

Head of Institution

Principal/Teacher

Class Teacher

Subject

F.17 Records of list of methodologies used to support weak students and encourage bright students and impact analysis.

Students
worked in
the
tutorial

Weak Student

Bright Student

Counselor/Teacher/TA
AP/Teacher/TA

Head/Assistant for
classroom management

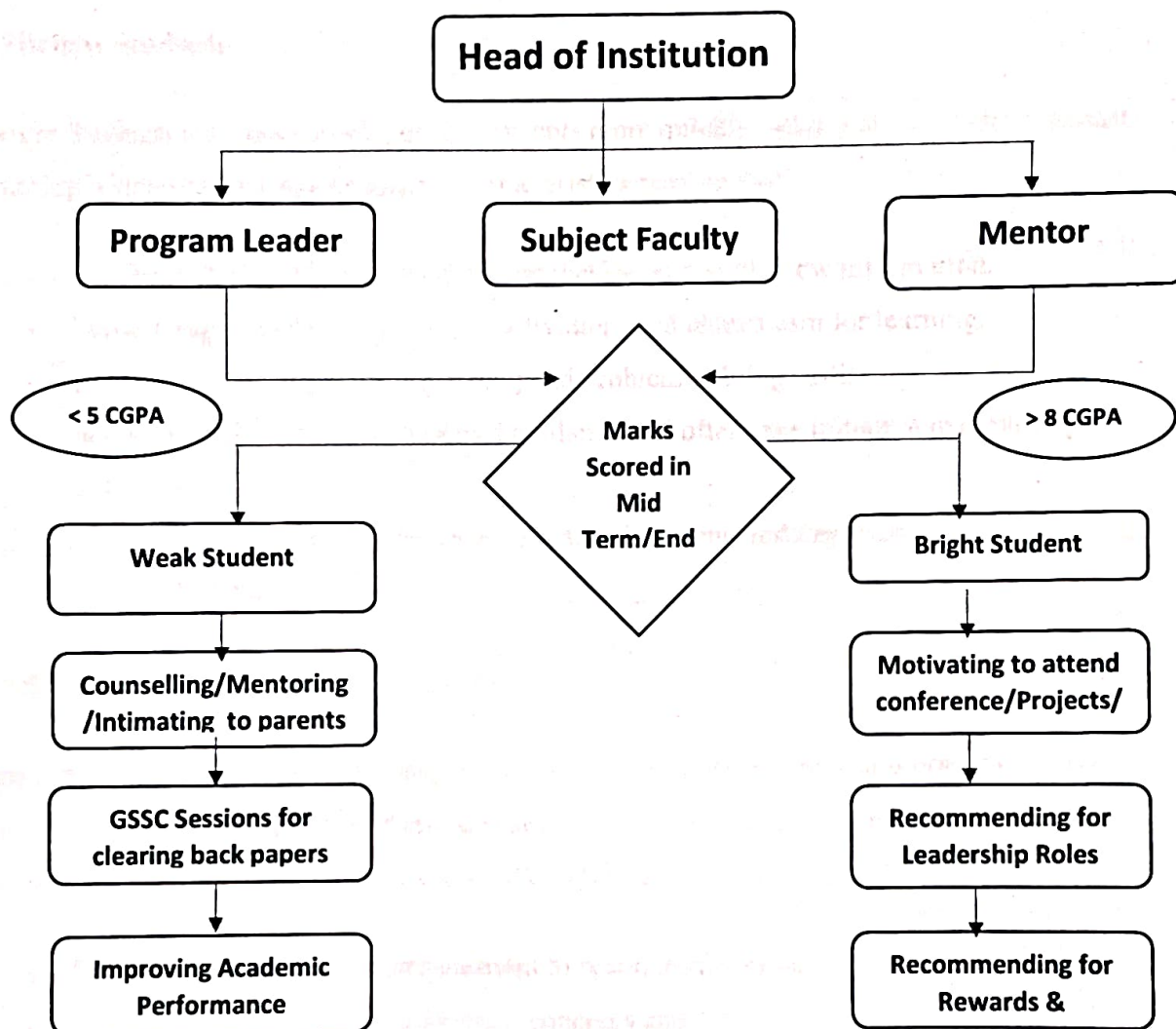
Coordinator/Teacher/TA
AP/Teacher/TA

Subject Teacher/TA
AP/Teacher/TA

Resource Teacher/TA
Leadership/TA

Recommendation/TA
AP/Teacher/TA

Process of Identification of Weak Students and Bright Students



1. Bright Students and Weak Students are two groups that may require different instructional strategies and support to maximize their learning potential. Here's a description of each:

