASHTRA	2019 365	20910
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Guest/expert/alumni seminars organized throughout the year
- Faculty seminars on a variety of topics to promote quality, research development
- National Conference on the theme 'Interdisciplinarity: A Game Changer'
- Visits to places of importance - NSC, Museum, community centres and other institutions to broaden horizons
- Celebration of national days and significant days like festivals, during the year.
- Exceptional campus placements

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Eco-recycling projects' with schools to be taken up	Eco-recycling projects were organized by students in school during their internship
Raising funds for Golden Jubilee Souvenir	Funds were raised
Raising funds for the Golden Jubilee Celebrations events	Funds and sponsorship were raised
B TTC Week celebrations to be organized in an exclusive manner	New competitions were introduced
Alumni seminars to be organized	Seminars and workshops conducted by alumni of B TTC were organized every week
Conference on Interdisciplinarity	The conference - 'Interdisciplinary - A Game changer' was held on 2526 October, 2019 and the conference proceedings were published

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

23-Apr-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Yes, Management Information System has been used in practice to store student data such as personal data, Fee, Exam records and library details. Student's attendance is marked in software system by the Biometric Attendance Machines. At the end of every month, attendance report is generated and the students who have below 75 attendance called for counselling by the attendance in charge faculty for corrective measure. Continuous Internal Assessment Test marks are stored in MS Excel MIS and further students' performance is analyzed. It is also uploaded on the University website once the online portal for submission of internal marks is opened and notified. It also helps track of faculty data such as attendance and performance. But, more importantly, an MIS reduces the workload on teachers by providing quick access to data on any student or a group of students which can be drilled down, filtered, and arranged accordingly within a few clicks. The alumni data is also It also helps to view fee category wise student data, admission status for all class, cast category wise statistical report, admission fee summary report, library status details etc. Apart from this it let you know exact status of admitted and vacant seats of any class. Details of fee collected, class wise, and fee category wise analysis. Data is the lifeline of every educational institution. We ensure optimum distribution of resources and services to yield maximum benefits to students, teachers, and the management alike. The college creates all databases in various formats to be stored on computers and hard discs. Microsoft Excel is commonly used for easy access and easy retrieval. Data related to Alumni, parents, exam records, placement services, etc. is created and stored in excel sheets. This data can easily be used by all faculty members and by the administrative staff for various purposes. Tally EPR9 is used by the administrative staff for keeping all records of the college related to finances. Salaries, remunerations, income and expenditure are recorded in that software. This is regularly

audited as per regulations. SOUL software is used by library for its daily functioning. Software for University Libraries (SOUL) is an stateofheart integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. The library at BTTC uses SOUL and cataloguing and circulation module are fully operational. All documents are barcoded. Bar coding is done through SOUL software. DSpace for developing institutional repository is in the local server and is maintained by the librarian. Magazines and MRP, along with other publications of the faculty are stored in Dspace. BTTC Shiksha is the institutional LMS and is accessible to all students enrolled at BTTC. Critical Understanding of ICTan Ability Course in the B.Ed. Programme, is conducted through BTTC Shiksha. Teachers put up learning resources on Shiksha to be read by the students enrolled. Students submit their assignments online through BTTC Shiksha.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Yes, revision of syllabus is undertaken as per the regulations of university of Mumbai for the B.Ed. Class. The academic calendar is prepared at the beginning of the year and it is uploaded on the website. There is an online system of uploading data as per the college events which helps in documentation. Moreover our college magazine Metamorphosis (2018-19) contains all the information regarding academic activities in addition to various co-curricular activities. The revision is to include current trends & the needs of the students to face the competitive society. The College follows the syllabus approved by the Board of studies constituted by the University of Mumbai. The respective member of the Board of studies meets to discuss the curriculum. Suggestions and necessary updates from members of syllabus committee includes Subject Experts those who are teaching and having a vast experience. Faculty members of the college contribute to curriculum designing by participating in syllabus meetings which are conducted in the respective colleges of education (online discussions held prior to finalization of new curriculum). In the year 2017-18 B.Ed. programme (CBCS) was introduced by the university and it was continued. Also the college stores previous year's question paper (both hard copy and soft copy) in the library for students' reference. Further college keeps attendance records and it is properly maintained by Attendance incharges and accordingly defaulters list is prepared and they are warned by the faculty incharges and the Principal in order to improve their attendance. Our college has open door policy so

whenever a particular faculty member or teacher wants to meet the principal and give feedback about the ongoing programme in an informal way. The Principal welcomes all the faculty member feedback and suggestions. So each teacher takes care about the feedback and tries to incorporate the suggestions time to time. Also, a regular staff meeting takes place where we discuss and feedback given by each faculty member before we execute any programme in the college. The Exam Committee looks into smooth conduct of all exams and timely declaration of results. Our teachers are part of university for setting the question papers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	00	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Education	02/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Creative Crafts	02/07/2018	41
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Internship	86
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes

