

BEST PRACTICE: CASE 1

1. Title of the Best Practice

SKILL BASED TRAINING ON LEGAL RESEARCH

2. Objectives

Skill is an essential component for any law professional to showcase his / her personality in demonstrative mode. With an aim to make the student groomed under the broad Skill India guideline, Skill Based Training (SBT) is introduced.

The objectives of the Skill Based Training (SBT) are to:

- (a) Enable the participants to imbibe the basic concepts in legal research culminating into the learning of doctrinal and non-doctrinal or empirical methods of research.
- (b) Enable students to make learning immediately applicable in law profession;
- (c) Allow the learners to access, process and then express the information they have absorbed rather than merely writing it down.
- (d) Demonstrate the skills of research in domain oriented situational problem-solving, and
- (e) Able to evaluate the skill they are gaining.

3. TheContext

The applications of research methodology to legal research have yet to receive adequate attention in India. For want of various reasons, this discipline is now gaining increased attention. The process of searching and locating relevant legal information is a challenging endeavor for any researcher. Lawyers, legal secretaries, law librarians, paralegals, law students, and journalists alike must be able to comb through the near-endless supply of legal research and find the information they need in a timely fashion. With this background, **SBT on Legal Research** has been offered to the 6th Semester students pursuing BA LLB and BBA LLB courses at Centre for Legal Studies, Gitarattan International Business School..

4. The Practice

All the 6th semester students, pursuing BA-LLB or BBA-LLB programme will attend the course. After successful completion of this course, students will be able :

- To develop basic understanding of basic research science and legal research,
- To frame research objectives, purposes and their importance,
- To develop analytical approach towards various areas of life and their respective research prospects.

- To enable the readers to identify and classify the research work according to their nature and objectives.

To communicate the research output in the professional fraternity .

5. Evidence of Success

The students will be assessed through 3 assignments and 1 evaluation process participation. The assignments will be released at the end every unit and carry 8 marks each. The students will also be given a task of evaluation of any two peer's final assignment according to Assignment Grading Rubrics.

At the end of this module, a student will receive grade based Skill Certificate. The gradation system is as follows:

- ❖ **Grade A** : Scoring 80% and above;
- ❖ **Grade B** : Scoring 60% to 79%;
- ❖ **Grade C** : Scoring 40% to 59%;
- ❖ **Grade D** : Below 40%.

Students obtaining Grade A, B & C will only receive Skill Certificate at the end of the course.

6. Problems Encountered and Resources Required

The problems encountered during conduct of the SBT are listed below:

- (a) The biggest problem in the implementation came from the competence levels of faculty.
- (b) Consistent efforts are required to turn around the mindset of faculty towards the cause and standardisation of process in getting the training done.
- (c) Minimal financial resource is required to run the course. The cost is involved only in equipping the master trainer.

7. Notes

- (a) The entire SBT course on Legal Regal research developed the quality of the Law students to a height and they are participating in legal research article writing.
- (b) The SBT certificate considers to be a value add in the student's CV.

BEST PRACTICE: CASE 2

1. Title of the Best Practice

SKILL BASED TRAINING FOR MBA STUDENTS

2. Objectives

Skill is an essential component for every professional to showcase his / her potential in demonstrative mode. With an aim to make the student groomed under the broad Skill India guideline, Skill Based Training (SBT) is introduced.

The objectives of the Skill Based Training (SBT) are to:

- (a) Expose MBA students to those particular skills needed in the industry;
- (b) Enable students to make learning immediately applicable in a job;
- (c) Allow the learners to access, process and then express the information they have absorbed rather than merely writing it down.
- (d) Demonstrate the skills of analytics in domain oriented situational problem-solving, and
- (e) Able to evaluate the skill they are gaining.

3. The Context

In this SBT, student of MBA will develop themselves in three essential skills needed for every manager to hone in their professional circuit. The first two modules are mandatory for all 1st year students and the third module is optional for the 2nd year students according to their major specialization. However one student has to undergo three modules mandatory in the whole programme at Gitarattan International Business School.

4. The Practice

In the module 1, SBT on Basic Excel will be offered to the 1st Semester students so that after pursuing this module the students will acquire the ability to carry out proper handling of Excel Spreadsheet for different business purposes. In this SBT there are 6 units consisting of Digitized Learning Material, Evaluative Assignments and Face to Face Doubt Clearing Sessions

In the module 2 , SBT on Advanced Excel will be offered to the 2nd semester students so that having with a Basic Excel skill set, the student will be able to carry out different decision making processes with the help of Advanced Excel Spreadsheet for different business purposes. In this module, there are 7 units consisting of Learning material, Evaluative assignments and Face to face doubt clearing sessions.