1.1 Bright Students

Bright Students are students who grasp concepts more quickly, often exceeding the expected learning levels for their age or grade. Characteristics may include:

- Exhibit a strong ability to analyze, synthesize, and apply new information.
- Show a high degree of curiosity, motivation, and enthusiasm for learning.
- Demonstrate strong critical thinking and problem-solving skills.
- Work independently with minimal guidance and often take initiative in exploring subjects more deeply.
- Benefit from enrichment activities, advanced content, and opportunities for creative or critical thinking.

1.2 Weak Students

Weak Students are students who may require additional time, support, and practice to understand and retain new concepts. They often learn at a pace slower than their peers but can still achieve mastery with the right support. Characteristics may include:

- Needing repetition and reinforcement to retain information.
- Struggling with complex or abstract concepts and tasks.
- Performing well in familiar, structured, and step-by-step learning environments.
- Benefiting from concrete examples and hands-on learning experiences.
- Displaying inconsistent academic performance and needing frequent feedback.

Both Bright and Weak Students can thrive with tailored instructional approaches, as both groups have unique learning needs that benefit from targeted, student-centered strategies.



2. Policy for identification of Weak and Bright Students

At the entry level, the students must be assessed on the basis of their performance in Learner's Aptitude Test, preceding examination, interest in chosen current subject, involvement in classroom teaching-learning, and learning pace of students.

2.1 Criteria for Weak Students

Weak Students are identified through a combination of quantitative and qualitative criteria:

- Class Test Scores: Below 5 CGPA
- Limited self-direction
- Lack of motivation and interest
- Lagging behind in dealing with higher order problems
- Low capacity to comprehend core concepts and their applications

2.2 Bright Students: -

- Class Test Scores: Higher than 9 CGPA
- High Grasping Capacity
- Quick Response
- Self-motivated
- High potential to deal with higher order problems
- High capacity to comprehend core concepts and apply them in real world situations



3.Support Strategies adopted for Weak and Bright Students

3.1 Weak Students: After the identification of the learners, the departments following policies are adopted: -

- (i) **Remedial Sessions:** The Weak Students identified, are engaged in remedial sessions to give focused attention as per the schedule prepared. During these classes, teachers are expected to engage in problem solving exercise, provide additional study materials and notes, etc. to the students, direct their creative energies towards concept clarification so as to bridge the knowledge gap & enable them to cope with the academic course to which they are enrolled.
- (ii) **Bridge Courses:** The students belonging to non-Commerce backgrounds are identified and provided special sessions in Accountancy and Statistics, so that students will be able to grasp the topics covered during the regular class.
- (iii) **Guided Self Study Course (GSSC):** Student who could not appear for the examination due to low attendance, or having back paper after the end term exams. Each faculty is allotted with small group of students who could identify the problem due to which the student was unable to clear or appear for the exams, and guiding them the topic coverage for understanding and examination.
- (iv) **Mentor-Mentee Sessions:** Each students is assigned a faculty mentor, who is constantly in touch with the students, conducts formal meetings, interacts with the student to monitor their attendance, subject coverage, encourages participation in co-curricular activities. Counselling session for the students finding it difficult to cope with academics, attitude, behavioral problems, career guidance.
- (v) **Continuous Monitoring:** Students are monitored in class whether they are understanding the concepts, small assignments given to grasp the subject, made to participate in Presentation along with bright students so that they will have some peer learning. Their attendance and gradual progress is monitored.
- (vi) **Grooming & Training:** Students requiring more training are split into smaller groups along with bright students, engaged in more Group Discussion activities and Mock Interviews conducted to build confidence in public speaking and making ready for the placement process.
- (vii) **Counselling Sessions:** Students facing difficulty emotionally due to any issues at personal/academics, such students may be referred for counselling to qualified counsellors at Amity Institute of Psychology with the consent of parents for further support.



