

## BEST PRACTICES

2016-17

**Title of the Practice:** Keeping faculty abreast with contemporary areas of the discipline so as to impart quality education.

**Goal Aims and Objectives:** The Institute organizes Faculty Development Programs (FDP's), seminars, workshops etc. for enhancing and upgrading knowledge of faculty members. Such practices have deep impact on quality enhancement and overall development of faculty as well as students. The Institution conducts the FDP's/seminars/workshops/Guest Lectures with the following objectives:

- To upgrade their knowledge and skills
- To improve their effectiveness as teachers and mentors
- To promote research work in their field of specialize
- To inculcate values and ethics
- To bring innovation and creativity in teaching-learning process
- To develop sensitization towards environment and other social issues

**The Context:** These talks acquaint the teachers with best practices across the world, helps in developing right research attitude, building professional ethics and becoming an effective teacher.

**The practice:** Various programs to enhance knowledge of faculty are conducted on timely basis. These includes FDP's/seminars/workshops, interactive sessions and motivational lectures from eminent persons on topics related to research, management, interpersonal communication, values and ethics etc.

**Evidence of Success:** It positively impacts the academic functioning of the Institute and facilitates the role of teacher as educators and mentors.

**Problems encountered and resources required:**

There are chances of overlapping of content of different courses due to numerous courses available. There can be a situation where teachers don't practically imply the knowledge gain by them. Sometimes the courses are way short and teachers are not able to cope up with the content and require some additional add-on that can complement the existing knowledge.







# INSTITUTE OF MANAGEMENT EDUCATION

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Affiliated to O.P.S. University

## BEST PRACTICES

2017-18

### **Title of The Practice:**

Bridge Courses for Slow Learners

### **Goals Aims and Objectives:**

- After recognising the issues, working on the needs of the kids.
- Prepare the sluggish learners for suitable entry into the first-year degree programmes.
- bridging the gap between slow and fast learners
- Monitor and improve performance in order to achieve excellence.

### **The Context:**

Slow learners have a hard time keeping up in class since their IQ is low. Because young children are unlikely to have a learning problem, they are frequently missed. Many of these students drop out of college because they struggle in the classroom. Learning, on the other hand, is a lifetime endeavour, and each kid should be given the chance to progress in a consistent manner throughout his or her life. IME College provides a special platform for all such students who were unable to join the main military owing to unforeseen circumstances. Subject specialists give a separate session for these students, and the consequence has been a resounding success thus far.

### **The Practice:**

The Bridge course is a three-week programme that can sometimes extend to four weeks depending on the needs of the students, and it is held before normal undergraduate classes begin. The success percentage of enhanced quality is supported by comments gathered from students over the years.

### **Evidence of Success:**

As seen by their assessment scores and subsequent exam results, students are capable of excelling in examinations. Their increased self-confidence permits them to participate in a variety of academic and co-curricular activities and flourish in them. The students' achievements have served as a constant reminder of their potential as well as the program's success. The slow learners' written comment has been good, indicating that similar sessions should be held on a regular basis.





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## Problems Encountered & Resources Required:

It's difficult to collect personal contact information from students once they've been admitted because they frequently change their addresses and phone numbers.

- The dates of the Bridge course clash with those of other competitive entry exams.
- During the course session, students have a variety of personal commitments.
- Students aren't taking themselves seriously.

## Best Practice:

### Title of The Practice:

System for Continuous and Comprehensive Student Feedback

### Goals Aims and Objectives:

Quality higher education, according to IME College, is only feasible when there is more and better teacher-learner contact. In addition, frequent student input allows students to actively participate in the implementation of quality improvement measures.

### The Context:

- To give feedback to teaching faculty members in order to improve teaching quality across the institution
- To create an environment in which teachers and students connect and participate in a system of reciprocal learning.

### The Practice:

- Students can send their feedback/grievances to a designated email address at any time.
- Every semester, a systematic Student Feedback/Survey is undertaken.
- Students are asked to rank the instructor of their respective disciplines on a variety of important criteria.
- The technology analyses the pupils' replies on a 10-point scale automatically, and it is monitored by a mechanism under the direction of the Principal.

## Evidence of Success:





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- The institution's national ranking has increased dramatically as a result of enhanced teaching quality.
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## Problems Encountered & Resources Required:

- Maintaining the secrecy of each student's comments is a major concern.
- Misuse of the institution's feedback mechanism.

