

Best Practice I: Student Training Program

1. Title of the Practice:

Student Training Program (STP)

2. Objectives of the Practice:

- To enhance self-confidence by developing soft skills and strengthening them through the training and development program.
- To develop student performance through international equipping Competitiveness.
- To boost confidence level not only to the employability but also entrepreneurial potential of students, and prepare them for new opportunities.
- To develop the agility of a personality with exceptional technical and soft skills.

3. The Context:

The Students Training Program (STP) is developed by consulting industry experts and discussing with Alumina opinions to find the gap in education and industry needs. Particular attention was paid to ensuring that the curricular activities and the students' training and development go hand in hand. Studying recruiter feedback, focusing on soft skill development and communicating with lucrative attire helps students achieve holistic development. As a result, as planned, we integrated soft skills and training as additional input for the students. The schedule is divided in to Cycles of STP - 1, STP-2, STP-3, STP-4, STP-5.

4. The Practice:

The Student Training Program (STP) calendars were deliberately developed and are regularly reviewed and updated. The program cycle includes a variety of topics such as general information, current affairs, domain assessment, aptitude test, industry critical analysis, business skills, ethics, professional skills, leadership skills, effective communication skills, team building activities, career advice, alumni talks, business games, personal discussions and specialist advice.

5. Evidence of Success:

The Students Training Program (STP) initiative has been very successful and helps all students' academic performance, class attendance, and placement improved significantly. Several activities are carried out under the program and reports or results clearly show how students benefited from this activity, results in placement and competency development. The success is reflected in HCLM services Placement

No students selected in 2020-22 HCLM SERVICES	No Students selected in 2021-23 HCLM SERVICES
10	17

6. Problems Encountered and Resources Required:

As the Student Training Program involved with a group of activities and continues throughout the year, students are obviously expected to understand the process and practice to analyse the outcomes. It will not possible for inconsistent students to recall the process again.

Problems Encountered from recruiters

1. **Feedback from KIME Careers**
2. overconfident, not interested in sales
3. Lack of confidence, lack of sales knowledge

2. No Selection & Feedback- Trurealty.

1. Students do not have subject knowledge and good communication skills.

3. Mayflower Consulting

The students did not appear for the interview.

4. Community Brands

"The feedback is poor subject knowledge. Accounting skills are zero."

5. Upside LMS:

Feedback from the Company is "We would like to Thank you for participating in our campus drive. Unfortunately, we did not have any students who met our criteria for the open positions.

Additionally, we would like to mention as feedback that during the drive some students were not aware of the topic of GD"

6. Trurealty:

The feedback is students don't have subject knowledge and good communication skills.

Alumina Feed Back: from Alumina Meet

1. Shekhar Nale	Marco secure solutions Pvt Ltd	Start working on candidate's new ideas & start up plans. May you found Elon Musk in institute
2. Rohit Sanjay Bhosale	BNY Mellon, Pune	Focus on managerial Activity like Interview Preparation Agenda.
3. Milind Darekar	Clearby Services	As discussed with Director Mam, need setup alumni business Committee to help growing there businesses.

To overcome previous feedback, the organization has attempted to update the Training Program (STP) timeline for further improvements.

Sinhgad Technical Education Societ's

S.K.N. Sinhgad School of Business Management, Ambegaon (Bk), Pune

MENTORING SCHEME:

A large cohort of students is from rural and urban areas, with different backgrounds. They find various difficulties of their student life in college campus environment. After student induction programme students are allotted Faculty mentors to help students discover their potential, guide, and counsel them. SKN Sinhgad School of Business Management, Pune has dedicated Faculty mentors for student mentees. The primary aim is faculty mentor helps you deal with the everyday challenges faced by students. Mentoring as a process involves three main stages, namely Communicating, Empowering and Helping in Academics and Personal issues.