In the module 3A, SBT on Marketing Analytics will help the student to organize, synthesize, and analyze large quantity of marketing data available at different spectrum. Basic skill of Excel is essential before joining this course. After completion of this module, the student will be able to analyze a company's PPC marketing campaign using key metrics, build a marketing initiative forecast model from the ground up and build a dynamic dashboard to summarize their analysis.

In the module 3B, SBT on Finance Analytics will help the student to know how to organize, synthesize, and analyze large quantity of finance data available at different spectrum. Basic skill of Excel is essential before joining this course. After completion of this module, the student will be able to Build a company's P&L from scratch, Understand Accounting and Book-keeping principles, Build a company's Balance Sheet, Perform Financial Statement Analysis, Perform industry analysis, Know how to analyze a business, Create professional company presentations in PowerPoint and many more.

In the module 3C, SBT on HR Analytics will help the student to know how to organize, synthesize, and analyze large quantity of HR data available at different spectrum. Basic skill of Excel is essential before joining this course. This module will help the student to gain a comprehensive understanding about Workforce Analytics and what it takes to make evidence-based talent management decisions. After completion of this module, the student will develop the skills required to measure, track and analyze their workforce.

5. Evidence of Success

The students will be assessed in every module through 3 assignments and 1 evaluation process participation. The students will also be given a task of evaluation of any two peer's final assignment according to Assignment Grading Rubrics.

At the end of this module, a student will receive grade based Skill Certificate. The gradation system is as follows:

- ❖ **Grade A** : Scoring 80% and above;
- ❖ **Grade B** : Scoring 60% to 79%;
- ❖ **Grade C** : Scoring 40% to 59%;
- ❖ **Grade D** : Below 40%.

Students obtaining Grade A, B & C will only receive Skill Certificate at the end of every module of the course.

6. Problems Encountered and Resources Required

The problems encountered during conduct of the SBT are listed below:

- (a) The biggest problem in the implementation came from the competence levels of faculty.
- (b) Students are reluctant to carry out extra work beyond their curriculum.
- (c) Minimal financial resource is required to run the course. The cost is involved only in equipping the master trainer.
- (d) A new laboratory was needed equipped with all software and internet has been set up.

BEST PRACTICE: CASE 3

1. Title of the Best Practice

CARRYING OUT CONSULTANCY WORK

2. Objectives

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organisations. Consulting by faculty members is the use of those scholarly expertise for the benefit of organizations outside the scholarly community through friendship, volunteering or in return for some sort of compensation.

3. The Context

A consultancy project/task/work is one where faculty members provide knowledge and intellectual inputs to industry or other organisations (within India and abroad), primarily for their purposes. An MOU must be signed between the organization as first party and Gitarattan International Business School, Rohini, Delhi as second Party. All payments for consultancy work must come in the name of the Institute. The Institute will then do the needful for complying with statutory laws. Faculty or Principal Investigator will handle the project account and spend funds as required. Share of the Institute should also be transferred. The requirement originates from the industry/other organisations concerned or faculty can approach industry/other organisations. The faculty is expected to estimate the time and cost required to accomplish the task. All IPR related issues are agreed between the PI and the funding agency and should be cleared by IIPC before signing MoU/agreement.

4. The Practice

In the current year 2 MOUs signed between institute and two different organizations. The faculty members (PI) have some connections with these organizations and they approached the authorities about their intellectual inputs. Bell Automation and M.R. Goel Steel Co.(P) Ltd. signed MOU with the institution where Dr D.K Choudhury and Dr Uma Gulati were the PI respectively. Both of them completed their work in due time. They involved faculty members and a few students as associate to collect data and submit their reports.

5. Evidence of Success

Both the companies accepted the report of consultancy and transferred the amount to the institute account in due time. The institution , as per its policy, shared the percentage with the faculty member concerned and rewarded them .

6. Problems Encountered and Resources Required

The problems encountered during conduct of the Consultancy work are listed below:

- (a) Being the first in its endeavour, these consultancy work faced many teething problem in policy implementation.
- (b) The students were reluctant to do extensive field work for these consultancy activities.
- (c) Adjustment of classes during this consultancy work .