



BOMBAY TEACHERS' TRAINING COLLEGE

A Constituent College of HSNC University, Mumbai

Recognized By NCTE

Re-Accredited 'A' Grade by NAAC (3rd Cycle)



Systems and procedures for maintaining and utilizing physical, academic and support facilities

Computer Labs Rules (Policy)

- Students must present a valid ID card before entering the computer lab.
- Playing games on a computer in the lab is strictly prohibited.
- Users are strictly prohibited from downloading, viewing or distributing any offensive materials.
- Before leaving the lab, users must close all programs and keep the desktop blank.
- Students are strictly prohibited from modifying or deleting any important files.
- Students should not install any software or settings in the computer without the permission of the computer instructor.
- Silence must be maintained in the lab at all times.
- Eating and/or drinking inside the computer labs is strictly prohibited.
- Wifi/Internet facility is only for educational/ study purposes.
- The lab must be kept clean and tidy at all times.
- Please bring any problems/ issues related to the usage of computers to the notice of the computer instructor.
- No bags/ hand bags will be allowed inside the computer lab, students may carry notebooks.
- Computer Lab timings are adjusted as per the academic time table of different classes. Students are requested to comply with the same.
- Conversation, discussion, loud talking & sleeping are strictly prohibited in the Computer Lab.
- Students are not allowed to use personal Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers.
- Duplicate or pirated Software(s) will not be allowed in the Computer Lab.
- Use of Computer Lab for personal work is prohibited. However, permission for doing personal work may be given by the Principal.
- Users must turn-off the computer before leaving the computer lab.
- In case of theft / destruction of the computers or peripherals, the students will be charged for the same.
- Keep your passwords to yourself. Change your password right away if you think someone else may know it.
- Computer instructor will assist with BASIC computer and software problems.
- Food and drinks are not allowed in the computer lab.



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- Please take your calls outside. Put your cell phone on vibration mode when you enter the computer lab.
- Unauthorized copying and/or installing of unauthorized software is not permitted. This may be a violation of copyright laws.
- Tampering with the hardware or software settings is not allowed.
- Students found surfing the Internet or chatting for personal reasons may be asked to leave.
- Personal files are not to be stored on the local drive C. All data on lab computers will be deleted to ensure proper functioning and speed of computers.
- DO NOT leave your personal belongings at the computer. The College is not responsible for items left behind.
- Disruptive students will be asked to leave and Public Safety may be called in such situations.

Classroom Rules (Policy)

- Be punctual, report to college and class on time. College begins at 9:00 a.m. Students are discouraged from coming late to college.
- Strive to be present every day. In case of absence, you should call the college office in the morning and notify them. Write an email to contact@btcc.edu with the reason for absence.
- Respect each other at all times. Disagreements will be settled by discussing the problem and seeking a solution that is fair to all concerned.
- Buildings and the campus will be kept neat and clean. Do not damage college property.
- Students leaving the campus must inform the concerned faculty member.
- Avoid using abusive or profane language and gestures.
- Respect the property rights of others.
- Participate in all the activities organized by faculty members.
- Respect each other's ideas and opinions even if you disagree with them.



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Psycholab/Science lab Policy

System and procedure to maintain & utilize Psycholab/Science lab

1. Administrative staff seeks the latest catalogue through email form Psychological Agencies.
2. Faculty in charge seeks suggestions from colleagues for new tests mentioned in the catalogue..
3. Office seeks quotation of selected tests.
4. Upon delivery of items, the list is updated and each test is given a number.
4. The list is circulated and referred to by faculty members and students for use in preparing assignments & research.
5. The Psychology cupboard in the Psychology Laboratory on the 7th floor houses the tests and apparatuses.
6. Science Laboratory is a mini Science Lab with two cupboards on the 5th Floor.
7. Quotation on the science lab material and chemicals is sought by the office.
8. List of material and apparatuses is maintained.
9. List is referred by students to avail it for Internship and Science Corner activities.
10. However, the procurement of limited material of Psychology and Science Lab was made last in 108 and 106 respectively and is need based.