Parents

Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Students At the end of each semester or at the end of the academic year (annual) our principal incharge takes the feedback from each student and it is analysed. The mechanism is that all the students are required to fill in the google form provided by the college on different parameters. Later on each student gives feedback on individual teacher, infrastructure, courses which helps us to looks at those areas and tries to improvised them. Individual mentoring and counselling is done by each faculty member to students who approach them. In this way students have a win-win situation. Brighter students gain confidence and weaker students can be more open. In Teachers' Mentoring, all the students are divided into groups and each teacher mentors a group of students. The teacher meets her assigned group of students several times during the year. He/she understands the students' difficulties at both personal and academic level. Students are guided by teachers to make a study schedule by themselves and are advised how to study a difficult topics. Further in order to sustain the interest of the student the college also provides add-on-courses, arrange field visits, campus placement, talk by an expert, guest lecture series etc. Teachers Our college has open door policy so whenever a programme gets over the teachers meet the principal and give feedback about the programme in an informal way. So in the near future each teacher takes care about the feedback and tries to incorporate the suggestions given at that point of time. The Principal welcomes all the faculty members feedback and suggestions. Also, a regular staff meeting takes place where we discuss and feedback given by each faculty member before we execute any programme in the college. Employers Feedback from employers (practising school Principal/ Vice-principal / Supervisor / School teacher with respect to a particular subject help in training the students along with hands on experience. The feedback serves as an important indicator of the course of action to be taken. In order to sustain the rapport with practising schools every year the college conducts a unique program Known as BTTC Week where in school students gets an opportunity to show case their talent in the form of participation in various interschool competitions like poetry recitation competition and drawing competition for both primary and secondary school students. Also another important feature is campus placement which is organised every year by the college and it helps us to bring necessary changes in the course over a period of time. Alumni The college has a registered alumni association where in the college invites the alumni for various programmes over the year as guest lecture, resource person, for demonstration of lesson in a particular subject. Also it provides the regular students an opportunity to learn event management skills, anchoring and hospitality management, develop leadership skills from the alumni. Parents The college also organises a regular parent teacher meeting where in parents are orientated about the various programme which are lined up over the year and also after their semester programme gets over the parents are updated about their ward performance. There is an open door policy as the parents are allowed to the meet the principal on regular basis by giving them prior appointment which helps in the smooth functioning the course.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BEd	NA	50	140	50
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	100	Nil	9	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
10	10	10	5	2	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring at BTTC The institution has developed a systematic mechanism of mentoring. The purpose of mentoring arrangements is to ensure the well-being and progress of the students and quality of teacher education provided. The faculty members keep a close watch on students' learning and provide academic and personal counselling to them. Formal Process At the beginning of each academic year, each faculty member is assigned as a mentor of about 12 students (6 or 7 from FYBEd and 6 from SYBEd) to guide their personal, academic and training aspects. The faculty try to get an insight to the student's problems and provide guidance and counselling. The mentor teacher also looks into the effective delivery of the lessons by the students in his mentor group. The faculty members keep track of the students' academic performance. They identify learners facing difficulties and analyze individual cases based on their performance. The profiles of the students are discussed and the learning problems faced by the learners are identified. Remedial classes are designed and conducted to help students overcome learning problems. Some of the follow-up programmes implemented by the college during last year based on the mentoring process are outlined below: Tutorials: After evaluating the first essay written by the students, faculty members analyze the various mistakes done by the students while writing essays. The kind of problems faced by them are identified as, insufficient content coverage, language problems, formation of sentences, grammatical mistakes, spelling mistakes, poor organization of ideas, slow writing speed, incomplete answers, etc. Tutorial classes are organised to help students in overcoming the above-mentioned problems. Library study: Individual students are sometimes encouraged by their mentors to undertake library study before the final exams. In certain cases remedial teaching is adopted. Other mentoring relationships Apart from the assigned mentor, the college recognises that sometimes some students may also feel at ease with some other faculty members. This often happens with the faculty member who is a school in-charge or the pedagogy teacher, etc. In such cases the faculty members develop mentoring relations with such students to give guidance in specific areas. The college also encourages the school teachers and principals of the cooperating schools to mentor the students when they go for internship. Beyond the B.Ed. Programme Many of the faculty members mentor alumni of the institution. This may be in the form of guidance while choosing a teaching position, advanced studies, overseas studies, writing academic papers and even personal issues. At BTTC, the faculty members mentor students in a variety of ways: by helping them get the most from their educational experience, by introducing them to and making them comfortable with a specific disciplinary culture, and by offering assistance in areas which the student seeks support. Other areas include career planning, time management, writing development, and responsible teacher conduct. The mentoring process is taken seriously by all the faculty members .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
100	9	1:11

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
9	9	Nil	Nil	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NA	Nil	NA
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	SYBED	4	03/06/2019	01/08/2019
BEd	SYBED	3	12/11/2018	15/04/2019
BEd	FYBED	1	30/01/2019	15/04/2019
BEd	FYBED	2	27/05/2019	01/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Though the college operates as per the guidelines of the University as per the internal and external evaluation of the BEd. programme. However, some reforms have been initiated to make up for the perceived lacunae in the system. The reforms initiated are as follows: 1. Essay test for 5 marks is prescribed - it is conducted for 20 marks and marks are reduced to 5. 2. Class test for 15 marks is prescribed - it is conducted for 60 marks as per the marks for the final University exam and marks are reduced to 15. 3. Teaching portfolio is prepared by the students over the period of the BEd course which helps students in self-evaluation of their progress during the BEd course. It also helps the college in programme evaluation. 4. While doing the assessment of the students, self-assessment and peer assessment is also embedded in the evaluation process. 5. Pre-practice teaching is conducted in the form of practice of teaching skills. The teacher educators judge their competencies during the practice-teaching and based on outcomes, the students teachers are deputed at different kinds of schools based on their competencies. 6. School supervisors are involved in the assessment process of practice teaching and internships. 7. The students are continually assessed by the the teachers in the mentoring process. 8. Rubrics are used comprehensively to assess the various competencies of the student teachers such as practice teaching etc.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar was discussed and prepared in advance by the faculty members. The academic calendar was aligned according to term arrangement of the University of Mumbai and was prepared week-wise. The specific dates of the various curricular and co-curricular activities were finalized. The academic calendar is put up on the website of the college for reference by students and faculty. This ensures the smooth functioning of the institution. this year there was unfortunate incident (Sunday, 11th November, 2018} of a fire which broke out on the 9th floor office and various documents gutted in the fire. In spite of the fire all the staff members put in their best in order to stream line all the activities of the college. The link for the academic calendar on the college website is <https://bttc.edu/academic-calendar-2018-2019/>