3.2 Support Strategies for Bright Students

- **Building Leadership Role:** Students are encouraged to compete for University level positions at Student Council, E-Cell positions, various Clubs & Committees as per their competencies. Role of President and VP and other roles under Leadership Development Lab (LD Lab), Sports positions.
- **Developing Research Acumen:** Encouraging students with good research and analytical skills to write research paper and present in national and international conferences, contribute for the Case study publications, Article publication in newsletter and magazines
- **Participation in Internal & External Events:** Encouraging students to participate in various academic, co-curricular activities, intercollegiate competitions and many other opportunities to develop their competencies and develop skill sets.
- **Additional Certifications:** Students are being encouraged to take up additional certifications relevant to their domain area to have better scope of being employable.

4.Measures taken for Weak Students

4.1 Guided Self Study Course (GSSC)

(a) Each Department/Constituent Unit of the University will prescribe “Guided Self Study Course (GSSC)” for the course units in which the students failed or are detained due to shortage of attendance in a semester and arrange counseling sessions for the students on weekends and holidays in the relevant odd or even semesters (in next academic session).

(b) The students who are detained due to shortage of attendance in any course of a semester shall register with their Department/Constituent Unit for Guided Self Study Course in the beginning of next semester/year scheduled for next batch of students. They will be required to pay a GSSC fee per course as prescribed by the University.

(c) Such students are required to attend contact classes as and when scheduled by the Department/Constituent Unit on weekends / holidays in the relevant semester to complete the course curriculum / syllabus for the course designed by the Department/Constituent Unit. Minimum of 75% attendance in GSSC contact classes and satisfactory report from GSSC faculty is mandatory to become eligible for back paper examinations.

(d) The course faculty shall also prescribe term papers / home assignments which the students will submit to their faculty course-wise within the due dates to ensure proper preparation by the student.

(e) The regularity in attending the classes and prompt submission of assignments by due date will determine whether a debarred or detained student is permitted to take the reexamination or not. The schedule for regular collection and submission of term paper/ home assignments will be announced by the Department/ Constituent Unit/course faculty.

(f) Only those students who register for Guided Self Study Course (GSSC) and complete the requirements as prescribed by the Department/Constituent Units will be permitted to take the examination in the respective course when the examinations of such Course Units are conducted in



normal schedule along with the next batch of students. The scheme of re-examination will be announced by the University on receipt of report from the Department/Constituent Unit.

(g) The student will be permitted to appear in examination on satisfactory performance in GSSC. (h) It is mandatory for the students who are debarred and are experiencing anxiety/stress, to meet a counselor to seek professional assistance for their overall well-being.

4.2 Improvement of Score in Extended Period

Students who fail to qualify during normal period of programme may reappear in End Semester Examinations of the course units of the concerned term in which he/she desires to improve his/her performance, when these examinations are held on normal schedule in next academic session to (a) Secure minimum C+ grade (Grade Point 4) in a failed course unit. (b) Improve SGPA for a semester if not meeting minimum passing SGPA criteria. (c) Improve CGPA if not scored minimum qualifying CGPA for the programme. Student who have scored C+ in all the courses and required SGPA /CGPA shall not be eligible to re-appear in course unit examination with a view to improve SGPA or overall CGPA. Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.

4.3 Supplementary Examinations

(a) For the final year students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held within thirty days after the declaration of results of the final Semester Examinations. For his purpose, the students of one-year course shall be deemed as final year students.

(b) A student who fails to appear or qualify in Supplementary Examinations shall reappear in the examinations when scheduled for the next batch of students within the time span prescribed for the programme.

(c) A student wishing to appear/reappear in the Supplementary Examination shall apply to the Head of Department/ Constituent Units on the prescribed form within fifteen days of the date of declaration of result, enclosing therewith the prescribed examination fee.