Incharges:

Principal

Dr. Rajeev I. Jha

Dr. Bhagwan Balani



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SCIENCE LABORATORY LIST - 2016-2017

APPARATUS

| SR. | DETAILS | QUANTITY | REMARKS |
|-----|----------------------|----------|---------|
| 1. | Galvanometer | 2 | |
| 2. | Reflector | 2 | |
| 3. | Pulley | 3 | |
| 4. | Newton's Cradle | 1 | |
| 5. | Ohm's Law Circuit | 1 | |
| 6. | Galvanoscope | 1 | |
| 7. | Electrochemical Cell | 2 | |
| 8. | pH meter | 1 | |
| 9. | Burning Lamp | 3 | |
| 10. | Bunsen Burner | 2 | |
| 11. | Thermometer | 1 | |
| 12. | Vernier Calliper | 1 | |
| 13. | Tuning fork | 2 | |



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| | | | |
|-----|--------------------|---|--|
| 14. | Bell Jar | 1 | |
| 15. | Opaque Glass | 1 | |
| 16. | Magnetic Stand | 1 | |
| 17. | Stop Watch | 2 | |
| 18. | Voltmeter | 1 | |
| 19. | Rheostat | 1 | |
| 20. | Weighing Machine | 1 | |
| 21. | Battery Eleminator | 1 | |
| 22. | Ammeter | 1 | |

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SCIENCE LABORATORY LIST - 2016-2017

CHARTS

| SR. | DETAILS | QUANTITY | REMARKS |
|-----|------------------------------------|----------|---------|
| 1. | Human Nervous System | 2 | |
| 2. | Pollution(Causes and Prevention) | 1 | |
| 3. | Human spinal cord | 1 | |
| 4. | The Human Ear | 2 | |
| 5. | Excretory system | 1 | |
| 6. | Health rules | 1 | |
| 7. | My Body | 1 | |
| 8. | Pond Ecosystem | 1 | |
| 9. | The Human Heart | 2 | |
| 10. | Human digestive system | 1 | |
| 11 | Human Physiology- Eye | 2 | |
| 12. | Skeletal System | 2 | |
| 13. | Human Physiology – Muscular system | 1 | |
| 14 | Types of flowering plants | 1 | |
| 15. | Photosynthesis | 1 | |



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| | | | |
|-----|------------------------------------|---|--|
| 16. | Pollination | 1 | |
| 17. | Bacteria | 1 | |
| 18. | Viruses | 1 | |
| 19. | Animal Kingdom | 1 | |
| 20. | Malaria Parasites | 1 | |
| 21. | Amoeba | 1 | |
| 22. | Magnetism | 1 | |
| 23. | Refraction of light through lenses | 2 | |
| 24. | Eye and its defects | 1 | |
| 25. | Motion | 1 | |
| 26. | Food chain in forest Ecosystem | 1 | |
| 27. | Carbon Cycle | 1 | |
| 28. | Modern Periodic Table of elements | 1 | |
| 29. | Plant Kingdom | 1 | |
| 30. | Malnutrition | 1 | |
| 31. | Aids | 1 | |
| 32. | Oxygen cycle | 1 | |
| 33. | Typical flowering plants | 1 | |



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| | | | |
|-----|---|---|--|
| 34. | Plant cell mitosis | 1 | |
| 35. | Optical Instruments | 1 | |
| 36. | Respiratory system | 1 | |
| 37. | Blood | 1 | |
| 38. | Human Kidney | 1 | |
| 39. | Animal Cells | 1 | |
| 40. | Human Physiology: Kidney, Skin & Excretory system | 1 | |

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CONSUMABLES

| SR. | DETAILS | QUANTITY | REMARKS |
|-----|----------------------------|----------|---------|
| 1. | Litmus Paper Red | 2 | |
| 2. | Litmus Paper Blue | 1 | |
| 3. | Litmus Red Solution 125ml | 1 | |
| 4. | Litmus Blue Solution 125ml | 1 | |
| 5. | Spirit 400ml | 3 | |
| 6. | Hydrochloric acid 500ml | 1 | |
| 7. | Sulphuric acid 500ml | 1 | |
| 8. | Iodine Solution 125ml | 1 | |
| 9. | Ammonium Solution 500ml | 1 | |
| 10. | Acetone 500ml | 1 | |
| 11. | Distill water 5ltr | 1 | |
| 12. | Ammonium Hydroxide 500ml | 1 | |
| 13. | Phenolphthalein 125ml | 2 | |
| 14. | Methyl Orange 125ml | 2 | |
| 15. | Lime water 500ml | 1 | |
| 16. | Metanil Yellow 125ml | 1 | |

