

JSPM's JAYAWANT INSTITUTE OF MANAGEMENT STUDIES

(Approved by AICTE, New Delhi,Recognised by Gov,of Maharashtra & Affiliated to Pune University)

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Prof. T. J. Sawant D.E.E. B.E. (Elec.) MISTE Founder- Secretary



Dr. Privanka A. Singh B.Sc. (Hons), MBA, Ph. D. Director

Metrics: 6.5.2 institution reviews its teaching learning process, structures & methodologies of operations

Following is the list of documents made available as a supportive document for the above said metrics:

- Academic File Index Highlighting Case Study
- Soft Skill Session Sample Report
- Screenshot for Placement Registration Form
- Screenshot of Moodle, takeup.in login page.
- Photograph of Saksham

JSPM's Jayawant Institute of Management Studies Department of MBA

Faculty: Prof. Deepak Pore

Subject: Basics of Marketing (106)

Class: MBA I Sem. I Academic year: 2017-18 Session: July to Dec. 2017

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Decision Making

Attendance: 42

Date: 8/10/2018

Class: MBA

Skills focused upon:

- 1. Decision Making skills
- 2. Problem solving skills
- 3. Analytical skills

Objective:

- 1 To help the students to identify and analyse a problem/ current challenge that they are facing
- 2 To identify alternate ways/means of dealing with the situation
- 3 To guide them in choosing the most effective option

Activities:

- 1 Students were asked to identify a challenge or an area of improvement
- 2 They were then explained about various types of decisions that can be taken and were introduced to the 'responsible type of decision'
- 3 Students then analysed the problem to identify the root cause and probable solution and building upon the responsible decision framework and choose the best solution to their challenge

Students commonly identified a challenge/problem area:

We want to increase our marks in the exam which is one month away.

Root cause analysis of the problem

- 1. Procrastination and Lack of focus
- 2. Studying in a haphazard manner and /or studying at the last minute

Possible decisions:

- 1. Take no decision/ delay the decision/ avoid the decision
- 2. Snap decision panic and start studying in a haphazard manner experiencing a lot of stress
- 3. Responsible decision- make a timetable and sincerely follow it

Students then made a timetable to study dividing the total no. of subject by the total no. of days. They allocated more days to the subjects that they found difficult and took a commitment to follow the time table.

Outcome:

- 1. Clarity of mind as the students knew what to study and when
- 2. Increased confidence

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Time Management

Attendance: 45

Date: 11/10/2018

Class: MBA

Skills focused upon:

- 1. Time Management
- 2. Prioritization

Objective:

- 1 To help students prioritize better
- 2 To equip them with techniques to manage time effectively

Activities:

- 1 Students were introduced to the Time Management matrix by Stephen Covey
- 2 Students then made a list of all the things that they needed to complete within the next two weeks and put them in the matrix

Students made a list of their to do things including academic, personal and misc. items. Students were then explained the four quadrants on the TM matrix by Stephen Covey i.e. important and urgent, not important but urgent, not urgent but important and neither important nor urgent. Students then put the their to do lists into either of the quadrant. As a result, they were able to identify what are the most important and urgent areas of action and which actions are not important and can be delayed or avoided.

Outcome:

- 1 Clarity of mind
- 2 Ability to identify time wasters and items of immediate action
- 3 Enhanced ability to manage time

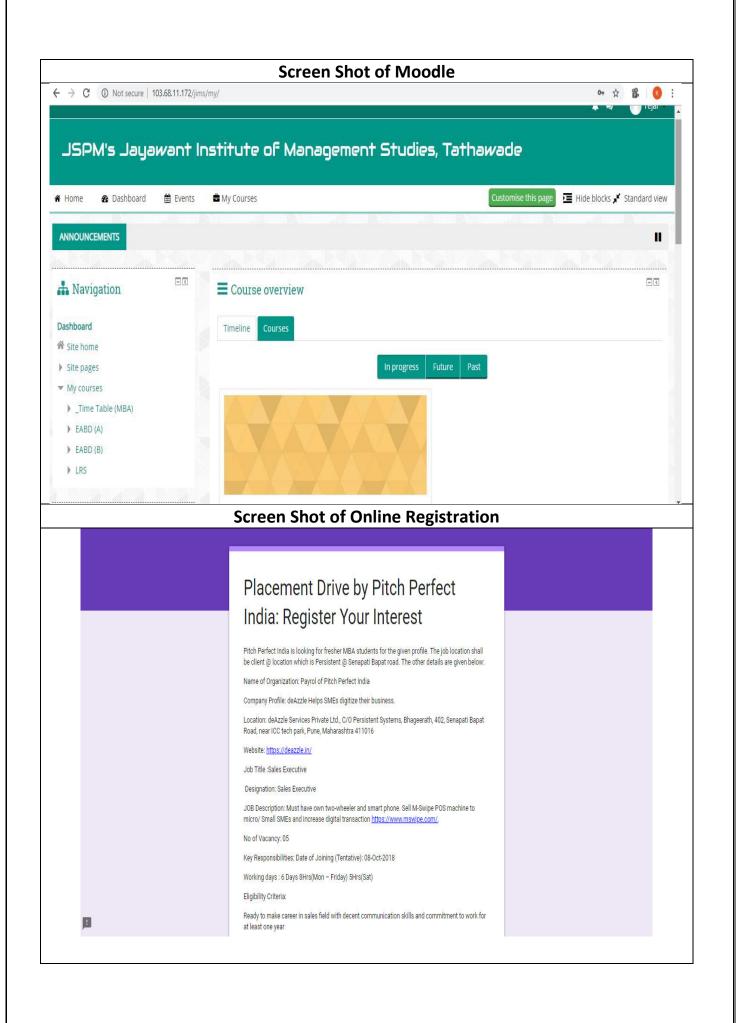
Testimonials:

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Swarali Kulkarni, MCA

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Devendra Chavan, MBA



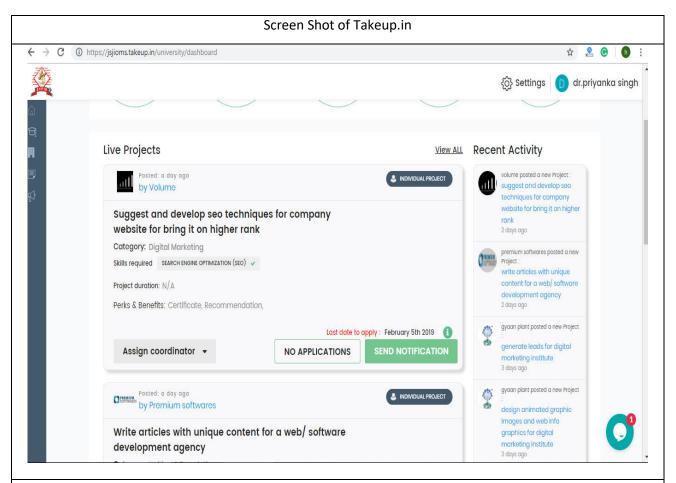


Photo of Saksham Lecture





Dr.Priyanka Singh Director