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://bttc.edu/wp-content/uploads/2020/08/Learning-Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BEd	BEd	Education	44	44	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://docs.google.com/document/d/1O3ppkolfJ7Ymt8qDI4Gcxrw4Za2x4TVzj5j-DeKrr8/edit?usp=sharing>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	180	University of Mumbai	0.4	0.16
Minor Projects	180	University of Mumbai	0.4	0.16
Minor Projects	180	University of Mumbai	0.4	0.16
Minor Projects	180	University of Mumbai	0.2	0.08

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Latest Trends in Education Research	GHG Khalsa College of Education, Gurusardhar	14/09/2018
Seven Days International Workshop on The Art Of Self-Management	GHG Khalsa College of Education, Gurusardhar	15/01/2019
Certificate Course in Research Methodology : Review of Related Literature	K R Cama Oriental Institute	05/12/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	N.A.	7	4.13
National	N A	9	3.22
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
N.A.	8
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as	Number of citations
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					mentioned in the publication	excluding self citation
NA	NA	NA	Nil	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	6	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Community Work	Make a Wish Foundation of India, Mumbai Shraddha Charitable Trust, Mumbai Salaam Balak Trust, Mumbai ParivartanSheel Sanstha, Kandivli Om Creations Trust, Mumbai Human Health Care and Research Foundation, Dadar Akanksha Foundation, Mumbai	1	48
Street Play, Udaan University Level Competition, Project	Department of Life Long Education (DLLE), University of Mumbai	1	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Udaan University Level Intyercollegiate	3rd Prize	Department of Life Long Education (DLLE), University	20

Competition - Street Play		of Mumbai	
Udaan University Level Intyercollegiate Competition - Poster	1st Prize	Department of Life Long Education (DLLE), University of Mumbai	2
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SWS, PEC whole year	DLLE, Mumbai	Street Play, Project	1	100
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Local	School-based Experiences: Internship - F. Y. B. Ed., S. Y. B. Ed.,	GD Somani High School, Cuffe Parade BD Somani High School, Cuffe Parade Kendriya Vidyalaya 1, Colaba Kendriya Vidyalaya 2, Colaba Kendriya Vidyalaya 3, Colaba Kendriya Vidyalaya, IIT Powai Kendriya Vidyalaya, Bhandup	01/07/2018	30/04/2019	100

		Kendriya Vidyalaya, Mankhurd Dia			
State	School Management Educational Advisory Board	Navy Children School, Colaba, Mumbai	01/04/2018	31/03/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GHG Khalsa College of Education, Gurusar Sadhar (Ludhiana)	08/05/2019	Effective for 5 years, Research, Publication and Collaboration, National Seminar/Workshop	5
Mindspeak	15/07/2018	(Valid for 5 years) To create environmental awareness, impart training pertaining to environmental protection, conducting activities to propagate environmental values amongst the masses and school children	50
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
14417137	14397137

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing

Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
soul	Partially	2.0	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	4338	192435	29	7219	4367	199654
Reference Books	11693	1645784	32	19796	11725	1665580
Journals	24	18900	Nil	Nil	24	18900
e-Journals	4	6000	1	13223	5	19223
Digital Database	1	5900	Nil	Nil	1	5900
CD & Video	60	8000	Nil	Nil	60	8000
Library Automation	1	27000	Nil	Nil	1	27000
Weeding (hard & soft)	2500	10000	Nil	Nil	2500	10000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Priya Pillai	folder 17	bttc.shiksha (LMS Moodle)	04/06/2018
Dr. Raju Talreja	HRM	bttc.shiksha (LMS Moodle)	27/03/2018
Dr. Raju Talreja	Secondary School code	bttc.shiksha (LMS Moodle)	27/03/2018
Dr. Meenakshi Lath	Understanding Disciplines School Subjects	bttc.shiksha (LMS Moodle)	24/11/2018
Dr. Meenakshi Lath	Nature of History, Objectives, Values	bttc.shiksha (LMS Moodle)	30/07/2018
Dr. Meenakshi	Language and its	bttc.shiksha (LMS Moodle)	28/07/2018

Lath	Function	Moodle)	
Dr. Priya Pillai	Online Notes for B.Ed from bdu	bttc.shiksha (LMS Moodle)	05/12/2018
Dr. Rajeev Jha	F.Y.B.Ed.- Science Content Test (Post) 2018-19	classmarker.com	15/04/2019
Dr. Raju Talreja	CET Science Environment	classmarker.com	23/04/2019
Dr. Raju Talreja	Staff Meeting	socrative.com	16/04/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	57	28	2	0	0	3	26	50	0
Added	0	0	0	0	0	0	0	0	0
Total	57	28	2	0	0	3	26	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5766855	5758855	8650282	8638282

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

A sound facilities maintenance plan serves as evidence that institutional facilities are, and will be, cared for appropriately. The policies and procedures for maintaining and utilizing facilities are laid down. Laboratory: The curriculum laboratory is equipped with scientific apparatus and models. The students are issued the apparatus and models as and when they require for practice teaching. The psychological laboratory are equipped with psychological tools and experiments. The tools and experiments are used by the students for research based projects under the guidance of the teachers. Library: The library policies are uploaded on college website. The library books which are to be weeded out are decided after the library committee and the Principal gives the nod. New books are added to the library after getting the approval of