(d) The eligibility of a student for appearing in the supplementary examination shall be verified by the HoD's of Constituent Unit and a list of eligible students containing the details of course unit in which the students are recommended for appearing in the supplementary examination shall be forwarded to the COE within one week of the date of declaration of result along with prescribed form, details of payment receipts.

(e) Better of the two scores obtained after supplementary examination in repeat course unit(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree/diploma.

(f) Final year students appearing in Supplementary Examination will be required to sign an Undertaking stating that if the student after result of Supplementary examination fails to score



minimum passing criteria, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.

(g) Students with '0' SGPA or debarred in majority of the courses in the last semester shall not be allowed to appear in Supplementary Examination, he/she will either Repeat the Year or take Academic Break or Withdraw from the Programme.

5. Measures taken for Bright Students

5.1 Student Support & Progression

The University is committed to provide support to assist students to complete the programme in which they have enrolled. The processes to monitor student progression are effective, fair and transparent. Initial Academic Assessment Service: Guiding and assisting students appropriately into academic programs is critical to their academic success. Admission Counsellors assess academic credentials of the admission applicant's vis-a vis the academic program requirements. The subsequent selection process assesses the skill levels for appropriate academic program placement.

To support and encourage students, decisions regarding grant of on-admission scholarships are taken based on standard criterias. Post admission and registration for a program, students requiring remediation, enroll in the Bridge courses either concurrently with or before the start of the enrolled Program courses.

General and Academic Advising: At the time of registration of students into various programs, the University conducts Orientation Programs for students and their parents to familiarize them with the philosophy and value system of the University, various aspects of University life, rules & regulations, facilities and support services.

University and Institute level advise provides direction to students in various forms including explanations of program and course requirements, assistance with time table tailored to individual student schedules and other academic and career pathway guidance.

At the Institute level, regular general and academic advice is provided by the faculty members in their role as Heads of Institution, Programme Leader, Mentors and Corporate Resource Centre/Industry Interaction Cell. At the University level, the students are encouraged to approach Dean (Student Academic Affairs & Support Services), Dean Student Welfare or Dy Dean Student Welfare for any type of advice requirements.

Regular interactions lead to further identification of concerns that could prevent progression of a student in a academic program as well as career pathway uncertainty, financials (paying for University fee, basic expenses and transportation issues), and personal concerns (disability issues, health problems, accommodation issues, relationship/home issues, etc.). Interventions are made to assist with the resolution of student issues. Career guidance, Industry Placement, and Entrepreneurship.



5.2 Scholarships, Medals and Awards for Advance Learners

Amity University offers a variety of scholarships to the meritorious students. The scholarship is in the form of financial aid. Following are the types of scholarships offered to the Amity students: a) On Admission Merit Scholarship – There are three types of these scholarships as mentioned below:

- **100% Dr. Ashok K. Chauhan Scholarships**
- **50% On Admission Merit Scholarships**
- **25% On Admission Merit Scholarships**

These scholarships are granted at the time of admission on the basis of school and /or graduation results.

b) Continuation of On Admission Merit Scholarship - Scholarship is granted on annual basis and continuation in second and further years of the program is subject to the academic performance (Merit List based on CGPA) & other conditions as laid down in the regulations.

c) Merit-Scholarship During the Programme – These scholarships are granted from second year onwards for encouraging students to achieve higher performance during their studies in their respective academic programme. The amount of scholarship is 30% of the academic year tuition fee. The number of scholarships depends upon the no. of students in the programme. (max.limit is three).

d) Merit-Cum-Means (MCM) Scholarship - These scholarships are granted to the students who are academically good and need financial assistance to continue their education in the University. The amount of scholarship is upto 50% of academic year tuition fee. Student need to apply for such scholarships to their respective Head of Institution as per the prescribed format and support documents at the commencement of the Academic Session. Continuation of the scholarship is based on students' merit, academic & extra/co-curricular activities performances & family financial position.

e) Special Scholarships - These scholarships are granted to the students showing extraordinary achievements in extra- curricular activities. The amount of scholarship depends on individual cases. Students are required to apply for the same as per the prescribed format at the commencement of the Academic Session.

f) Other Scholarships – These scholarships are instituted by Grants from individuals, Trusts, Organizations, Institutions etc with a view to provide financial assistance to needy students Amity Scholarships are granted on Annual basis and are declared every year by the months of August / September. All scholarship holders are required to submit full odd semester fee by due date and scholarship amount is refunded / adjusted in the subsequent semester fee. The Scholarships do not include – Refundable Security Deposit and Boarding & Lodging Cost.