Need & Objective:

1. To help the students to understand the opportunities in the different domain of their area of interest and to guide them to define their career goal
2. To provide emotional support at individual / personal level
3. To enlighten the students on professional ethics and code of conduct, inside and outside the institute
4. To help the students in overcoming home sickness and increasing their involvement in Institutes academic environment
5. To provide mentoring and overall counseling to the students
6. To monitor the attendance and behavioral aspects of student through regular meetings
7. To identify weak area of students and provide remedial support to overcome their limitations, if any.

8. To motivate the students to participate in co-curricular and extra-curricular activities.

❖ STUDENT MENTORING CELL

Chairperson	Dr.Prachi Pargaonkar
Dean	Prof.Yatin Bokil
IQAC Coordinator	Dr.Shalakha Sakhrekar
Faculty Coordinator	Dr.Roza Parashar
Faculty Members	Dr.Sadhana Ogale Prof.Manjula Dhulipala Prof.Sheetal Sarnot

❖ Execution of Mentoring (Mentor-Mentee) scheme:

1. In mentor-mentee scheme a Teacher (mentor) is allocated with group of approximately fifteen- twenty students (mentees) of MBA I and fifteen - twenty students for MBA II. Each mentor teacher establishes a strong and caring bond with his/her mentee students. This in turn develops a sense of confidence, support and security in the students and they are in a better position to face the challenges.

2. Every student has his/her own strengths and weaknesses. Mentor is a guardian to his/her student and understands student personally. Effective communication with the students helps their respective mentors to understand their strengths and weaknesses.

3. Student's attendance, performance in internal examination / university examination, participation in various institute level activities / events is monitored keenly through Mentor and Mentee scheme. Weak students are identified by the mentor and reported to other faculty members teaching to that class and subsequently more efforts are taken to upgrade and improve these students. In case poor attendance or performance, reasons for the same are discussed empathetically and remedies for improvement are suggested.

4. Parents are updated about the performance of their ward by his/her mentor and thus they are also involved in this process through personal interaction or through telephonic discussion.

5. Mentor acknowledges and addresses the problems faced by the students like poor academic performance, problems related to infrastructural facilities, and personal problems.

6. Mentors will also be Summer Internship Program guide to respective mentees and help them to guide for projects

7. Mentors will help students for all Placement activities like checking their CV's, guiding them for companies they register, Student Training Programme (STP) activities, etc

8. Activities undertaken by the mentor include informing the parents about students' performance, conducting mentor mentee meetings (Counseling sessions), maintaining record of student performance, pending fees issues faced by students etc. in files which is maintained by every Mentor.

9. Mentor also collects student's feedback and suggestions about the teacher learning process and student satisfaction survey institutional facilities are taken and conveyed to Director in regular meeting for necessary corrective measures.

❖ Duties/ Responsibilities of Mentor:

1. Counseling session to be conducted as per time table schedule and record of details of mentoring session and discussions on any problem such as academic, financial, psychological, etc in Mentor- Mentee Counseling file.

(Please maintain Form 1 and Form 2-Counselling Form A Personal Information to be filled, Counseling follow up form to be filled quarterly)

2. To Keep a track record of attendance of mentees in case of chronic absenteeism taking follow-up with those mentees and their parents to ensure their regular attendance.

3. Support to the student academically, emotionally and inculcate the human values among the students.

4. To ensure academic and professional performance of the students including their attendance and performance in internal and external exams.

5. Career Guidance and Guidance for Summer Internship program. Mentor can extend their guidance to Mentees for the selection of their specialization

6. There should be a continuous review of students' progress. The mentor should identify the poor/slow learners, identifying strengths / weakness and interact with them to resolve the cause. Arrange remedial teaching, if necessary.

7. The mentor can involve the Parents, Director, Faculties, non-teaching staff for solving/communicating of the student mentees with poor performance and improper behavior. Contact to parents and inform them about the progress of their ward if necessary.

8. The mentor may subject to disciplinary action if violation code of conduct.

9. Record of Student Training Program and Placement Details and Activities if carried out to be maintained.

10. To identify and solve academic, personal and health related problems of the students and holistic development of students

11. To take feedback from mentees about their participation in the various activities and duly appreciating their achievements

12. To check and ensure proper filling of examination form by mentees to be done by mentor

Duties/ Responsibilities of Mentee:

1. Students to attend counselling sessions whenever planned by mentors.
2. Students to fill up the personal information in the form.
3. Students to provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to mentor.
4. Seek academic / personal advice from mentor whenever required.