the faculty and the Principal. The new arrivals are displayed in the library and on the website. The book bank facility is provided to D.El.Ed. students. After the completion of the course, when the books are returned, the caution money is returned. User guide for researchers is available in the library. The list of open educational resources are uploaded on the website. The librarian maintains two courses on the college LMS (bttc.shiksha) which she regularly updates. Sports: The annual sports day is conducted on backgarden of Municipal Corporation of Greater Mumbai. Eight track events, shot put etc games are held. Indoor games of Chess and Carrom are also held in the college. The interested students give their names for the various events. Depending on the number of students, heats and finals are conducted. Winners are awarded certificates. The required paraphernalia for the conduct of the sports is procured depending on the need. Computers: The college has fully equipped computer laboratory with 28 computers. The research cell on 5th floor is equipped with wi-fi enabled computers for research scholars and students. The computer lab is utilized for academic purpose, teachers use it for taking presentations, computer assisted presentations, hands on for critical understanding of ICT Course, etc. The students use the lab for making their digital lessons, using software, submission of assignments, etc. Classrooms: The weekly time tables reflects the use of the classroom program wise. Common workshops/Guest lectures/seminars to be held are written in the time table, which also reflects the classroom. The classrooms have the facility of computer, projector and smart board. The cleanliness and maintenance of the classroom is taken care by the support staff. Everyday the support staff cleans the classroom. The support staff are allocated floor wise duty for maintaining the hygiene.

<https://bttc.edu/infrastructure/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Priyadarshani Scheme	6	30000
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Constitution Day	26/01/2019	100	College
Yoga	21/07/2018	100	College
Models Of Teaching	14/08/2018	50	College

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2019	CET	32	100	12	Nil
2019	TET	55	5	6	5
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
26	50	30	NA	30	15
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	6	B.Ed	Education	University Of Mumbai	M.Sc-4, M.A -1, M.Ed-1
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Hum-Tum	Inter Colligate	20
Personality Contest	Inter Colligate	40
Rangoli, Flower, Cookery Competitions	Inter Colligate	100
Sports Day	Inter Colligate	100
Saraswati Pooja	College	100
Diwali Celebration	College	100
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	00	NA
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student- Council is elected by the Principal and staff members after observation of student's behavior and attitude. College has various clubs and focus groups which are represented by different students as secretary and members. Various activities are conducted throughout the year under each club and focus groups. Activities are conducted as follows- BTTC practices co-curricular activities extensively above and beyond academics. It is the formation of focus groups of different pedagogy. The activities conducted by these groups help the student-teachers to recognize their potentialities and enhances their personality. BTTC strongly believes in learning by doing. To fulfill this purpose, activities are taken up to develop physical efficiency. The student-teachers get an opportunity to plan and do activities organized by these four clubs. The following are the clubs related to the subject that they cater to. For the academic year 2018-2019 the club organized morning musings, quizzes to brush-up the student-teachers logical and calculation skills. This initiative was taken up and executed ardently. Activities like Swatch Bharat and Science Corner were a huge success for the students. The club organized celebrations like Teachers' Day, Independence Day, and Republic Day. Science corner is where experiments are performed by a student or a pair where they put across unknown facts in a simple manner. The objective of science corner was to make science concepts easy to understand for students from other disciplines and explain hoe science is connected to our daily life. Literary club conducts activities like morning musings and writing quotations on the black board every morning throughout the year. The HM Nagrani English and the Narayandas Hindi extempore competition was conducted by the literary club. Hindi Divas was also celebrated. The club organizes reflective writing on educational movies like Bol, MS Dhoni: An Untold Story, Sound of Music and many more for students. In the library, a wall was decorated with quotes, meanings, new words and charts throughout the year and this year was 50th year of the college so it was celebrated with great fun and frolic. "WE CARE" is the motto of this club which is reflected through various activities. The college beautification was looked after by the club where Herb garden and Wall garden were maintained.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

It is registered under Bombay Public Trust Act, 1950. The Objectives of Alumni Association are: 1. To keep a roster of all Alumni of college and their pertinent data. 2. Maintaining the updated and current information of all Alumni. 3. To encourage, foster and promote close relations among the alumni themselves. 4. To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them. 5. To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni. 6. To assist and support the efforts of JNGEC in obtaining funds for development. 7. To guide and assist Alumni who have

recently completed their courses of study at the JNGEC to keep them engaged in productive pursuits useful to the society. 8. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni 9. To let the alumni acknowledge their gratitude to their Alma Mater.

5.4.2 – No. of enrolled Alumni:

50

5.4.3 – Alumni contribution during the year (in Rupees) :

15000

5.4.4 – Meetings/activities organized by Alumni Association :

