DEPARTMENT OF MANAGEMENT
MBA & BBA PROGRAMS

PROCESS MANUAL FOR SLOW LEARNERS & ADVANCED LEARNERS

IDENTIFICATION, ACTIVITIES, MONITORING

About Department of Management

Department of Management, under Faculty of Business Studies & Computer Sciences has been offering 2 Year MBA and 3 Year BBA Program since 2008. In consonance with the Vision and Mission of Nehru Gram Bharati (Deemed to be University), Prayagraj, the department has continuously strived to excel in all functional areas and be at the fore-front of academic innovations. It has been our firm belief that the strategy of inculcating education through new ideas takes the notion of learning to a higher stratum.

As a management department we strive to marshal advanced tools and industry's brightest minds to address the societal challenges and other fundamental questions our students have.

Preamble

Within the classroom faculty members deal with different types of students; some are very intelligent who learn very fast and some are quite weak who learn very slowly. Therefore, it is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need a hard work and regular attention.

For 1st Semester students' initial assessment is based on their previous academic records and observation of activities and brain streaming sessions during one week Induction/Orientation Program – **Deeksharambh,** and subsequent to a fortnight of Teaching – Learning sessions students are categorized as Advanced learner and Slow Learner.

For students beyond 1st semester, based on their preceding exam performance, current subject performance, class observation and mentors report, learning speed of students are classified in two groups: **Advanced Learners** and **Slow Learners**

Every student has different learning attitudes, habits and abilities and a faculty member must adapt a teaching methodology that he/she may not lose the attention of the slow learners and turn off the advanced learners.

Process Input:

Student Induction Program – Deeksharambh – A window for initial assessment

Subsequent to the admission process, the 1st semester students are welcomed through **Deeksharambh**, a 6-day Student Induction Program. The partners in the induction program are newly admitted students, Dean of Faculty, Head of Department, Faculty members, Faculty mentors, selected alumni, selected senior students, NGB officials, and distinguished individuals.

Participation of newly admitted students in the induction program offers a glimpse in to their inherent personality based on their exhibited curiosity and inquisitiveness. Moreover, the Mentor-Mentee program for newly admitted students is initiated at the induction program, giving the faculty mentors an opportunity of interact with their designated mentees.

Mentor – Mentee Interaction

Faculty mentors during the course of *Deeksharambh* interact with their respective mentees on a daily basis, which in turn sets up a healthy relationship between the faculty members and newly admitted students. Based on the interaction between the faculty mentor and designated mentee, faculty members are able to gauge an initial idea about the strengths and weaknesses of students, which in turn forms the basis for categorization as **Advance** or **Slow Learner**, this however can change as students get familiar with the environment, and hence cannot be taken as ultimate categorization.

For student in 1st semester

First semester students are evaluated by course (subject) teachers as the lectures progress and within a span of 20 - 25 days, learning ability/habits of students is gauged to further their respective categorization as Advanced or Slow Learners. This categorization is strengthened by students' performance in surprise tests, course quiz, random verbal questioning, participation in class discussions, assignments etc.

For students beyond 1st semester

Process to identify of slow learners and advanced learners is conducted immediately after declaration of preceding semester university exam result.

The assessment is comprehensive and is measured on basis of the following attributes:

- Internal examination,

- Surprise test,

- Class quiz,

- Individual projects,

- Result of previous semester university examination,

- Performance in extra and co-curricular activities,

- Students' participation in class

- Mentors report.

Slow learner and advanced learners are identified for each course separately by respective course in charge.

Activities for Slow Learners:

- Provisions are made in the Teaching – Learning Schedule by adding extra sessions for conducting problem solving sessions /revision sessions/extra classes/make-up classes

- Personal Attention is provided by respective subject teacher during Teaching – Learning process