## BEST PRACTICES

2018-19

### Title of The Practice:

Assisting and motivating the institute's teaching staff, non-teaching personnel, and students to flourish in their areas of competence.

### Goals Aims and Objectives:

This technique would ensure that their performance is continually improved in accordance with the institute's quality policy in order to meet the institute's Vision and Mission.

### The Context:

A motivated workforce (staff and students), according to the institute, can be a crucial component in the institute's success. When faculty and students are encouraged to work at greater levels of competence and ability, the institute as a whole operates more efficiently and effectively to meet its objectives and aims. As a result, the institution recognises the value of reward systems and how they may influence student and employee behaviour.

### The Practice:

Topper of the Class is awarded to the student who achieves the highest grade in his or her class in the university examinations. Topic Topper is the student who receives the highest grade in a subject. Staff who are working on obtaining higher education skills are provided feedback in order to encourage them to continue working on their personal development.

### Evidence of Success:

Positive results obtained as a consequence of staff and student performance and accomplishment are referred to as rewards. These incentives correspond to the institute's aims and ambitions. When a member of staff or a student assists the institute in achieving one of its aims or goals, they are frequently rewarded.

### Problems Encountered & Resources Required:





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Students and faculty are frequently unmotivated to concentrate on personal growth. To motivate people to strive on their own growth, more motivation is required.

## Title of The Practice:

Radhika Scholarship Scheme

## Goal Aims and Objectives:

The Management has chosen to implement the Radhika Scholarship Scheme exclusively for girls beginning in 2018 in order to increase girl child participation in higher education as part of the government's 'Beti Bachao Beti Pado' initiative.

## The Context:

The main goal was to promote girls' education by giving financial assistance so that more parents would be encouraged and inspired to send their daughters to universities to further their education.

## The practice:

The following terms and conditions apply to all courses having a 50 percent (rounded) academic fee:

- (a) If the University confirms your acceptance.
  - (b) Fees must be paid once a year, by the end of July.
  - (c) I year: Based on a 60 percent score on the entry level test and the admission year's expenses.
  - (d) II year: Based on a score of 65 percent or above on the University's first-year test, in second-year tuition.
  - (e) III year: Fees for the third year are based on a score of 70% or above on the University's second-year test.
  - (f) IV year: On a 75 percent or above in the University's 3rd year test, in 4th year costs.
  - (g) V year: On a 75 percent or higher in the University's 4th year test, in 5th year fees.
  - (h) No other FREE advantage or benefit would be available/given to the Girl-student enrolled under this "Radhika Scholarship" Scheme in any degree.
  - (i) On the advice of the college, the applicant will follow and finish the University's admission procedure, such as online registration, online examination form and fee, and so on.
- Consistently good discipline and behaviour throughout the year.
  - The Scheme is only for students at the entry level:





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60 percent or more in X/Graduation (without any back/compartments) -50 percent of academic expenses in the entrance year Please note that Vocational Subjects or 6th Subjects will not be factored into the scholarship computation.

- The scholar will be the sole one to follow and finish the university's admission, examination fee, and process.

## Evidence of Success:

In IME College, there has been an increase in RSS enrollment, which has improved the gender ratio of the college students.

## Problems encountered and resources required:

Though RSS has aided in the enrollment of more female students in college, there is still room to expand this programme to more homes so that more female students who wish to pursue higher education can benefit from it.

## BEST PRACTICES

2019-20

### Title of The Practice:

Plantation Drives: Green warriors for a green environment.

### Goals Aims and Objectives:

- To promote environmental interest and knowledge
- To participate in activities to experience nature's wonders
- To develop a conservational attitude toward nature
- To raise awareness through campaigns
- To collaborate with groups with similar goals
- To instil an environmentally friendly lifestyle

### The Context:

Direct engagement with nature aids in the understanding of its worth and the importance of healthy habitats and ecosystems. We aim to identify the intrinsic importance of biodiversity and natural ecosystems via our nature activities, and we try to safeguard and restore them.

### The Practice:

- From time to time, Plantation Drives are held, and students are invited to plant trees and plants on and around campus.



- Students are given a variety of topic courses as well as basic information about flora and fauna in order to help them appreciate the numerous species of both existing in the environment.

