

BEST PRACTICE -I

FINISHING SCHOOL PROGRAMME

Session

2017-18



**GHG KHALSA COLLEGE OF EDUCATION, GURUSAR SADHAR LUDHIANA
FINISHING SCHOOL PROGRAMME**

Session 2016-18 (01-05-17 to 09-05-17)

S. No.	Day	Session 1 10:00 am- 12:pm	Resource person	Break	Session 2 12:30 pm- 2:30 pm	Resource person
1.	01-05-17	SWOC Analysis	Dr. Jasbir Kaur	12: 30 PM- 1:00 PM	Interpersonal Skills	Dr. Manu Chadha
2.	02-05-17	Time Management and Punctuality	Dr. Ramandeep Kaur		Importance and Techniques of Maintaining Records and Registers	S. Rachhpal Singh
3.	03-05-17	Cover letter Writing	Dr. Pargat Singh Garcha		CV Writing	Mrs. Mini Sharma
4.	04-05-17	Mock Interview	Mrs. Jasleen Kaur		Table Manners	Dr. Guneet Toor
5.	05-05-17	Role of Teachers in Inculcating Moral Values Among Students	Mrs. Jasvir Kaur		Use of ICT Skills in Education	S. Gurpartap Singh
6.	06-05-17	Importance of Health and Hygiene	S. Gurmeet Singh		Presentation Skills	S. Gurmeet Hathur
7.	08-05-17	Anger Management	Mrs. Rupinderjit Kaur		CCE	Mrs. Mini Sharma
8.	09-05-17	Life Skills	Mrs. Satveer Kaur		Value of Experience and Time	Dr. D.K. Dhatt

Solam
Principal

GHG KHALSA
COLLEGE OF EDUCATION
GURUSAR SADHAR (LUDHIANA)

G.H.G. KHALSA COLLEGE OF EDUCATION, GURUSAR SADHAR

Report Finishing School Programme 2016- 18 (01-05-17 to 09-05-17)

In order to polish the basic skills required for facing career challenges among student teachers, College organized a Finishing School programme from under the able leadership of Dr. Sarbjit Kaur, Principal of the college. The faculty of the college interacted with the students on the various themes related with their professional life. The detail of the programme is as per follows:

Day 1 - Theme- SWOC Analysis

Resource Person: Dr. Jasbir Kaur (**Department of Psychology**)

The day 1 started with the introduction about the Finishing School Programme and the various sessions to be conducted under this programme. The first Session was on Self introduction, where the students introduced themselves with their peer mates. Later on they were divided into the groups of five each for the SWOC analysis activity and the teacher incharge for the session Dr. Jasbir Kaur helped them to identify their strengths, weaknesses, opportunities and challenges with the help of a detailed presentation on the topic. The activity was organised to raise the self-esteem of the students.

Session 2- Theme “Interpersonal skills”

Resource Person: Dr. Manu Chadha (**Department of Pedagogy of Science**)

Dr. Manu Chadha, made the students aware of Interpersonal Skills needed for professional development. The goal of this activity was to help the students understand the basic concepts of interpersonal skills in order to discuss and teach them. It also encourages the provision of opportunities for students to become more proficient and confident in their use of these skills.

Day 2

The day two of the Finishing School programme commenced with the meditation and prayer activity. Ms. Kavya of B.Ed. shared the highlights of Day 1 with the audience.

Session 1 - Theme - Time Management and Punctuality

Resource Person: Dr. Ramandeep Kaur (Department of Pedagogy of Maths)

Dr. Ramandeep Kaur Sidhu gave her inputs on the theme “Time Management and Punctuality” and highlighted that punctuality not only makes someone disciplined and methodical, but it helps to overcome challenges too. Those people who get the habit of being punctual turn out to do things quickly and save a lot of time. Punctuality has long been a hallmark of a well-mannered and well-taught individual.

Session 2- Importance and techniques of maintaining records and registers

In this session, Prof. Rachhpal Singh helped the student teachers to know the importance and techniques of maintaining records and registers. Dr. Rachhpal gave a demonstration on how to fill the attendance register and maintain the record of students by making use of a mentor diary.