Following is expected from the scholarship holders:

- Follow all the rules & regulations of the University and substantially contribute in the development of the institution
- Consistently achieve Academic excellence



- Participate in extra- curricular and co-curricular activities
- Represent Amity by participating in Inter-institution competitions, corporate competitions, seminars, conferences and bring laurels to institution
- Be punctual & regular in attending classes and maintaining high attendance
- Maintain good health for meeting all academic challenges without failure
- Never indulge in any indiscipline activities or plagiarism
- Follow the University dress code in the campus & while representing Amity in any Forum and develop in themselves the 101 attributes of an Amitian
- Have ethical & moral code of conduct.
- Develop habit of continuous improvement & high performance. Cat/Mat/GMAT Score Based Scholarship Scholarship is granted for MBA Program, as per policy on the basis of his/her CAT/MAT/GMAT Score

5.3 SMedals & Special Awards Medals

The University awards following mentioned medals during the Convocation:

- (a) Gold Medals to the toppers in each programme
- (b) Silver Medals to students who secure second position in each programme
- (c) Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.

Government Scholarships Students are encouraged to apply for the Government Scholarship through National Scholarship Portal & State Scholarship Portal in consultation with the Scholarship Nodal Officer of respective Institutes.





THE BHOPAL SCHOOL OF SOCIAL SCIENCES (AUTONOMOUS)

For Government of Madhya Pradesh, Bhopal
Established in Bhopal, Madhya Pradesh, India

अर्थ आवेग



अर्थ आवेग'24

THE NATIONAL ECONOMICS FEST

Certificate Of Participation

This certificate is presented to

RADHIKA MAHESHWARI

for actively participating in 'EcoBuzz' - The Case Study Marathon, under the aegis of Arth-Aaveg '24 (on the 22th & 23th March, 2024)

DR. FR. JOHN P.J.
PRINCIPAL
BSSS

DR. JYOTI MATHUR
MOD. DEPARTMENT OF
ECONOMICS, BSSS

DR. SHUMAYELA HASAN
FACILITATOR
BSSS EPUDOMICS



Certificate of Participation

Awarded to

Radhika Maheshwari

for participating in SUSTAIN-A-THON 2024:
Sustainability Hackathon by Indian Oil Corporation Ltd.

Congratulations! Keep it up!

New Delhi
Dated June 5, 2024



Santanu Gupta
Executive Director (Automate Energy)





SVKM'S NMIMS CASE STUDY CONFERENCE 2024

Theme: Navigating Through TUNA (Turbulent - Uncertain - Novel - Ambiguous): Implications for Business and Society

CERTIFICATE OF PRESENTATION

TO

YASH RAJHANS

Amity University Mumbai

for presenting case titled "Optimization of Company Website for Marketing excellence & sustainable growth" in

'SVKM's NMIMS Case Study Conference 2024' organised on 1st & 2nd March 2024

M. Srivastava

Dr. Manjari Srivastava

Coordinator CSC-2024

Professor, SBM, NMIMS Navi Mumbai

Sr

Dr. Shubhasheesh Bhatlacharya

Director, SVKM's NMIMS Navi Mumbai



GSSC Faculty Session

Select Academic Session : 2023-2024/Odd

Select Institute : Amity Business School, Mumbai

Select Program : MBA (M&S)