❖ **Areas of Review:**

Attendance: Mentor shall observe the attendance of the mentee. Mentor shall advise and take necessary actions about the attendance of mentee with regards to University rules.

Academic matters: During the continuous assessment of the mentee, mentor shall keep the track of the overall academic performance of the mentee though counselling, by arranging remedial teaching, if necessary.

Behavioural and Discipline Matters

Health, Emotional and Physical Well being

Achievements, Talent and Co-curricular activities

Placements, Start-ups and Summer Internship Programme (SIP)

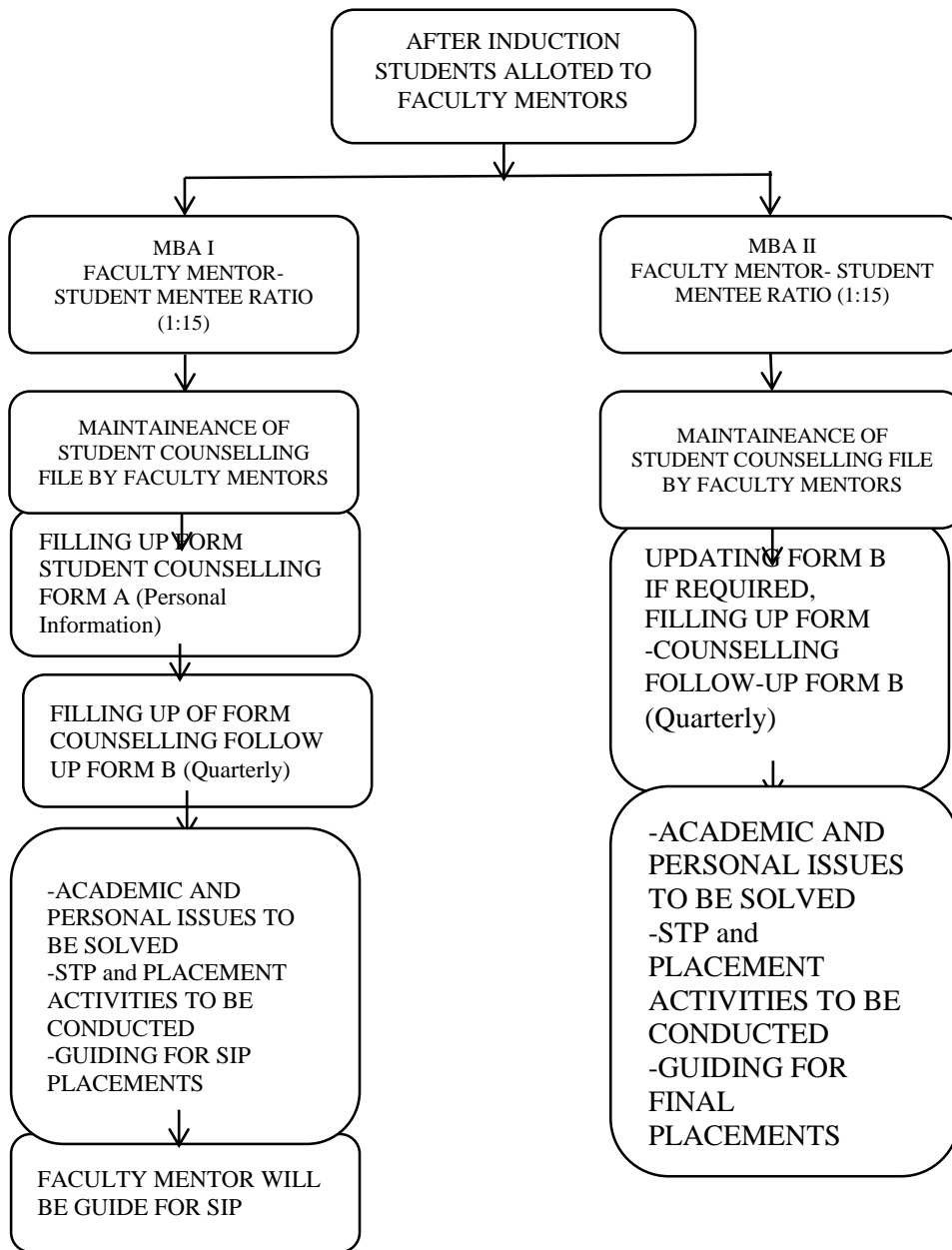
❖ **Checklist for the documents to be maintained in counselling file by Faculty mentor.**