Day 3

The day two of the Finishing School programme commenced with the meditation and prayer activity. Ms. Jaspreet Kaur of B.Ed. provided an overview of the day 2 of the Finishing school programme. The day 3 of the Finishing School Programme witnessed the most awaited session related to employability skills i.e Cover Letter Writing and Resume Writing

Session 1- Cover letter Writing

Resource Person: Dr. Pargat Singh Garcha (Department of Pedagogy of Economics)

This session was conducted by Dr. Pargat Singh Garcha. While highlighting the importance of Cover Letter writing he said that a cover letter can give job seekers a competitive edge by allowing them to explain how their skills and abilities make them the right fit for a position. A well-written cover letter can show that a candidate is serious and passionate about the opportunity and increase their chances of being hired. He also shared some sample cover letters with the students. Later on, students themselves wrote the cover letter and got it checked from the resource person.

Session 2- Topic: CV Writing

Resource Person: Mrs. Mini Sharma (Department of Pedagogy of English)

Mrs. Mini Sharma, trainer for the session, delved into the details of writing a good CV. Following criteria were discussed with the students related to effective CV writing:

1. A general introduction to how to make CVs.
2. Make different sections in CVs according to different job roles.
3. Making portfolios
4. How to use one's CVs to ace one's interviews.
5. What not to do while making a CV.

The session was highly beneficial for the students of the final semesters as it was a direct teaching-learning experience on preparing a CV necessary for entering the job market.

Day 4

Day 4 of the Finishing School Programme commenced by offering prayers to the Almighty and sharing the report of day 3 with the audience.

Session 1- Mock Interview

Resource Person: Dr. Jasleen (Department of Pedagogy of Social Science)

Mock interview sessions were conducted by Mrs. Jasleen Kaur. Students were judged on the basis of their communication skills, intellect, interpersonal skills and situation handling capabilities. They were provided the feedback on the spot. The queries of the students were also taken by the resource person for the session.

Session - 2 Topic- Table Manners

Resource Person: Dr. Guneet Toor (Department of Pedagogy of Science)

Dr. Guneet Toor from the department of Pedagogy of Science conducted a workshop on the topic "Table Manners". She said that dining etiquette rules apply before one takes a seat until one has left the table. Ordering and eating the food is also an art in itself. Students can use these basic etiquettes in their everyday life." She further said that students of this era are representatives of progress of the future. If they are groomed well, they become the agents of development.

Day 5

The day 5 of the finishing school programme began with offering prayers to Almighty God. Ms. presented the previous day's report while some other students shared their experiences on the activities conducted on day 4 of the programme.

Session 1- Role of teachers in inculcating moral values among students

Resource Person: Dr. Jasvir Kaur (Department of Pedagogy of History)

Dr. Jasvir Kaur interacted with the students on the topic Role of teachers in inculcating moral values among students. She said that with the introduction of modern learning, students are involved only in the competitive run. They barely know about the social and moral values, how to live their lives, and get engaged in doing for the interest of the country. It helps them to analyze what they want after their schooling. It intensifies the student's knowledge in a way so that they can dwell well in society keeping in mind all the norms and values of the society.

Session 2 Topic - Use of ICT Skills in education

Resource Person: Mr. Gurpartap Singh (Department of Pedagogy of Computer Science)

Mr. Gurpartap Singh from the Computer Science department of the College gave a presentation on the topic "Use of ICT Skills in education". While discussing with the students he said that ICT is widely used in our everyday life, and its need is ever-growing in the education sector. Images, audios, videos, presentations, or a combination of these used for teaching constitute ICT in education. ICT provides the flexibility and availability of learning materials to all students.

Day 6

Day 6 of the programme commenced with the prayer and performing yoga asanas and presentation of previous day's activities.

