

JAIPURIA INSTITUTE OF MANAGEMENT
JAIPUR

Policy for Supporting Weak Students & Encouraging Bright Students

Policy for Supporting Academically Weak Students and Encouraging Bright Students

The Institute has decided to come up with the policy statement on academic advising and counselling for the students who are academically weak, with an objective of improving their academic performance. For this the importance of timely identification of academically weak students and administration of appropriate and timely interventions cannot be overemphasized.

This initiative involves the following:

1. Identifying the Students who are academically weak or failed to fare well in their various learning assessments
2. Finding the reasons for the unsatisfactory academic performance
3. Administration of an appropriate intervention in the form of advising, counselling and facilitating the students to improve their academic performance
4. Post intervention monitoring the progress of the students for necessary reinforcement or course correction

Identifying the academically weak students

Students do not give due importance to their academic learning and if this is left unaddressed for long time this have serious bearing on their academic performance. Such students generally do not discuss their academic challenges with others, as they hardly see this as one. Quite often it is observed that students do not share openly their academic challenges unless it's too late. Such students may fail to comprehend the gravity of the situation which usually have long term implications. Students may also be hesitant or reluctant to discuss the situation with others.

In such situations it becomes necessary to proactively identify such students, at earliest and carry out appropriate interventions. Early identification is very important as the institute runs its programme in a trimester mode, where each trimester is of 3 months duration, which is fast paced and demanding. Through formative and summative assessments their academic learning and performance is regularly measured and can be observed. Accordingly, appropriate interventions can be planned and administered.

The methodologies to support academically weak students and encouraging bright students

Institute consciously and consistently try to identify students who are academically not doing well and handhold them to come at par with rest of the students.

Foundation Classes

The process starts right from Induction program which is organised at the beginning of the PGDM Programme, before the formal class of first trimester commences. Foundation classes are conducted for Accounting, Basic Mathematics and Economics as many new students do not study these subjects during their graduation and understanding of these courses are bare essential.

Faculty Mentoring

The Institute has a system of student mentoring where each faculty is assigned approximately 10 to 12 students as mentees. These faculty mentors act as a friend, philosopher and guide to their mentees. They regularly monitor the performance of their mentees in each course/term and ensure that they are progressing well in every aspect and delivering the good academic performance. In case they come across underperforming student, faculty mentor helps them by all possible means like, by teaching and counselling them/requesting other colleagues for support.

Programme Director Monitoring

Programme director is another person who monitors the overall administration of the program as well as the academic performances and attendance of the students.

All course instructors, Dean (Academics), Programme Directors adopt various direct and indirect methods for identifying bright and weak students.

Methodologies to support academically weak students and encourage bright students

| Identification Criterion | Action Taken |
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| Direct Method | |
| 1. The process of AOL/OBE /Grading of academic performance, at place in the institute help in identification of students who are securing less than 50% marks in the various assessment components of the course. | Instructor provide counselling to the students who are underperforming. Matter is also brought to the noticed of student's mentor. Tutorial/remedial classes are arranged. Many students face problems in the course of statistics, finance and accounting as they lack numerical skills. |
| 2. Course Instructor Meeting Dean (Academic) conducts Course Instructor Meeting twice, during each trimester and probe all course instructor about the academic performance of students as well as | Tutorial/remedial classes are arranged. Many students face problems in the course of statistics, finance and accounting as they lack numerical skills. |