1. List of allocated MBA I and II students(mentees) for the respective year
2. Student Counselling form A and Student Counselling follow up form B to be maintained for complete year
3. Attendance sheet of activities and Evaluation sheets of STP activities (PI, GD, etc) to be maintained.
4. Placement data / Extra efforts, guidance given for placement of mentees
5. Any communication or guidance (from mentor to mentee/ mentee to mentor) to be maintained.
6. Any communication with parents to be maintained.
7. Any other document related to your mentee. (Additional documents)
8. Details of Achievements& awards of mentees
9. Director Madam's note if any reversal of academic / personal issue.
10. SIP and Dissertation Details maintained and guidance given to mentees
11. Any details of achievements, placements/start-ups, etc of your mentee after he /she pass outs (Alumni mentee connect)

Guidance of mentees in pandemic situation:

Mentors are continuously guiding mentees on telephonic discussion with respective mentees and solving the issues they are facing.

❖ **MENTORING SCHEME FLOW CHART**



FILLING UP FORM
STUDENT COUNSELLING
FORM A (Personal
Information)

FILLING UP OF FORM
COUNSELLING FOLLOW
UP FORM B (Quarterly)

-ACADEMIC AND
PERSONAL ISSUES TO
BE SOLVED
-STP and PLACEMENT
ACTIVITIES TO BE
CONDUCTED
-GUIDING FOR SIP
PLACEMENTS

FACULTY MENTOR WILL
BE GUIDE FOR SIP

UPDATING FORM B
IF REQUIRED,
FILLING UP FORM
-COUNSELLING
FOLLOW-UP FORM B
(Quarterly)

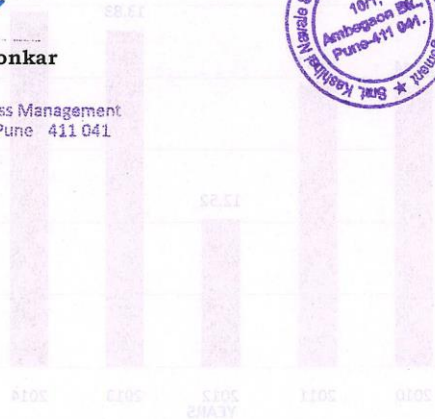
-ACADEMIC AND
PERSONAL ISSUES
TO BE SOLVED
-STP and
PLACEMENT
ACTIVITIES TO BE
CONDUCTED
-GUIDING FOR
FINAL
PLACEMENTS

Prachi

Dr. Prachi Pargaonkar

Director

S.K.N. Singad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune 411 041



Sinhgad Technical Education Society's
S.K.N. Sinhgad School of Business Management

Mentor- Mentee Counselling 2022 (ONLINE MODE)

Date: 17th January 7, 2022 to 21st January 7, 2022

Time: 5.00 pm to 6.00 pm

Dear Faculty members,

Sr.no	First week	Every week	Instructions
1	Filling up the Counseling Form A & B by mentees	Fill up the Follow up Form i.e Part B by mentor & mentee interactions through online mode weekly	<u>Respective Counseling file to be maintained by mentors:</u> a) Kindly share by mail the Counseling Form 2, A & B to mentees and get it fill and inform them to mail the scanned copy and submit later hard copy to mentors. b) Form 1 to be maintained by mentor in file c) Keep the file ready for mentees of MBA I & MBA II

Kindly keep the entire file maintained in between 17th January 7, 2022 to 21st January 7, 2022 as we have to commence the STP activities for these mentees. STP Schedule will be forwarded shortly.

