

7.2 Best Practices

Practice I. Title of the Practice: Student Training Programme (STP)

Introduction:

It is a known fact that there is a wide gap between what the corporate world expects from management graduates and what they get. As thousands of MBA's graduate each year, competition gets tougher and it is clearly not only "survival of the fittest" but "employ the best". Keeping this in mind, STES has developed a student training program (STP) which in general aims to improve the "employability" of students. This program has the following objectives:

- Improve communication skills,
- Develop a fulgurous personality,
- Instill a sense of discipline,
- Create an exposure to the realities in the corporate world, and
- Improve analytical skills.

Program Details:

The duration of this program is 96 hours that spread over 3 semesters, is to be undertaken by the student from the start of the first year of the MBA program. The details of the program are mentioned below.

Unique Features:

The unique features of this program are mentioned below.

- STP is incorporated into the curriculum to help prepare and evaluate the students.
- Training provided is based on the need of the student.
- As a part of STP, video CVs are recorder by students on K Point platform.
- A good blend of class room and hands on training is provided by expert faculty.
- Training need and outcome are assessed using AMCAT, a job test preferred by many industries.
- Interview Prep, an artificial intelligence and machine learning based tool is used for assessment of interview preparation.
- Communication skills are assessed using corporate approved assessment tools.
- Job portal presence is provided for a period of a two year, inclusive of one year after graduation.

Semester wise program details, Student Training Program

Duration of Program: 96 Hours

Semester I – 32 Hours

- Reading Skills: How to read (tips to effective reading, to learn to emphasize on pause, words & phrases), Reading progression (to improve vocabulary), Fluency development and pronunciation; 8

Hours

- Writing Skills: Types of Writing, Keys to effective writing (to make effective use of vocabulary, to improve sentence and paragraph construction), Grammar; 8 Hours
- Group Discussion & Personal Interview: Training and practice of GD & PI by corporate trainers; 8 Hours
- General Knowledge Quiz: To improvise GK of current, national and international affairs; 4 Hours
- Case Study Presentation: To discuss cases to cover management fundamentals like Peter Principle & Rational Manager; 2 Hours
- Assessment of writing skills using the Writex module of AMCAT; 1 Hour
- Assessment of speaking skills using the Svar module of AMCAT; 0.5 Hours
- Assessment of interview preparation using Mock Interview module of AMCAT; 0.5 Hours

Semester II – 29 Hours

- Case Study Presentation: To discuss cases to cover management specialties (Marketing, HR, Finance, OR); 6 Hours
- Simulation Exercises: To practice how to react to a work place situation; 4 Hours
- Personality Development: To learn etiquettes and manners, to develop personality; 4 Hours
- Preparation of Slide Sets: To learn to create case presentations 4 Hours
- Sources and use of Power: To, observe, comprehend and practice ethics & morals through real life case simulations for career development; 4 Hours
- Problem Solving Skills: Interactive sessions for learning how to resolve day to day conflicts; 2 Hours
- Self Analysis: To learn to answer-who am I? where do I want to be? how do I get there? 2 Hours
- Assessment of, English, Personality, Quantitative & Logical Ability, Excel Skills using AMCAT; 3 Hours

Semester III – 35 Hours

- Advanced Reading Skills: Reading facts, summarizing, drawing inferences, preparing judgment; 8 Hours
- Advanced Writing Skills: Writing etiquettes, Letter writing, email writing, Do's & Dont's in writing; 8 Hours
- General Knowledge Quiz: To improvise GK of current, national and international affairs; 4 Hours
- Practice of Group Discussion & Personal Interview; 8 Hours
- Assessment of writing skills using the Writex module of AMCAT; 1 Hour

- Assessment of speaking skills using the Svar module of AMCAT; 0.5 Hours
- Assessment of interview preparation using Mock Interview module of AMCAT; 0.5 Hours
- Assessment of, English, Personality, Quantitative & Logical Ability, Excel Skills and domain MBA module using AMCAT; 3 Hours
- Preparation of video CV using K Point platform; 2 Hours

Practice II: 1. Title: ICT based teaching, learning and evaluation process at SIOM

2. Objectives:

1. To adopt ICT based methodology for empowering teaching learning process.
2. To train the students on Moodle and Google Classroom for demonstrating cloud Software as Service.
3. To improvise the assessment and academic administration through ICT.
4. To make aware students and all teaching fraternity on Cloud services.
5. To demonstrate Google Classroom thus practicing SAAS.
6. To develop ICT enabled LAN based assessment software for conductive various types of exams.

3. Context: Following ICT tools have been incorporated in this initiative.

Moodle: Virtual Learning Environment (VLE) has been configured on our local servers to provide a central space on the web/LAN where students and staff can access a set of tools and resources anytime anywhere.

Google Classroom (SAAS): SIOM uses Google Drive for assignment creation and distribution using Google Docs. Google Sheets have been used for data collection purposes. The teaching staff ports their PPT presentations of Google Slides which students can access even outside the institution's premises 24*7. All this has provided a comprehensive learning environment for the students.

LAN Based Assessment Application: SIOM has developed in-house software for testing. This software has been developed by the teaching staff and students of SIOM. It has the capability to conduct objective tests. SIOM uses this software for placement training as well as for conducting mid-term exams for its students.

4. **Practice:** Moodle for ICT based teaching and learning is used in the following ways:

- Creation and exposition of assignments.
- Submission of assignments by students and review by faculty members.
- Question bank creation.
- Test configuration and paper upload.
- Students assessment

Functional modules:

1. Question bank: Uses three levels of hierarchy in creating question bank and allows you to categorize the questions into various subjects/groups/categories. The questions and the multiple choices associated with questions can be in the form of text as well as images and the questions can also be based on paragraphs. You can add unlimited number of questions per subject/category/group.

2. Test creation: Using question pool from the question bank you can create any number of tests. The tests can be single or multiple sections with common marks for all questions or differing marking schemes per question or a group of questions. Negative marking can also be enabled. The questions are randomized from within the pool of questions selected for the test when presented to the examinee.

3. Reports: The test results are presented in summary as well as detailed format. You can enable display of test results to the examinee upon submission of the test.

4. User friendly interface: Presents a simple to use interface to the examinee with a timer on top of the screen and easy navigation to select, flag and un flag questions.

This software has been used extensively to conduct assimilation and recruitment tests by our clients over the last four years.

5. Self-registration: QLAR lets users sign-up for exams themselves. No assigning is required.

6. Our exams are available on any platform: desktop, tablet or mobile. Our students can learn everywhere with our mobile exam software.

7. Self-paced learning: It lets students set the pace. Studying on your own speed gets the best results.

8. Tracking & Reporting: QLAR allows keeping the track of our students as well as downloading the results for a print copy.

9. Track progress: We can track the progress of our students through the exams.

10. Results: We can take a look at the students' results and see where they need a hand or some extra learning material. We can also have a look at the stats of their exams.

11. Test your test –We can verify whether the test is working as expected. We can take a test with instructor account and can create a test student and take the test as a student.

12. Have backup plans – All data repository related with Moodle is stored on centralized server.

5. Evidence of success:

1. ICT enabled **Online Examination and Assessment system** is developed and is in use successfully with timely updates in the software and database by our expert team.

2. More and more positive response is given by all students. Assessment details and result sheets can be printed as the outcome of QLAR.

3. For Midterm Assessment faculty members update the database with 100 questions at a time for a class and randomly the questions are selected in the online exam.

4. Mock Tests are conducted based on programming languages to test the technical knowledge of the students. They are carried out on the similar pattern of industrial technical tests.