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| <p>the students' attendance in respect of each course being taught during the trimester.</p> | <p>Course instructor are requested to conduct tutorial sessions on the relevant topics and address each student's concerns.</p> |
| <p>3. The Institute has clearly stated eligibility rules for the award of PGDM diploma. Student who secures more than 2 permanents 'F' equivalent (even after the improvement examination) at any point during the 1st year is subjected to academic dismissal from the program.</p> <p>Similarly, any student who accumulates more than 3 permanent 'F' equivalent during any time in the second year, face the academic dismissal. Controller of Examination, Program director, Dean (Academic) and Course Instructor keep monitoring the performance of each student on regular basis to identify underperforming students who may failed to meet the eligibility requirement, for timely interventions.</p> | <p>Remedial class on arranged for them.</p> <p>Improvement examination/ re-examination are conducted for underperforming students</p> <p>At the end of each trimester <i>Program Management Centre</i> send the result of academic performance along with the attendance record of each students, to their parents through regular letters and email.</p> <p>Underperforming students, their parents are counseled appropriately and necessary actions are taken to improve the performance of students.</p> |
| <p>4. Result Analysis under taken jointly by directors and Dean Academics during the <i>Reorientation and Rejuvenation Program</i> helping identifying underperforming students</p> | <p>Remedial classes are arranged for them.</p> <p>Improvement examination/ re-examination are conducted for underperforming students</p> |

Weak Students Support Strategy

1. Regular counselling and handholding is done by course instructors as well as by the faculty mentor.
2. *Peer learning*- weak students are encouraged to learn from peer who are good in subject, or learn from seniors, i.e. first year students learning from second year students.
3. Underperforming students are advised to regularly attend all the classes, concept building or backlog clearing sessions/ tutorials are arranged for weak students.

4. The attendance of weak students, in each subject is closely monitored by the Programme Management Centre and remedial measures are taken like personal counselling, calling parents/ guardians.

Guidelines to Identifying Bright students

| Identification Criterion | Action Taken |
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| <p>1. The process of AOL/OBE/ grading of academic performance, at place in the institute, helps in identification of bright students as well as potentially bright ones. Academic performance of students in hall examinations as well as in the continuous assessment clearly brings out best of the lot in forefront.</p> | <p>These students are encouraged by their course instructor/mentor/program director to broad base their understanding by reading and studying research articles published in reputed journals, going through other reference books, online resource etc.</p> <p>They are encouraged to undertake research work and publish research articles under guidance of faculty members/mentors.</p> <p>They are also encourage to do paper presentation at institutes/organizations of reputed like IITs, University, IIMs etc.</p> <p>These students are provided all supports by the institute for meeting conferences registration, fees, travel, boarding lodging expenses when they go for paper presentation.</p> <p>During Reorientation and Rejuvenation event performance of such students is acknowledged and prizes & certificate of merit are given to them.</p> |
| <p>2. On the basis of feedback from course instructor, faculty members, industry mentors, bright students are identified.</p> | <p>Such students are encouraged to do seminar of research work under taken by them before all students and faculty members in the campus.</p> <p>Such recognition make feel students very empowered, and motivated. They get into</p> |

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| | self-driven mode and work hard to excel their performance and overall personality. |
| 3. Bright Students identified on the basis of academic performance are categorized as follow: 1 st Position in order of merit in PGDM program | In recognition of the meritorious performance of students and in order to encourage others, following actions are undertaken: Chairman's Gold Medal is awarded during annual convocation. |
| 2 nd Position in order of merit in PGDM program | Vice Chairman's Silver Medal is awarded during annual convocation. |
| 3 rd Position in order of merit in PGDM program | Director's Bronze Medal is awarded during annual convocation. |
| Students securing top position in specialization areas, like Finance, Marketing, HR and others. | Merit certificate mementos are awarded during annual convocation. |

Bright Students Support Strategy

1. Director, Dean-Academics, Program Directors, Course instructor/Mentors regularly encourage and provided all support to improve their skill set to meet the industry and top recruiter's requirements.
2. Such students are encouraged to maintain and consciously improve their TGPA in all trimesters and overall CGPA. Special sessions are organized for them before their placement interviews with top recruiters to achieve better conversion.
3. Such students are encouraged to represent the institute at various platforms, like scholarly paper presentations in conferences and seminars, participation in competitions etc., and institute generously facilitates.
4. These students often contribute articles/ write-ups in institute magazines and other publications.
5. There is inbuilt mechanism to provide scholarship in form of fee concession to the students with high CAT/MAT scores at the time of admission process post their selection.
6. The performance of such students are acknowledged and rewarded and certificate of meritorious performance is conferred upon them to keep their moral and motivation levels high and spirited.

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