Course Name	Course Code	Semester	NoOfStudents	Faculty Name	Session No	Course Covered	Class Date	Class Time	Attendance
ACCOUNTING FOR MANAGERS	MGT4102		2	Mrs Indrayani Abhay Uthale [309097]	1	JOURNAL ENTRY	25/10/2023	10:00AM - 11:00AM	Marked
					2	FINAL ACCOUNTS	25/10/2023	11:00AM - 12:00AM	Marked
					3	COST ACCOUNTS	25/10/2023	3:00PM - 4:00PM	Marked
					4	RATIO ANALYSIS	25/10/2023	4:00PM - 5:00PM	Marked
MANAGERIAL ECONOMIC	MGT4103		1	Dr Reshma Rakesh Nair [306417]	1	Module 1,2	06/11/2023	3:00PM - 4:00PM	Marked
					2	Module 3,4	07/11/2023	3:00PM - 4:00PM	Marked
					3	MODULE 5,6	08/11/2023	3:00PM - 4:00PM	Marked
					4	Doubts Solving	09/11/2023	3:00PM - 4:00PM	Marked
OPERATIONS MANAGEMENT	MGT4104	1	1	Dr Sameer A Kulkarni [17309]	1	Importance of OR	20/11/2023	2:00PM - 3:00PM	Marked
					2	Scheduling of Production	21/11/2023	3:00PM - 4:00PM	Marked
					3	Concept of Efficiency	22/11/2023	3:00PM - 4:00PM	Marked
					4	Concept of Optimization	23/11/2023	3:00PM - 4:00PM	Marked
MARKETING MANAGEMENT - I	MGT4109		1	Dr Sameer A Kulkarni [17309]	1	Importance of Business Communication	18/11/2023	9:00AM - 10:00AM	Marked
					2	Methods of Marketing Communication	19/11/2023	9:00AM - 10:00AM	Marked
					3	Effectiveness In MARCOM Communication	20/11/2023	2:00PM - 3:00PM	Marked
					4	PLC	21/11/2023	3:00PM - 4:00PM	Marked



Amity Business School

Batch-2023-25

Sem-I

Bridge Course Timetable

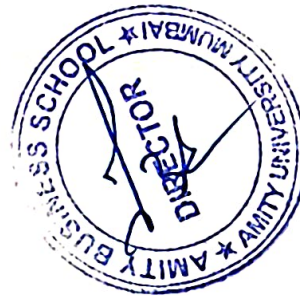
Sr. No.	Name of Subject	Date	Time	Name of Teacher
1	Accounting	07/09/2023	2 to 4pm	Dr. Snehal Patil
2	Quantitative technique of Management	08/09/2023	2 to 4pm	Prof. Shebendu Bhattacharya



Director



Academic Coordinator





Amity Business School

Notice

Batch-2023-25

Special Session on Accounting for MBA Sem-I Students

Dear Students,

We are pleased to inform you that Amity Business School is organizing a special session on Accounting for Management as part of the bridge Course for MBA Sem-I students. This session is designed to help you understand the essential basic concepts and skills in accounting, which will be crucial for your academic journey.

Topics to be covered:

- Introduction, Foundations, Accounting Policies, Accounting & Management Control, Branches of Accounting
- Recording transactions & classifications
- Preparation of Journal, Ledger, Trail Balance, Errors & Cash book



Communication Skills

Date of Event:
February 20, 2023

Time:
10:00 AM to 12:00 PM

Venue:
Room No. 325, ABS Floor, Amity University Mumbai

Organizing Team:
Convener: Dr. Bhawna Sharma

Total Participation:
39 Students

Speaker:
Dr. Fatima Shaikh

Introduction:
The Communication Skills Workshop was conducted to enhance MBA students' proficiency in various communication aspects essential for professional success. The workshop aimed to provide practical insights and strategies to improve students' verbal, non-verbal, and written communication skills, preparing them for effective interactions in professional settings.

Workshop Overview:

- **Preparation:** Participants were provided with background materials on effective communication, including examples of professional communication and tips on improving communication skills.
- **Workshop Format:** Led by Dr. Fatima Shaikh, the workshop involved interactive discussions, practical exercises, and Q&A sessions aimed at helping students develop strong communication skills for various professional scenarios.

Key Points Discussed:

1. **Importance of Communication Skills:**
 - Overview of the significance of effective communication in the business world.
 - How strong communication skills can enhance career prospects and professional relationships.
2. **Verbal Communication:**
 - Techniques for improving verbal communication, including clarity and articulation.