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| | | | |
|-----|---|------------|--|
| 17. | Universal indicator 500ml | 1 | |
| 18. | Ph Paper | 2 | |
| 19. | Acetic acid 500ml | 1 | |
| 20. | Glycerine 500ml | 1 | |
| 21. | Nitric acid 500ml | 1 | |
| 22. | Copper Sulphate 500gm | 2 (1- Box) | |
| 23. | Magnesium ribbon 25gm | 1 | |
| 24. | Sulphar powder 500gm | 1 | |
| 25. | Zinc Granual metal / Zinc filling 500gm | 2 | |
| 26. | Potassium Permanganate 500gm (Powder) | 1 | |
| 27. | Lead Nitrate 500gm | 1 | |
| 28. | Sodium Hydroxide Flakes 500gm | 1 | |
| 29. | Sodium Carbonate Anhydrous 500gm | 1 | |
| 30. | Iron Fillings 500gm | 2 | |
| 31. | Calcium Carbonate 500gm | 1 | |
| 32. | Alum 500gm | 1 | |
| 33. | Starch 500gm | 1 | |



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| | | | |
|-----|--|----|--|
| 34. | Sodium Bicarbonate 500gm | 1 | |
| 35. | Ferrous Sulphate Crystal 500gm | 2 | |
| 36. | Sodium Sulphate dry Purified 500gm | 1 | |
| 37. | Barium Chloride 500gm | 1 | |
| 38. | Potassium Aluminium Sulphate Dodecahydrate 500gm | 1 | |
| 39. | Magnesium Chloride 500gm | 1 | |
| 40. | Chloroform 500gm | 1 | |
| 41. | Carbon Disulphide 500gm | 1 | |
| 42. | Ammonium Chloride Extrapure 500gm | 1 | |
| 43. | Calcium Sulphate Box 500gm | 1 | |
| 44. | Potassium Chloride 500gm | 1 | |
| 45. | Filter Paper | 10 | |

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SCIENCE LABORATORY LIST - 2016-2017

GLASSWARE

| SR. | DETAILS | QUANTITY | REMARKS |
|-----|-------------------------|----------|---------|
| 1. | Test tubes | 33 | |
| 2. | Test tube stands | 6 | |
| 3. | Conical flasks(250ml) | 6 | |
| 4. | Conical flasks(small) | 2 | |
| 5. | Flat bottom flasks | 4 | |
| 6. | Beakers | 25 | |
| 7. | Burettes | 2 | |
| 8. | Fractional Distillation | 2 | |
| 9. | Spirit Lamps | 3 | |
| 10. | Measuring Cylinders | 6 | |
| 11. | Stirrers | 5 | |
| 12. | Mercury thermometers | 5 | |
| 13. | Delivery tube | 1 | |
| 14. | Tripods | 5 | |
| 15. | Chromatographic jar | 1 | |
| 16. | Glass funnel | 2 | |
| 17. | Plastic Funnel | 5 | |

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| | | | |
|-----|--------------------|----|--|
| 18. | Wire gauge | 13 | |
| 19. | Petri dish | 11 | |
| 20. | Porcelain dishes | 6 | |
| 21. | Round bottom flask | 1 | |
| 22. | Pair of tongs | 1 | |
| 23. | Spatula | 1 | |
| 24. | Rubber corks | 2 | |
| 25. | Prism | 1 | |
| 26. | Ebonite Rods | 3 | |
| 27. | Burners | 2 | |
| 28. | Lenses | 4 | |
| 29. | Bell jar | 1 | |

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SCIENCE LABORATORY LIST - 2016-2017

LIST OF MODELS

| SR. | DETAILS | QUANTITY | REMARKS |
|-----|--------------------------|-------------|---------|
| 1 | HUMAN HEART | 1 | |
| 2 | HUMAN EYE | 1new+1old=2 | |
| 3 | HUMAN EAR | 1new+1old=2 | |
| 4 | HUMAN SKELETON | 1 | |
| 5 | HUMAN DIGESTIVE SYSTEM | 1 | |
| 6 | HUMAN RESPIRATORY SYSTEM | 1 | |
| 7 | NEURON | 1 | |

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SCIENCE LABORATORY LIST - 2016-2017

List of Permanent Slides

| SR. | DETAILS | QUANTITY | REMARKS |
|-----|--------------------------------------|-----------|---------|
| 1. | Protozoa (Euglena) | 1 | |
| 2. | Sclerenchyma Tissue (T.S.) | 1 new+2=3 | |
| 3. | Parenchyma Tissue (T.S.) | 1 new+2=3 | |
| 4. | Histology (Nerve cell) | 1 | |
| 5. | Animal Tissue | 1 | |
| 6. | Hydra Bud | 2 new | |
| 7. | Amoeba (Binary fission) whole mount. | 1 | |
| 8. | Protozoa (Paramecium) –(w.m) | 1 | |
| 9. | Plant cell (w.m.) | 1 | |
| 10. | Onion Plant cell (w.m) Angiosperm | 1 | |