### Evidence of Success:

- Increased societal knowledge of our conservation efforts and involvement in them.
- Our care for the environment is reflected in our green and clean campus. Both within and outside the school, trees are planted.

### Problems Encountered & Resources Required:

- These activities need long-term commitments from students, and the current semester schedule gives limited time for long-term extracurricular activities.
- Environmental awareness classes for pupils are occasionally in conflict with regular course classes.

### Title of The Practice:

Boosting Extra-Curricular Activities

### Goals Aims and Objectives:

- Identifying acceptable ways for teaching and learning outside of the classroom
- Getting students involved in extracurricular activities such as singing, dancing, and other similar activities

### The Context:

At IME College, Education Beyond the Classrooms refers to all activities that are designed to improve the educational experience. It includes everything from academics to music, theatre, and athletics, as well as community participation, performance opportunities, and outreach initiatives for the benefit of the community.

### The Practice:

At IME College, education beyond the classroom is achieved through the following ways:

- Professional Certification Programs
- Outbound Learning Programs
- Internships – Corporate & Social Sector
- Extension and Community Outreach
- Sports
- Dancing
- Singing

### Evidence of Success:







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- Every academic year, students are required to attend mandatory industrial and social tours.
- Moot Courts provide students with real-world courtroom experience.
- Students are also escorted to court visits to comprehend and experience the real court setting.
- Students are now considering careers in sports, music, dancing, and other such activities.

## Problems Encountered & Resources Required:

- Motivating students to take up extra-curricular on a voluntary basis.
- Training of teachers for facilitating such extra-curricular activities.

## BEST PRACTICES

2020-21

**Title of The Practice:** Students development and engagement to reach beyond academics during the Covid-19 lockdown.

### Goals Aims and Objectives:

- Online co-curricular activities engaged students in education during the Covid-19 blackout.
- Providing pupils with a feeling of normalcy and social connection during the epidemic by devoting time to co-curricular activities.
- To instil in the educational process a culture of collaborative learning.
- To realise the multidimensional principles of the teaching/learning process.
- Extracurricular activities are a great opportunity for pupils to learn new skills: Creativity Persuasion Collaboration Adaptability Organize your time.

### The Context:

- While institutions are closed because to the Covid-19 outbreak, students should take advantage of their free time to do more than simply study.
- The institute places a high value on the teaching/learning process. Students are clutching to their mobile phones and computer displays while faculty tries to figure out new methods to manage this abrupt shift to online education.
- Providing online lectures alone is insufficient to pique learners' interest in education. To keep the student involved in the learning process, the facilitator must employ a range of techniques.
- Having a diverse set of skills and devoting time to extracurricular activities keeps students engaged, and they like studying even at home.

### The Practice:

- These activities provide a holistic approach to learning.
- Rather of being a bystander, the learner is an active participant in the learning process.





# INSTITUTE of MANAGEMENT Education

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- These exercises provide learners with the opportunity to apply what they've learned.
- Learners are given the freedom to express their opinions and thoughts.
- Discussions and questions are encouraged during these sessions.
- These exercises inspire learners to be more creative.

## Evidence of Success:

- A large number of people participated in co-curricular activities and webinar sessions.
- Holistic growth of learners, rather than only academic accomplishment, adds to the educational institute's fundamental goal of developing socially sensitive persons.
- Learners have a more optimistic attitude about life and a feeling of normalcy.
- Rather than studying conceptually, learners now have a broad perspective to grasp things.
- When learners are guided in the correct path and given the right support, they may attain their goals. For example, individuals who want to study writing can now begin producing poetry and articles.
- Co-curricular activities are a fantastic chance to pick up new skills and have fun.

## Problems Encountered & Resources Required:

- In order to maintain learners' enthusiasm in learning, facilitators must now play the role of both an educator and a student, rather than just an educator.
- The time constraint is a key limitation to co-curricular activities.
- The facilitators have a variety of ideas that they would want to apply in their class, but owing to a lack of time, they are unable to do so.
- There are occasions when technical difficulties arise.

## Title of The Practice:

Student Support

## Goals Aims and Objectives:

- Conducting student orientation events
- providing assistance in the form of mentorship and counselling to help students acclimate to their new environment
- conducting industry-relevant workshops and guest lectures