- Strategies for active listening and engaging in meaningful conversations
- 3. **Non-Verbal Communication:**
 - Importance of body language, facial expressions, and gestures.
 - Tips for developing positive non-verbal communication cues.
- 4. **Written Communication:**
 - Best practices for writing clear and concise professional emails.
 - Techniques for structuring written documents and reports effectively.

Key Learnings:

- **Effective Communication:**
 - Understanding the role of effective communication in professional success.
- **Verbal Skills:**
 - Gaining practical tips for improving verbal communication and active listening.
- **Non-Verbal Skills:**
 - Learning the importance of non-verbal cues and how to develop positive body language.
- **Written Skills:**
 - Developing strategies for writing clear, concise, and professional emails and documents.

Feedback and Reflections:

Participants provided positive feedback, highlighting the workshop's relevance and practicality. They appreciated the interactive format and actionable insights provided by Dr. Fatima Shaikh. The students expressed confidence in applying these skills to enhance their communication abilities and improve their overall employability.





Outlook

Counselling Session - MBA SEM-1

From Dr Reshma Rakesh Nair <rrnair@mum.amity.edu>

Date Tue 1/24/2023 12:55 PM

To Dr. Jaymin Shah <jshah@mum.amity.edu>

Cc Dr. Bhawna Sharma <bsharma@mum.amity.edu>; Dr. Pushpendu Rakshit <prakshit@mum.amity.edu>

Dear Sir,

As discussed, we have arranged for a session with MBA SEM-1 students with regards to helping them choose their specialization in SEM-2. Please request Mr. Sanjay Gouda from CRC to be part of the session.

Date: 27th Jan, 2023 Friday

Time" 12.30pm

Venue: Room 324

Thanks & Regards

Dr. Reshma Rakesh Nair
Assistant Professor
Amity Business School
Amity University – Mumbai

Email: rrnair@mum.amity.edu

Mob: 9819697924





Outlook

Fw: Mentor-Mentee Meeting-June2024

From Dr Reshma Rakesh Nair <rrnair@mum.amity.edu>

Date Mon 8/18/2025 4:44 PM

To Dr Lenin Jothi <ljothi@mum.amity.edu>

2 attachments (255 KB)

Mentee Record Card (3).pdf; Minutes of Meeting.xlsx;

From: Dr Neha Choudhary <nchoudhary@mum.amity.edu>

Sent: Friday, June 14, 2024 10:49 AM

To: ABSM FACULTY <absfaculty@amity.edu>

Subject: Mentor-Mentee Meeting-June2024

Dear All,

Kindly find a theme for the Mentor-Mentee meeting for the month of June 2024.

Standard Operating Procedure required for Mentor Mentee Scheme: -

Mentors are expected to follow this procedure for Mentor Mentee Scheme-

1. Conduct mentoring session every second Tuesday of the month, in case it is not possible to conduct a meeting on that day it can be conducted in remaining days of the same week with prior approval of HOI and report to be submitted by Monday next week.
2. Mentors are expected to maintain physical copies of the Mentee Record Card and it should be updated regularly after every Mentor Mentee Meeting.
3. Mentors are also expected to maintain physical records of Minutes of meeting of every meeting.
4. Soft copy of Minutes of meeting needs to be submitted immediately after the meeting.
5. At the end of every semester Mentors need to submit all records to the Mentor Mentee Coordinator for further submission of IQAC.

Kindly be informed that till further notice Programme-Leader will take care of all mentees of their respective semesters.

Special Mentors are being allocated -

1st year special mentor-Dr.Jaymin



2nd year special mentor-Linu George

3rd year special mentor-Dr.Sameer Kulkarni

Ph.D. -Dr.Padma Satulari

Mentee record card and format for Minutes of Mentor Mentee Meeting has been attached with this mail.

Kindly find themes for Mentor Mentee Meeting for this month.

The theme for the meeting is -

Sem 2-UG/PG

- Mentors has to counsel mentee for zero UFM .If students being found in UFM it can lead to cancellation of course.
- Mentors have to check-Course completion, number of classes, study material shared, Internal assessment and Assignments whether it has been shared or not.

Thanks, and regards

Dr. Neha Choudhary

ABS

Amity University, Mumbai