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SCIENCE LABORATORY LIST - 2016-2017 SPECIMENS

| SR. | DETAILS | Quantity | Remarks |
|-----|-------------------------------------|----------|---------|
| 1. | Frog | 1 | |
| 2. | Spirogyra | 1 | |
| 3. | Salamander | 1 | |
| 4. | Pinus | 1 | |
| 5. | Angiosperm | 1 | |
| 6. | Gymnosperm | 1 | |
| 7. | Scorpion | 1 | |
| 8. | Stem Modification (sucker) | 1 | |
| 9. | Stem Modification (phylloclade) | 1 | |
| 10. | Stem Modification (Cladode) | 1 | |
| 11. | Stem Modification (Stolon) | 1 | |
| 12. | Stem Modification (Thorn) | 1 | |
| 13. | Leaf Modification (Tendrils) | 1 | |
| 14. | Root Modification (Aquatic Root) | 1 | |
| 15. | Root Modification (Fasciulate) | 1 | |
| 16. | Root Modification (Conical taproot) | 1 | |
| 17. | Datura Flower | 1 | |
| 18. | Maize | 1 | |
| 19. | Mollusca | 1 | |
| 20. | Poriphera | 1 | |
| 21. | Thallophyta(Lichen) | 1 | |



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| | | | |
|-----|------------------------|---|--|
| 22. | Octopus | 1 | |
| 23. | Types of roots- samara | 1 | |
| 24. | Turnip | 1 | |
| 25. | Legume | 1 | |
| 26. | Protochordata | 1 | |
| 27. | Mango ginger | 1 | |
| 28. | Nut | 1 | |
| 29. | Annelida | 1 | |
| 30. | Parasitic plant | 1 | |
| 31. | Pea | 1 | |

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College sports policy

Sport is an integral part of social development that needs to be encouraged. At Bombay Teachers' Training College, sports activity is considered as an important component of overall personality development of student teachers. We encourage staff and student teachers to participate in physical activities and sports, as we firmly believe in its benefits. Our aim is to produce future teachers who are physically active. We intend to teach our student teachers to be committed to their team and take responsibility for their actions. In order to bring the awareness amongst the students we intend to draw a "College Sports Policy". The policy is binding to one and all of the BTTC student teachers.

The main objective of the College Sports Policy is to include SPORTS as an important part of the overall curriculum offered by the college to its student teachers.

Objectives of the college sports policy are

- To inform the student teachers about the benefits of being involved in an active lifestyle.
- To motivate student teachers to become part of the ongoing annual sports day programme.

The roles and the responsibilities of the college:

- The college will make provision in the college time table so as to involve student teachers in annual sports day.
- The college shall make available necessary facilities and funds to implement the policy to its fullest.
- The college shall take suitable action against student teachers for not abiding the Sports Policy.

Teacher Educators:

- The teacher educators must make student teachers aware about the sports policy of the college.
- The teacher educators must encourage student teachers to be involved in the annual sports day programme.



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- The teacher educators should not organize an extra lecture/tutorial/exam or any other related activities during the assigned time for sports activities or events.
- The teacher educators must be aware about the achievements of their student teacher and must highlight the same during their interaction with each other, if possible in a classroom situation.

Student Teachers:

- The student teachers should take pride in associating themselves with sports activities and in motivating and promoting fellow student teachers to take part in sports.

LIBRARY POLICY AND GUIDELINES

Bombay Teachers' Training College

I. ABOUT THE LIBRARY

The library at Bombay Teachers' Training College's resources, facilities and services cater to the research and academic development of preservice teachers, faculty and the Alumni. The library is open from 9am to 5:30pm. The library functions as a hub for research and referencing by providing free access to:

1. Wi-fi, internet and the use of computer facilities

The library is Wi-Fi enabled and students are encouraged to use the computers for their academic use.

2. Research facility

College Library provides services to its research scholars. To support research scholars, a special section has been created in the curriculum lab (on the 5th floor) which makes available research related books, thesis, computer and internet facilities in this section. Additionally, the computer lab on the on 6th floor, is also available for use.



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II. POLICY FOR ADMISSION TO THE LIBRARY

Any enrolled student of BTTC with a valid ID card will have full access to the library's resources. An alumni has access to referencing only and is not allowed to borrow books.