Session 1 Topic - Importance of Health and Hygiene

Resource Person: Mr. Gumeet Singh (Department of Pedagogy of Physical Education)

An interactive session on the topic “Health and Hygiene” was conducted by Mr. Gurmeet Singh, Physical education, Instructor in the College. While deliberating on the issue, he said that Personal hygiene is very important for the health of human beings.

He demonstrated seven steps of effective hand washing which are enlisted as below: Step 1: Rub palms together Step 2: Rub the back of both hands Step 3: Interface fingers and rub the hands together Step 4: Interlock fingers and rub the back of fingers of both hands. Step 5: Rub thumb in a rotating manner followed by the area between index finger and thumb Step 6: Rub fingertips on Palm for both hands Step 7: Rub both wrists in a rotating manner rinse and dry thoroughly. She discussed with the students that good hand washing protects against the spread of many illnesses such as common cold, flu, diarrhoea, etc.

Session -2 Presentation Skills

Resource Person: Mr. Gurmeet Hathur (**Department of Performing Arts**)

Mr. Gurmeet Hathur from Performing arts department of the college conducted a session on “Presentation skills on the 6th day of Finishing School programme. While interacting with the students on the necessity of presentation skills he said that presenting information clearly and effectively is the key skill to get your message or opinion across and is required in almost every field. He further highlighted that ingredient of successful presentation includes preparation, knowledge, confidence and control.

Day 7

Day 7 of the Finishing School programme started with the meditation activity and reading the report of previous day’s sessions.

Session 1 Topic - Anger Management

Resource Person: Mrs. Rupinderjit Kaur (**Department of Pedagogy of Punjabi**)

Mrs. Rupinderjit Kaur, from Punjabi department of college through her lecture on the topic “Anger management” acquainted the students with the various strategies to manage the anger. She said that anger is a completely normal healthy human emotion but when it get out of control and turns destructive it can lead to problem at work in your personal relationship and in the quality of your life. She further deliberated that it is important to understand anger because the way you Express it can be both harmful or helpful.

Session -2 Topic - CCE

Resource Person: Mrs. Mini Sharma (Department of Pedagogy of English)

Dr. Mini Sharma gave an elaborated presentation on continuous and comprehensive evaluation scheme in session two of day 7 of the Finishing School Program. While discussing the objectives of CCE she said that it helps to develop cognitive, psychomotor and affective skills of the students. It also lays emphasis on thought process and de-emphasizes memorization. It will also help to make evaluation an integral part of the teaching learning process. Continuous and Comprehensive Evaluation is used for improvement of student achievement. It also helps and guides teachers on teaching learning strategies on the basis of regular diagnosis followed by remedial instruction. Overall, this evaluation scheme has made the process of teaching and learning a learner centered activity.

Day 8

Day 8 of the Finishing School programme commenced by reciting College Shabad and providing an overview of the previous day's activities.

Session 1 Topic- Life Skills

Resource Person: Mrs. Satveer Kaur (Department of Pedagogy of Commerce)

Mrs. Satveer Kaur from Commerce department of the College, deliberated on the theme "Life Skills". She said that the term 'Life Skills' is used to describe a set of basic skills like creativity, critical thinking, problem-solving, decision-making, and the ability to communicate and collaborate. These are usually acquired through learning and/or direct life experience. It is important to understand and remember that these skills actually enable individuals and groups to effectively handle issues and problems usually confronted in day-to-day life. These skills also include personal and social responsibility that contribute to good citizenship. All this leads us to ponder how much all these essential skills are needed to achieve success in the 21st century. These are required both for healthy societies and to prepare successful and employable individuals.

Session 2 Topic- Value of experience and time

Resource Person: Dr. Davinder Kaur Dhatt (Department of Pedagogy of Fine Arts)

Dr. D.K. Dhatt from the Fine Arts department of the College interacted with the students on the theme” value of experience and time”. She in her lecture highlighted that when it comes to what is essential in life, knowledge, and experience both give a tough debate against each other. No doubt, knowledge holds a vital role in the life of anyone, but without putting that knowledge into action, and getting an experience out of it, it is of no use. It is also highly observed that people with knowledge but without experience are less capable of achieving goals compared to those having experience.