List of Alumni Association Activities a. The Alumni Day Reunion is organized every year in August or September specially focusing on fostering interaction with the current batch of students. Students who have excelled in the University examinations are felicitated on this occasion. b. Organizing functions regularly during BTTC Week Celebrations to provide a platform for our alumni and current batch students to interact. c. Celebrating the achievements of our alumni and keeping members informed of the progress events in Bombay Teachers? Training College. d. Judging intra and inter collegiate competitions. e. Conducting demonstration lessons, seminars and workshops on different topics in Education. iv. Details of the top ten alumni occupying prominent positions. i. Ms. Varsha Gaikwad, Former MLA, Dharavi Consituency, Mumbai, ii. Mr. Sabu Joseph, Campus Staff, International Students Inc., USA, iii. Ms. Fatema Bharmal, Teacher and In charge of Indian Cultural Dance Group, Panama Road School, Auckland, New Zealand, iv. Mr. Parmesh Shahani. Editor of „Verve? magazine v. Dr. Sybil Thomas, Principal, St. Xavier?s College of Education, Mumbai, vi. Dr. A. N. Mishra, Principal, Rahul B.Ed. College, Mira Road, Thane. vii. Dr. Karuna Gupta, Principal, Guru Nanak College of Education, Bhadup viii. Mrs. Diana Marfatia, Head Mistress, Dhirubhai Ambani School, Bandra-Kurla Complex, ix. Mrs. Rekha Shahani, Principal, Kamala High School, Khar, Mumbai, x. Mrs. Marzeen Doctor, Principal, Jamnabai Narsee School, Andheri. The office bearers of the alumni association stay in touch with one another as well as with other alumni. The institution makes use of electronic media to reach out to its alumni. All major programmes of the institution are displayed on the website for the benefit of students and alumni. The alumni members also reciprocate with a lot of enthusiasm. They are often a part of intra as well as inter collegiate programmes conducted by the institution. We invite members of the alumni as guest speakers, to conduct demonstration lessons, participate in our seminars and workshops, and to share their experiences with the current batch of students. Some alumni who frequently take up workshops /seminars/demonstration lessons are as follows: • One of the alumni, Mr. Sarosh Baria, currently working with AVM Bandra conducts a seminar on Development of Student Portfolio on regular basis with student teachers of all the courses. • The following alumni members from DECE course are invited to conduct workshops on different topics for DECE students. o Madhu Kedia: Art and Craft, Introduction to Hindi o Hiral Modi: Phonetics o Venetia Mahboobani: Phonetics o Sapna Chhabaria: Indoor Games and Introducing computers to small kids • Heena Inamdar, Kausar Tinwala, Amit Upadhyaya, have been coming to the college to give demonstration lessons in their respective methods.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Open Door Policy - The management and the principal works on the philosophy of Open Door Policy for the students, faculty and the non-teaching staff. This policy encourages openness and transparency among the management and faculty members. The level of communication is high between the management, faculty and students. The students are free to approach the principal and faculty at any given point of time regarding any personal or academic issue, grievance and suggestions. The faculty members are given the freedom to discuss any issue and policy matter with the principal. Meetings are held to identify the strategies for the issues. There is mutual coordination and understanding between the management, principal, faculty members and students. This policy has been successful in establishing a dedicated faculty and productive team. The students council also take lead in approaching the Principal and faculty with suggestions or issues or problems. They are the mediating link between the students and the leadership. They are actively involved in the decision making process of the institution. Decentralization takes place at all levels. The management empowers the Principal with the power and authority to take decisions for quality enhancement of the institution. The Principal decentralizes power and authority to the faculty which has a cascading effect. The faculty member in turn decentralizes its power and authority to the students council members. The students council takes or suggests decisions based on the collective participation of the students. Proactive and Participative leadership Style- The management provides financial assistance for academic, human resource, technological, infrastructure and physical facilities to the college. The management has regular meetings with the head of the institution for preparing the annual budget for the academic year. The management regularly inquires for the requisition of academic, human resource, technological, infrastructure and physical facilities. The faculty members are given the freedom to put forth their innovative ideas and valuable suggestions. These demands of the institution are sanctioned by the management and the process of procuring the facilities is carried out. The management encourages the head of the institution and the staff to organize seminars and conferences. Requisite financial assistance is granted to the college for organization of intellectual discussions. The LMC comprises of representatives from the management, principal, teaching and non-teaching staff. Meetings are held twice in a year. The purpose of the meeting is to discuss quality initiatives for the college and procure feedback on the functioning of the college. Mrs Maya Shahani Trustee of the HSNC Board is a part of the IQAC. Her positive attitude and collaboration provides the college with opportunities and connect globally. Any decision regarding the welfare of the institution is done with the consensus of all the faculty members. The responsibilities are decentralized and authority is delegated. Even the students participate in the decision making process. The institution works on the values of democracy and freedom. This develops a sense of "we-feeling" and team spirit. The alumni and the students take pride in associating themselves as a part of "BTTC family".

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	College is a Sindhi Linguistic Minority college. The admissions for B.Ed are centralized. A Sindhi minority student gets admission against the Sindhi Minority quota. The required

number of Sindhi students is few and hence the college has to surrender the remaining seats to MKCL.

Industry Interaction / Collaboration

Collaboration with the National Council for Promotion of Sindhi Language for learning Sindhi. The college is a centre and runs the basic and advanced courses in Sindhi. It also conducts exams for these courses. The college organized a Sindhi Linguistic Minority Educational Institutions conference. The college also collaborated with All India Institute of Physical Medicine and Rehabilitation which runs a Masters in Prosthetics and Orthotics. The faculty members conducts lectures for the subject titled "pedagogy in PO Education Administration , Legal and Ethical Issues".

Human Resource Management

The college runs courses from Pre-primary to secondary level. The faculty members provide teaching services in ECEP and D.LE.Ed classes as visiting faculty and the college utilizes its' human resources optimally. They are also involved in the supervision of the lessons in schools, for lesson guidance research guidance. The faculty members conducts workshops and seminars on interview training, time management, study skills, stress management etc. for students as well as for schools and colleges. Alumni are invited to conduct seminars and workshops. Experts are invited from academic and industry background for conducting workshops and seminars.

Library, ICT and Physical Infrastructure / Instrumentation

The college is well- equipped with positive learning environment and provides important facilities to the students. The library is updated with the latest books and also provides book bank facilities. The computer laboratory is well maintained with computers and internet. The internet speed has been increased to 50mbps for smooth functioning. Training is offered on the use of Interactive White board and the use of language laboratory for enhancing the communication skills. Infrastructure facilities such as separate rest rooms for boys and girls, common rooms for both. Faculty uses the software on Google form Quiz for Revision in Course 5.