Refer to the table below for the extent of access for different library users:

| Category | Requirement | Access |
|-------------------|-----------------------------|--|
| ECEP Students | Valid ID Card | Full Access |
| D.LED Students | Valid ID Card | Full Access |
| B.Ed. students | Valid ID Card | Full Access |
| M A students | Valid ID Card | Reference Only |
| Research Scholars | Valid ID Card | Issue is restricted to 1 book provided the book costs less than Rs 1000. |
| Alumni | Permission of the Principal | Reference Only |
| Visitor | Permission of the Principal | Reference Only |



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III. POLICY FOR THE BORROWING/LOANING OF BOOKS

To borrow books from the library, a valid college identity card (with a barcode printed in it) has to be produced.

Library Rules

- a. Every member must sign the Attendance Register available at the entrance.
- b. Personal reading materials are not allowed in the library.
- c. Members must produce their Library Card for the purpose of borrowing or at any time if asked to do so by the Library Staff at the library.
- d. Upon borrowing books, it is the responsibility of the member concerned to return or renew the said items on or before the due date, to avoid overdue charges.
- e. A non-member can use the library material on the premises with the permission of the principal.
- f. Every borrower is supposed to check the pages of the book before getting it issued. The last borrower shall be held responsible if the book is found damaged. If a borrower loses the book, he shall have to pay the market price plus replacing charges.
- g. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership. The option of borrowing books (not referencing) can be suspended if a borrower is found to repeatedly retain books overtime.
- h. Reference material, journals and other non-circulating materials can only be accessed in the library.
- i. A valid College ID card is required for students to renew library materials.



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IV. POLICY FOR BORROWING, RENEWING AND RETURNING OF BOOKS

a) Loan Periods

| | Faculty | B.Ed. Students | ECEP/MA/De.El.Ed | Research Scholars |
|------------------------------|--------------------------------------|--------------------------------------|-----------------------------------|--------------------------------------|
| Books | 10 books for 6 months | 2 books for 1 week | 1 book for 1 week | 1 book for 2 weeks |
| Reference Books | For 2 weeks | Access within the library only | Access within the library only | Access within the library only |
| School Text Books | For one week | Access within the library only | Access within the library only | Access within the library only |
| Bound Journals | Access within the library only | Access within the library only | Access within the library only | Access within the library only |
| Unbound Journals | Access within the library only | Access within the library only | Access within the library only | Access within the library only |



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b) Renewals

Active members of the library with no overdue charges or other lapses, as per mentioned in this policy, may renew the borrowed material by producing a valid ID Card. This has to be done on or before the due date concerned, upon which, their loan period will be extended. A book can be renewed two more times which is the upper limit.

c) Fines, fees, and charges for lost books

a. Post the due dates mentioned, an overdue fine of Rs. 1/- is charged per day, per material concerned.

b. Library Books will be recalled after the due date if not returned or if there is a demand or reservation for the material

3. Collection Development Policy / Suggestions:

A collection development policy is a framework for describing library collections and establishing a formal set of guidelines for developing and supporting collections. Both students and staff are requested to suggest material for the better development of the library collection the list of suggested material to be kept in the Library Committee for evaluation taking into consideration its need, demand, relevance to the curriculum etc.

V. POLICY FOR LIBRARY UPDATION

During the Annual stock taking, Librarian takes out damaged books, text books of old editions, outdated books which are not in use by students due to change of syllabus, edition etc.

The fresh list of books is prepared and the library advisory committee reviews the books. Post that, the principal approves the updated list to sanction the final withdrawal of outdates and damaged library materials. Once approved, the document entry is deleted from the LMS. The students and faculty are allowed to take withdrawn books if needed.



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a) User Services

- • Circulation
- • Book Bank
- • Reference Service
- • Home Lending services
- • Inter library loan
- • iSLIM – OPAC
- • Library Orientation
- • New arrival
- • Online access to e-resources
- • Book reservation facility
- • N-List Digital Consortium:
- • SLIM - Web Opac
- • Institutional Repository
- • Information Literacy Program
- • Webopac (<https://hsncukrc.slimk.m.org/iopac>)

b) Best Practices Library

- N-List Digital Consortium: E-Resources
- Web OPAC
- USERGUIDE
- Institutional Repository
- Information Literacy Program
- Orientation on how to do literature review
- How to Avoid Plagiarism



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- Academic Integrity
- USE of OER

VI. LIBRARY COMMITTEE

The Library Committee of the college is a body constituted by the Governing Board of the college to look into the general administration of the library. It holds the responsibility of ensuring efficient functioning of the library, the formulation and execution of short-term and long-term plans of the library.

The Library Committee Members are:

Dr. Bhagwan Balani -Principal

Dr. Priya Pillai -Secretary

Prof. Dr. Mandeep Kochar -Member

Prof. Dr. Rajeev Jha- Member

Dr. Raju Talreja -Member

Librarian

Dr. Bhagwan Balani

Principal