Best Regards,


Dr. Prachi Pargaonkar

Director

S.K.N. Sinhgad School of Business Management
S. No. 10/1, Ambegaon (Bk.), Pune 411 041



Photo of mentor
(As per S-card)

SINHGAD TECHNICAL EDUCATION SOCIET'S
S.K.N. Sinhgad School of Business Management, Pune – 411041

STUDENT COUNSELING FORM A

Name:	Class: Major specialization: Minor :
Email:	Native / Hometown Address:
Mobile:	Whatsapp no:
Family Background	Academics
Occupation & Age: Father/Guardian:: Contact no:..... Email:..... Mother: Sister: Brother:	% Marks obtained: SSC: HSC: Graduation: Name & Place of College: Ist Semester: IInd Semester: IIIrd Semester: IVth Semester: (if applicable)
Social Life	Personal Traits(SWOC Analysis)
Friends: Many / Some / Few Good Things about your best friend: Bad Thing about your best friend:	Your Strengths: (What do you do well? What unique resources can you draw on? What do others see as your strengths?) Your Weakness: (What could you improve at? Where do you have fewer resources than others? What are others likely to see as your weaknesses?)
Career Planning	
Your Academic goal in life:	

<p>Your immediate career plan (next 3 yrs.)</p> <p>.....</p> <p>.....</p> <p>Your long term career plan:</p> <p>.....</p> <p>.....</p> <p>Something more about you which defines your personality:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>How do you look towards any failure?</p> <p>.....</p> <p>Hobbies: _____</p>	<p>.....</p> <p>Opportunities What opportunities are open to you? What trends could you take advantage of?</p> <p>.....</p> <p>.....</p> <p>Challenges (What key challenges do you find? What difficulties do you find to overcome these challenges?)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Student Signature:</p> <p>Date:</p>	<p>Name & Sign of Mentor:</p>

S.K.N. Sinhgad School of Business Management, Pune – 411041

STUDENT COUNSELING FORM B

Name of the Mentee:		
Class & Specialization :	Major:	Minor:

Date of Meeting	Comments / Problems / Academic or Personal Issues of Mentee	Action / Solution to be taken to solve problem by Mentor

Students SIP, Dissertation and Placement details

	Name of the Company	Topic name	Date started From
SIP			
Placement			

Placement	Self-placed	Through Campus	Start Up	Family Business
(Tick in Appropriate Block)				

Overall Remarks about mentee:

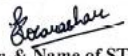
**Name and Signature of
Mentor**

**Signature of
Mentee**

Execution of Students Training Program (STP) in detailed

STES
SKN Sinhgad School of Business Management, Pune Compliance Report of Student Training Program
2021-2022 MBA I Sem II

Sr.no.	Name of the Activity	Dates of conduction	Faculty Involved	Number of students	Supporting documents Ready in the institute	Student Feedback
1	Aptitude Test 1	19.05.2022	Faculty mentors	205	Yes	
2	Aptitude Test 2	28.05.2022	Dr.Roza Parashar	207	Yes	
3	Comprehension practice	Thursday,9th June 20222	Faculty mentors	121	Yes	
4	Book Review	Thursday,16th June 20222	Faculty mentors	60	Yes	
5	Aptitude Test 3 Series I	23.06.2022	Dr.Roza Parashar ,Dr.Ram Kolhe	226	Yes	
6	Group Discussion	27.06.2022	All Faculty mentors	42	Yes	
7	Speaking Skill / Writing Skill	Thursday,30th June 20222	Faculty mentors Dr.Roza Parashar	100	Yes	
8	Aptitude Test 4 Series II	1.07.2022	,Dr.Sadhana	231	Yes	
9	Personal Interview	8.07.2022	Faculty mentors	55	Yes	