<p>Research and Development</p>	<p>Education Programme of Eighth Standard students of Marginalized Students - An Experimental Study"- ICSSR , New Delhi- Rs 7,00000/.The faculty members takes the initiative to be involved in writing research based articles and papers in UCG and peer reviewed journals . The faculty members have published papers in total reputed journals at national and International level. Approximately 16 papers have been published.</p>
<p>Examination and Evaluation</p>	<p>The college follows the examination scheme given by the University of Mumbai. However the college conducts tutorial cycles in every semester. Student portfolios are created and used for placement purpose. Rubrics are used for self, peer and teacher evaluation in practice teaching. The internal results are displayed according to the course wise grades. The faculty members give individual and class-wise feedback of courses. Both written and oral feedback is given. Since the B.Ed programme is based on the criteria of student friendly, the college conducts re- examination. On line Assessment of content tests in science and commerce methods were administered. BTTC Shiksha is a portal on which faculty members upload the required materials. Reference links and study material are also given to students on various subjects. Past years' question papers are available in soft copy on BTTC Shiksha.</p>
<p>Teaching and Learning</p>	<p>The faculty members experiment with innovative and creative pedagogies for the execution of the curriculum. The faculty also tries these methodologies in their teaching learning process depending on the need of the subject and topic. The following methods are used- Science Corner Demonstrations, Learning through games such as sort it out, auction, etc., Newspaper articles, Seminar method, Consensus Building Method, Flipped Classroom, Blended Learning, Case study Method, Concept Mapping Technique, Documentary Movie, Self-Learning Material, Mobile based application, Supervised Library Study, KWL (Know, Want to Know Learn), Role - Playing, SQ3R, Brain Storming, Cooperative learning Techniques like Jigsaw method, etc. The student -</p>

	teachers also use these methods in their practice teaching lessons.
Curriculum Development	The curriculum of B.Ed is prescribed by the University of Mumbai and the college is given the freedom in the transaction of the curriculum. The college provides Value Added Add-on Certificate Courses are offered beyond curriculum. The following courses are offered- Yoga, Aerobics, Creative Crafts, Integrating Technology in Education (B.Ed.) CET and CTET training classes are organized and conducted by the college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> Minutes of the meeting circulated electronic means. Biometric attendance for teaching and non-teaching staff Webinars are organized for student teachers and stakeholders
Administration	<ul style="list-style-type: none"> Alumni Data Base is maintained in electronic form. Student E- mail Ids for B.Ed are utilized for instant communication with the students. Networking of all computers for smooth functioning. Fee receipt are given electronically.
Finance and Accounts	<ul style="list-style-type: none"> In finance and accounts, Tally ERP-9 is used for accounting. It can be viewed through Team Viewer by the Management as and when required.
Student Admission and Support	<ul style="list-style-type: none"> Centralized Admission for B.ED. Placement services through electronic means
Examination	<ul style="list-style-type: none"> Centralized Examination of B.ED . Maintenance of examination records through E- mode

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2018	-	Energizing and Nurturing Capacity of Administrative Staff organized by St Xavier's Institute	20/06/2018	20/06/2018	Nil	1
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
E-Content Development- Short Term Course - organized by University of Mumbai	2	19/11/2019	22/11/2019	7
Research Methodology - Interdisciplinary Refresher Course- organized by Lakshmbai National Institute of Physical Education, Gwalior	2	14/09/2019	27/09/2019	13
Innovative Practices in Research- Short Term Course - organized by Saurashtra University, Rajkot	3	29/07/2019	03/08/2019	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Sponsorship for professional growth (fees for International/ National Conferences)	Festival Advance-Diwali	Extension of dates for payment of fees to students

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accounts of the college are audited regularly. The Management, i.e. the HSNB Board, does the internal audit and the Chartered Accountant i.e. M/s. Singavi, Oturkar Kelkar, does the external audit. The auditor, before the commencement of the audit, prepares a detailed audit programme. The external auditor prepares a standard audit programme, which comes into existence from the month of September to March. The auditor provides certificate to the college after internal auditing. The external audit is done by government officials appointed by the joint secretary. The remaining years audit will be done by the external officials as per the circular issued by the joint director.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nirvan Hospitality, Palsethia Ramila Mahesh, Luksham, Aban, Alumni, Fatima Contractor, Diyva Nathani. Various Participating Colleges, Various Participating Schools, Ganpat Lal, Shahabuddin Mohd. Yaqoob, Akshit Jain, UCHIT Expressway Pvt. Ltd.,	188900	Sponsorship for Golden Jubilee Celebration. Registration fees for College Events. Fees for Campus Recruitment, Conference on Sindhi Language Promotion
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Submitted online on University of Mumbai Portal	No	-

Administrative	Yes	Joint Director Office	Yes	Singavi OturkarKelkar
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Involving parents in organizing co-curricular activities at college like Cultural Kaleidoscope activities 2. Networking with parents for guidance for better academic output. 3. Seeking support from parents to organize and conduct community work.

6.5.3 – Development programmes for support staff (at least three)

The college encourages the support staff to speak in English while conversing daily. They are also given training in organization skills like organizing files in office and provide support to the office staff. They are trained in hospitality area on the serving aspect to guests who visits the college.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Collaboration with B Ed Colleges of Maharashtra, GuruSur Sudhar, Ludhiana 2. Undertaking research projects funded by government agencies/university 3. Collaborating with HR College and KC College (HSNC Board Colleges) for formation of Cluster University

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Nil
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Seminar on being confident for gaining credit	11/08/2018	11/08/2018	11/08/2018	45
2019	Seminar on 21st century skills	12/01/2019	12/01/2019	12/01/2019	100

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk- Gender Bias in Health and Nutrition	04/12/2018	04/12/2018	44	3
Seminar- NGOs	14/12/2018	14/12/2018	42	4

& Gender Equality				
Round Table Discussion- Gender Challenges	27/11/2018	27/11/2018	45	3
Resume building & Interview Skills Seminar for Women Empowerment	20/02/2019	20/02/2019	150	6
Seminar- Being a Happy Teacher in a Gender Discriminatory World	08/09/2018	08/09/2018	44	4
Opportunities for Female Indian Teachers	25/10/2018	25/10/2018	95	6