- Assignments and solving University question papers

- Question bank

- Counselling – special hints and techniques

- Regular guidance by respective mentors
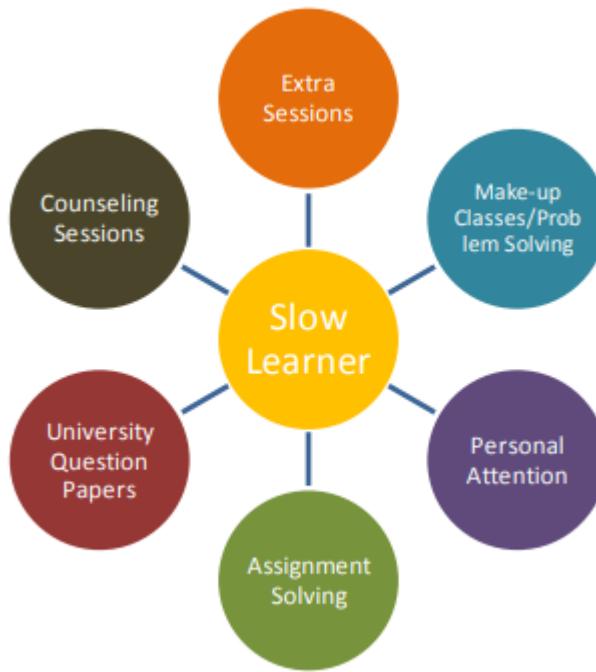
Activities Conducted for Slow Learners

Activities for Advanced Learners

- Advanced assignments or tasks assigned to advanced learners
- Encouragement to complete MOOC/Advanced courses
- Encouraging for participation in Seminars/Conferences/professional Events
- Course based research activity/student monograph
- Case studies based assignment
- Field Visits and online projects
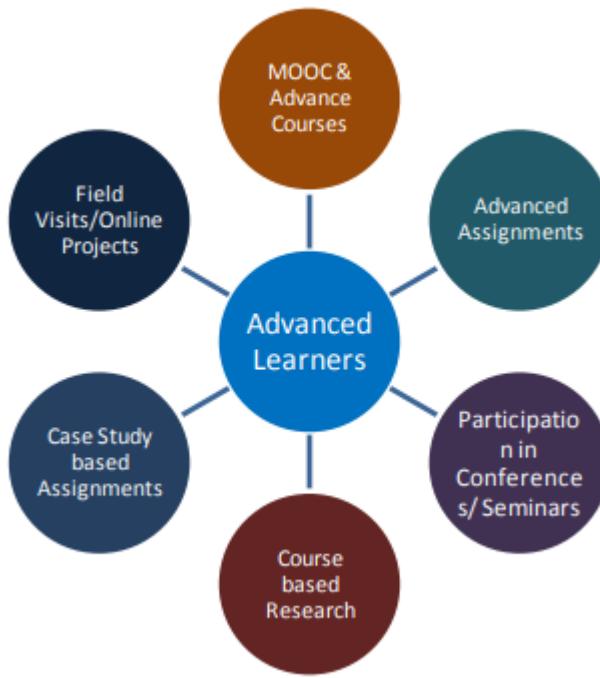
Activities Conducted for Advanced Learners

Special activities conducted for slow learners in specific cases

- Design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and advanced learners

- Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding

- Provisioning f o r s i m p l e a n d s t a n d a r d l e c t u r e n o t e s /course m a t e r i a l s a n d s p e c i a l preparation for the exams

- Soliciting support of the advanced learners to the slow learners in making their learning process more participatory and interesting

- Peer education strategies

Preparation of Performance Report on Slow and Advanced Learners'

- Faculties are required to prepare report after declaration of university result of last semester exhibiting the change in performance of slow learners.

- In case of Advanced Learners, faculty members submit the report outlining the set of activities carried out to bolster the learning of students categorized as Advanced Learners.

Roles and Responsibilities of Course Teacher:

Course Teacher is responsible for carrying out the activities and monitoring the progress of slow leaner and advanced learner.

Course Teachers will be responsible for:

- Conducting class test/course quiz/delegating projects etc.
- Evaluation of class test answer sheets and preparing the class test result report
- Preparing and maintaining report outlining parameters decided for assessment of the learning levels of the students.
- Preparing separate list showing slow and advanced learners
- Preparing schedule for extra sessions /problem solving sessions / revision sessions for slow learners.
- Conducting the sessions for slow learners as per schedule.
- Maintaining the attendance of slow learners' sessions.
- Preparing the list of advanced assignment or list of tasks delegated to advanced learners.
- Preparing the report after university result declaration of current semester depicting the change in the performance of slow learners.

Expected Outcome

- Organized conduct of slow / advanced learners' activities
- Records depicting students' progression and observation
- Improvement in End Semester Result
- Holistic development of students
- Bridging the gap between slow and advanced learners