Sign & Name of STP Coordinator
Dr. Roza Parashar


Dr.Prachi Pargaonkar
Director

Resources Required: GTT Training Program

Sinhgad Technical Education Society's	
S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT,PUNE	
REPORT FOR "GTT Training Aptitude Test " organized by Central Placement Cell (CPC)	
Duration :	8 Days ,4 Hours per day ie 32 Hours
Date :	Day 1 – 23 rd May 2022 to Day 8- 31 st May 2022
Time:	2.00 pm to 6.00 pm
Mode of Delivery :	offline
Venue:	SKNSSBM Seminar Hall
Topic :	"GTT Training Aptitude Test "
Guest Speaker :	Mr.Amol Dixit ,GTT Trainer
Contact no :	9604900458
Email address:	dixitamol.17@gmail.com
TOTAL NUMBER OF PARTICIPANTS:	180 students
CLASS :	MBA I students Batch 2021 – 2023)
PROGRAMME FACULTY COORDINATOR:	Dr.Roza A Parashar Student Training Program coordinator

Central Placement Cell organized 8 days Aptitude Test session for MBA I (Batch 2021 – 2023) students of Sinhgad School of Business Management, Ambegaon bk,Pune by GTT

Trainer Mr.Amol Dixit. This session was organized for making students confident while cracking the Aptitude Test round and for better placement. Sir explained all the types of aptitude questions and gave simple tricks and tips to solve problems in few minutes. Session was very insightful and Interactive various problems were discussed such as:

1. Importance of Aptitude skills for Interviews
2. Verbal Ability in Aptitude Skills
3. Logical Reasoning in Aptitude skills
4. Logical Reasoning on Verbal Classification (Practice Q&A)
5. Logical Reasoning on Logical Games (Practice Q&A)
6. Logical Reasoning on Statement and Assumptions (Practice Q&A)
7. Logical Reasoning on Statement and Conclusion (Practice Q&A)
8. Logical Reasoning on Cause and Effect (Practice Q&A)
9. Logical Reasoning on Logical Deduction (Practice Q&A)
10. Data Interpretation 1 - (Practice Q&A)
11. Quantitative Aptitude 1 - (Practice Q&A)

Faculty Student Training Program coordinator Dr.Roza Parashar coordinated the complete 8 days program. Overall the Program was successful and feedback received for Training program and Guest was excellent. Students participated by solving problems on white boards after the explanation given by sir on different topics. It was more contributing to the students. At last day of session SKN Sinhgad School of Business Management, Pune and STP coordinator Dr.Roza Parashar conducted Aptitude Test where 207 numbers of students reported and attempted the exam .5 top scored students in Aptitude Test were awarded certificates and 5 students who coordinated the program were also appreciated by our Director Dr.Prachi Pargaonkar madam.