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The college being situated in the most elite business district of South Mumbai, has a small campus and hence there is no alternate solar power supply. There is no power failure, so no alternate arrangements for keeping uninterrupted power supply are needed. The electricity is provided by BEST and is uninterrupted.</p> <p>However, we ensure our students learn about sustainability through the workshops that we organize for them. Our windows and doors are kept open and fresh air is let in. This way, when it is windy, we do not require to use fans and light. Students are also made sensitive to the fact that uninterrupted power supply in our area means being grateful for the privilege rather than misusing it.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Physical facilities	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	05/11/2018	5	Visit to Shree	Addressing the	4

					Rajendra Honeycomb Charitable Trust Samarpan Old Age Home, Mumbai	issue of old age d ifficulti es	
2018	1	1	05/11/2018	5	Visit to Salam Balak Trust	Address ing the issues of youth	5
2018	1	1	05/11/2018	5	Visit to Plant and Animal Welfare Society (P.A.W.S)	Address ing the issue of awareness of street animals	5
2018	1	1	05/11/2018	5	Visit to Enviro-Vigil	Address ing the issue env ironmenta l sustain ability	5

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
B TTC- Code of Conduct Handbook (Uploaded on Website)	01/07/2018	Higher education is leadership education. The conduct and values of professionals in higher education institutions heavily influence the future leaders. Institutions of higher education and professional training do not just focus on excellence in academics but also go beyond the curriculum in various aspects of life and living. These institutions practice ethics curricula and they involve their students and faculty in community engagement. They provide value orientation to all stakeholders. It is important that the teaching profession must be raised in status, dignity and integrity. A

code of ethics is hence created and uploaded on website for all stake holders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Morning Musings	13/08/2018	08/02/2019	90
World Teachers' Day	04/10/2018	04/10/2018	100
Mental Health Seminar	26/03/2019	26/03/2019	72
Cultural Kaleidoscope- A peek into Indian Culture	31/10/2018	31/10/2018	100

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Optimal use of water in toilets and restrooms. The college changed the taps and flush tanks that use minimum water in single usage. 2. Potted plants all over the college for greenery and fresh air. 3. Structural repairs from time to time in order to avoid unnecessary consumption of resources. 4. Lifts were changed, new technology, so as to consume less power and are more effective. 5. Assignment submission through BTTC Shiksha- paperless initiative! 6. Cleanliness Drive

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The BTTC Week Celebrations–A Platform for Training in Event Management– The College provides student teachers an opportunity to showcase their talents and skills. The aim is to inculcate skills of event management in the student teachers by providing a platform to student teachers to compete and cooperate with their peers with other colleges of education and establish a network with our cooperating schools and other institutions. An exhibition of SUPW products prepared by the DECE student teachers is on display throughout the week. The foremost aim of this entire practice is to stand out amongst the crowd and also to keep our student teachers and teacher educators abreast with the current trends in the educational scenario. 2. Cultural Kaleidoscope: Centre for Cultural Resources and Training - [CCRT] Kit based Regional Cultural Presentation– The purpose of this practice is to create an awareness about the Conservation of the Natural and Cultural Heritage of India and develop an appreciation of the Philosophy, Aesthetics and Beauty inherent in Indian Art, Architecture and Culture. This practice is directed towards student teachers to develop hands on skills in formulating Methodologies for incorporating Cultural Components in the Curriculum and its integration in school activities. The student teachers have explored methodologies for incorporating a Cultural Component in Curriculum. They have made effective use of CCRT Kit and created awareness among Secondary School students about our rich Indian Cultural Heritage. The practice has also given student teachers an experience of team work as the activity requires a lot of cooperation and team effort. The activity has its roots in respecting cultural diversity which also forms the basis of inclusive education. The practice has also led to a constructivist approach and experiential learning. The institution has received several letters of appreciation from the practice teaching schools for the Cultural

Kaleidoscope presentations by our student teachers. The Cultural Kaleidoscope has also had an indirect but major impact on History teaching practice undertaken by the History method group students. The students make a serious attempt to incorporate these ideas into their lesson plans. The students have often borrowed ideas from the presentations and have actually used the Cultural Kit components as instructional aids in the classroom. The cultural component is also correlated with other subjects besides History, and students have incorporated the Core Element of India's common Cultural Heritage into Science, Mathematics, Geography and Language lessons in interesting ways 3. The LENS Series - The LENS Series - Learning Experientially Novel Strategies (since 2007) We live in a world, which is heavily influenced by mass media. Popular culture such as films, television, drama, music lyrics and books often present educational themes in fascinating ways. The LENS Series was introduced in 2007-08, with the intention of drawing lessons from popular culture while making learning a joyful experience for the student teacher. The analysis of popular culture through the lens of the educationist was conceived of as a great way of introducing multiple perspectives about discourses that surround teachers and teaching. The practice also intended to provide opportunities for student teachers to focus on novel strategies. The series marked a shift from traditional lecture based teaching to experience-based learning. An added feature was getting student teachers comfortable with the use of multimedia and technology. The practice was also conceptualized to encourage reflective practice among teachers, while aiming at high interest levels. The practice involves the process of integrating elements of popular culture with the learning process. Learning is intended to take place through team teaching as well as greater involvement of students. An attempt is made to correlate topics from different papers. Reflecting on personal experience and engagement of students in discussion is also an important component of this practice. The outcome of the practice has thus far been very encouraging in terms of the response we have received from the students. The practice encourages reflection, new perspectives, discussion and healthy debate. Communication skills are developed and students actively participate and put forward their points of view. 4. Student Portfolio -The purpose of this best practice is to help student teachers to reflect on their learning and capabilities, communicate personal information through the use of portfolios, develop and maintain record of activities undertaken by the student teachers over time. create evidences for teachers to use portfolios as an assessment tool. This Practice of portfolio development includes collections of student teachers' work representing a selection of products that represent specific student performance. These portfolios of the individual student teachers developed by the institution derives from the visual and performing arts tradition in which student teachers showcase artists accomplishments and personally favored works. They act as a folder containing a student teacher's best pieces and the student teacher's evaluation of the strengths and weaknesses of the pieces. The institution uses portfolios as a record of the activities undertaken over time and to reflect quality of learning. The institution uses portfolio to support cooperative learning and to develop team spirit by offering an opportunity for student teachers to share and comment on each others work. For example, feedback given by the students and faculty in micro and simulated lessons helps in developing confidence among the student teachers. The institution emphasizes on total involvement of its faculty in assessing student teachers, and portfolios are used for the same. The institution uses portfolios as an assessment tool because, as representations of classroom-based performance, and they can be integrated into effective learning. 5. Science Corner - This practice promotes the quest among students' spirit of inquiry and pursuits methodology of observation and experimentation helped everyone get richer in their knowledge banks and also built confidence in students to present and express themselves in front of other classmates, seniors and professors.

Demonstrations are the core component of science teaching. The traditional approach has been DOE (Demonstrate, Observe Explain). However, the science corner demonstrators followed the meta-cognitive and constructivist strategy promoting active learning amongst learners either through a POE (Predict, Observe Explain) approach or a PEOR (Predict, Explain, Observe and Reflect/React/Review/Rethink/Revisit/Reinforce) approach. The idea of the science corner is to develop scientific attitudes science process skills, such as observing, question-raising, hypothesizing, predicting, finding patterns relationships, communicating effectively, designing making, devising planning investigations, manipulating materials equipment effectively, measuring calculating, arranging, classifying, describing, explaining, etc. The students were also engaged in preparing scientific toys, herbarium sheets improvised apparatuses as part of Science Corner activities. Thus, the Science Corner is a transient place of activity change in the premises.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://bttc.edu/students-portfolio/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Research has been one of the institutions thrust areas. Our vision to make BTTC a Research Hub has resulted in several initiatives and improvements. 1. The faculty has conducted a number of sponsored Research projects- major and minor, by Mumbai University and ICSSR. 2. Four Minor and One Major Project were taken up during the year. 3. In-house research guides guided prospective students for their proposals to be submitted to Mumbai University for approval. 4. Infrastructural upgradation has also taken place to ensure college delivers its best to research aspirants. 5. All faculty members participated in seminars and conferences and presented research-based papers. 6. The national conference on 'Interdisciplinarity: A Game Changer' was organized to highlight the importance of interdisciplinary research. 7. The research projects of students, that is a compulsory part of the B.Ed. program is also organized with greater zeal and lots of extra sessions and lectures are organized in the college in order to develop research temper among the students as well as faculty. 8. The college also provides an atmosphere that facilitates personal commitment to the educational success and research endeavours of students and faculty in an attempt to create an environment that values creativity in an evolving society.

Provide the weblink of the institution

<https://bttc.edu/>

8.Future Plans of Actions for Next Academic Year

Future Plans of action 2018-19 • To collaborate with HR College and KC College, the HSNC Board Colleges to apply to RUSA to get recognition as a constituent college of the proposed HSNC University Mumbai. Following this, to revamp the syllabus and curriculum of teacher education programmes under the new university. • To sustain the quality as well as strengthen the practice teaching and internships to enhance professional competence. • Use of ICT tools: Empowering students for engaging with the community through the social media handles and training them to be active on social media, to strengthen ICT skills of student teachers keeping in mind emerging digital tools for online education, putting student teachers in different leadership roles through student council and clubs. • Involvement of Alumni through a fresh reconnect: Organizing workshop series by prominent alumni to blend professional repertoire of student teachers. • Linkages: Linkage with CII for professional development of faculty and student

teachers, Collaboration with academic institutions and non-government organizations, Kaivalyadham, Sanskar India Foundation, Isha foundation, Million Dollar Confidence Foundation and other organizations for the benefit of our student teachers and for organizing workshops on various themes. • Organization of seminars and workshops: in with international organizations and institutions. • Sign MOUs with National level institutions: Faculty exchange programmes, where faculty can visit institutions across the state and also organize national level seminars/ workshops in collaboration with them will be planned. • Undertaking extension activities: This will be done to strengthen student teachers' profile. Visit to Sadhu Mission- Pune, organization of programmes with Trailblazers to sensitize student teachers towards environment conservation. • Infrastructural Audit: To carry out structural audit and to carry out structural repairs of the entire college building including replacing old lifts with new and ultra-modern lifts, plumbing, wiring, windows, flooring, painting and overall renovation of computer lab, library, classrooms, college office, passages and even washrooms. • Organising of Capacity building training workshops to appear in professional test like CET, MH-CET, UGC NET, SET examination. • Participation in competitions and activities: Encouraging students to participate in various intercollegiate competitions and activities to enhance their skill sets. • Strengthening campus placement activities to reach even beyond borders. • Cultural Education Project "Cultural Kaleidoscope" to empower with emerging multicultural society in India. • Organization of programmes like Sindhi Classes and National Conference to teach Sindhi Language Sindhi Culture in collaboration with NCPSL. • Programmes for development of scientific temper through the Best Practice- Science Corner, Cultural Education through Cultural Kaleidoscope, incorporating popular culture through LENS Series. The Best Practices would be used extensively in order to develop values and professional repertoire of students. • Strengthening student portfolios with diverse skills required to be proficient as professional practitioner (e-portfolio).