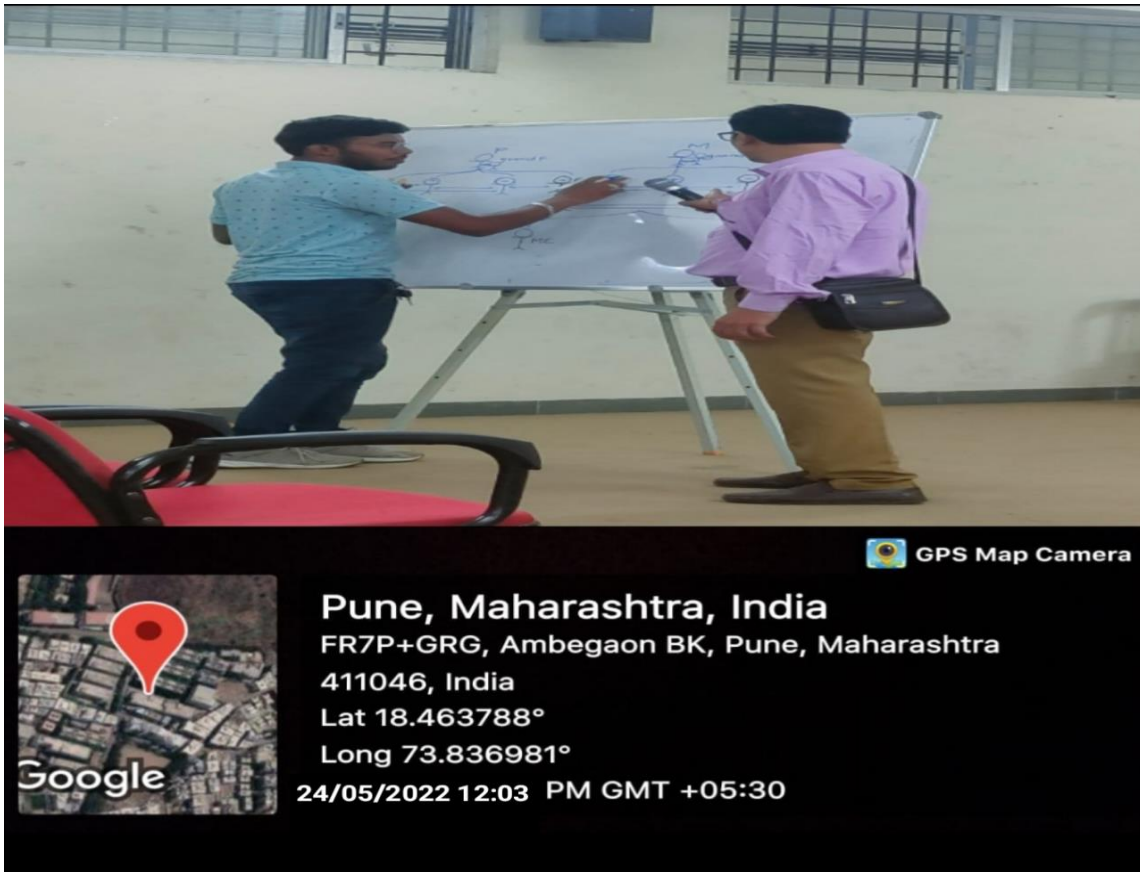
Link for the Aptitude Test: <https://forms.gle/D2CBBq2vJTixMjoK7>

	Top Score students List in Aptitude Test		
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Sr.no	Name of the top scored students	Marks	Name of the mentor
1	Yash Rajendra Desarda	100	Prof.Kalpna Sayankar
2	Pratiksha Pramod Ghodke	100	Prof.Manjula Dhulipala
3	Rajeshsingh Vinodsingh Thakur	100	Prof. Sheetal Sarnot
4	Sneha Waghmare	100	Dr. Roza Parashar
5	Mujjammil Ramjan Makandar	98	Dr. Roza Parashar

Photographs of the program :

Day 1: 23rd May 2022, Monday



GPS Map Camera



Pune, Maharashtra, India

FR7P+GRG, Ambegaon BK, Pune, Maharashtra

411046, India

Lat 18.463788°

Long 73.836981°

24/05/2022 12:03 PM GMT +05:30



GPS Map Camera



Pune, Maharashtra, India

FR7P+GRG, Ambegaon BK, Pune, Maharashtra

411046, India

Lat 18.463788°

Long 73.836981°

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GPS Map Camera



Pune, Maharashtra, India

FR7P+GRG, Ambegaon BK, Pune, Maharashtra

411046, India

Lat 18.463788°

Long 73.836981°

25/05/2022 11:05 PM GMT +05:30



 GPS Map Camera

Pune, Maharashtra, India

Shop No 8, Chandrai Capital, Survey No 10/5, opp. Sinhgad Law Collage, Ambegaon BK,
Pune, Maharashtra 411046, India

Lat 18.463689°

Long 73.836962°

28/05/2022 11:58 PM GMT +05:30



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Pune, Maharashtra 411046, India


Lat 18.463689°

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Aptitude Test conducted on Google link and shared with students to solve the exam



 GPS Map Camera

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Pune, Maharashtra 411046, India

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Pune, Maharashtra 411046, India

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GPS Map Camera

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Pune, Maharashtra 411046, India

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Long 73.836962°

31/05/2022 01:28 PM GMT +05:30

Best Practice II : Faculty Development Program

1. Title of the Practice

15 Days Faculty Development Program ‘Train the Trainer’

2. Objectives of the Practice

- To train the new teachers who have joined the Institute.

- To acknowledge technical academic excellence in newcomers with Institutes Environment.
- To address current management scenarios with a 360-degree approach and develop case study solutions meets the industrial need.
- To enhance the quality of management education by discussing case studies from Harvard Business Schools by IIM Expert faculty sessions.
- To create bridge between industries and management education

3. The Context

Sinhgad Technical Education Society (STES) has arranged a 15 days' Faculty Development Program on "Train the Trainer" in the month of April at Lonavala Campus with all residential and hospitality facilities. The faculty development program had expanded its efforts by organizing various sessions in different Sinhgad schools regarding available faculty experts. The workshop was arranged for all Sinhgad Management Institutes. All faculty Members and Directors of the institutes participated in the sessions.

4. The Practice

The session began with a case study from Harvard Business School, "*The Chattanooga Icecream Division*". Prof. Govind Apte started the discussion with a quiz, randomly asking the teachers questions about the facts of the case and the people involved in the case study. Prof. Govind Apte emphasized how to analyse the background of the case. then the problematic issues of the case are examined and problem areas such as low margin levels, lack of variety, resistance to change, base flavour's, tendency to blame etc. are discussed in detail. Prof. Govind Apte also spoke to everyone about the different (360⁰ approach) angles of the case and how it can be linked to all the different specializations such as Marketing, Human Resources and Operations. Overall the session was interactive and everyone had a better understanding of how to approach the case studies in the classroom.

FDP Day	Resource Persons
1	Prof. Govind Apte
	Dr. Sharad Joshi Dr. Daniel Penkar

2	Dr. Prachi Pargaonkar, Director SKN Sinhgad School of Business Management, Pune Dr. Prakash Pise, Convenor, Dr. Sanket Charkha, Assistant Professor,
3	Dr. Yatin Bokil (Dean, SKN Sinhgad School of Business Management, Pune) Prof. Sandeep Londhe
4	Unit 1: Dr. Milind Marathe, Unit 2: Dr. Pravin Bodade, SKN Sinhgad School of Business Management, Pune Unit 3: Dr. Sachin Wankhede Unit 4: Dr. Sagar Pawar, Unit 5: Dr. Kavita Kamath,
5	Mr. Swapnil Shah, a Sinhgad Alumni and currently Director of Finoglobin Financial Services Pvt. Ltd. Dr. Sadhana Ogale,
6	Prof. Vikrant Maheshwari
7	Prof. Vikrant Maheshwari
8	Dr. Sreelatha G, Dr. Milind Vinod, Dr. Urmila Nikam
9	Dr. Sanmath Shetty Prof. Mayuri Yadav.
10	Dr. Khawaja Mubeenur Rahman Prof. Pramod Sasane.
11	Dr. Sachin Nimbalkar Dr. Netra Patil
12	Dr. Anamika Singh Dr. Milind Marathe Prof Yatin Bokil Dr Sagar Pawar Dr Mamta Mishra
13	Dr. Swati Vijay,
14	Mrs. Archana Nair
15	Dr. Vijaya Puranik. Dr. Sanmath Shetty.

5. Evidence of Success

Faculty members recognized the importance of faculty development programs in relation to all management specialties. The importance has been expressed in the context of improving the quality of management education, teachers' professional development and the work-based learning environment, with the overarching goal of improving not only knowledge and skills, but also the mastery of students' cognitive abilities.

6. Problems Encountered and Resources Required:

The tough task was to manage all levels of faculty at the same platform with accommodation and hospitality management. The expert IIM trainer availability is admirable with time and money management task appreciated at all levels. Creative thinking and cognitive development were fruitful at all level of satisfaction played crucial role for teachers.



Highlights of the even





Faculty members of SKN Sinhgad School Of Business Management, Pune



Specimen Certificate copy after successful completion of Faculty Development program.