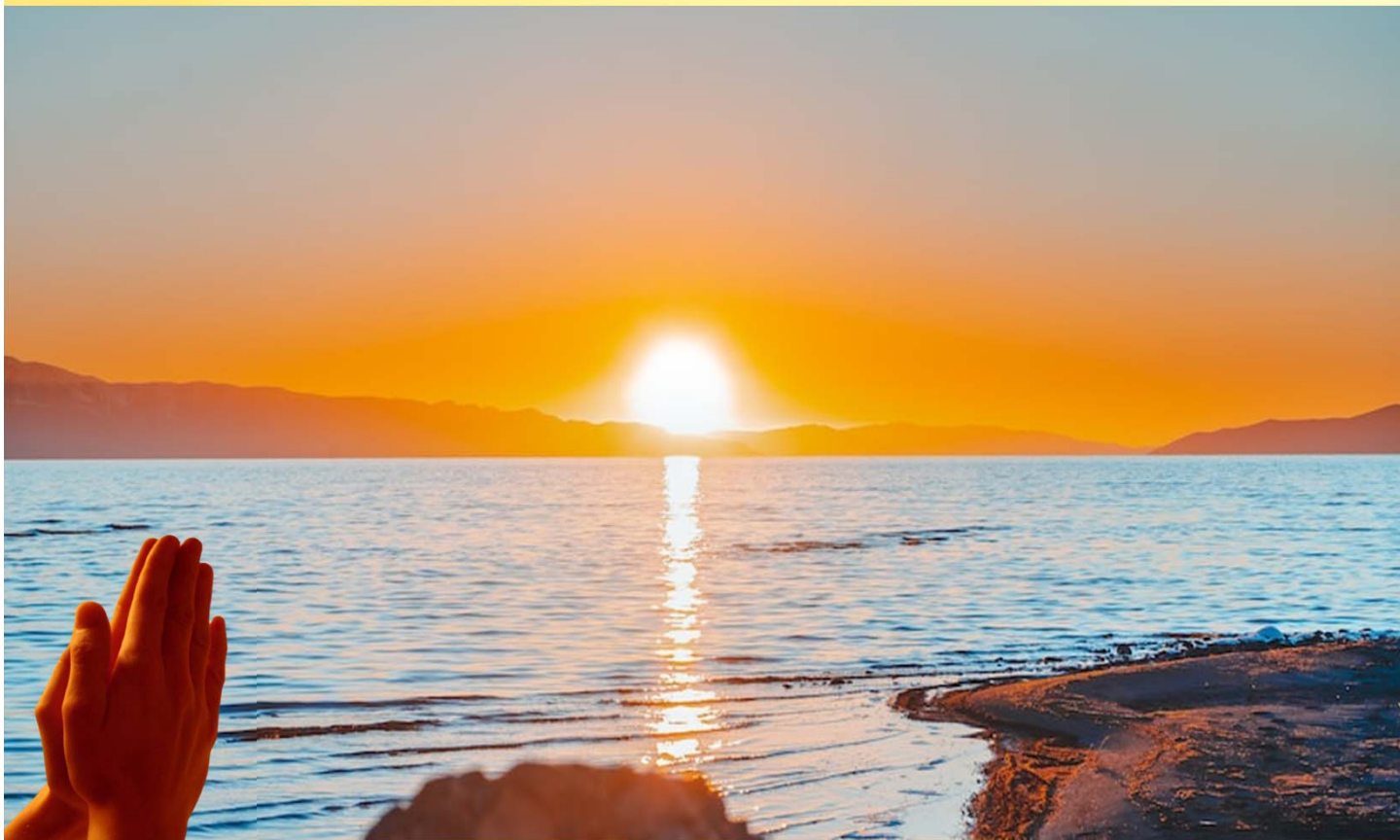
FINISHING SCHOOL PROGRAMME SESSION 2016-18 (01-05-17 TO 09-05-17)



BEST PRACTICE -II

Morning Prayers

2017-18



GURUSER SADHAR

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GURUSAR SADHAR

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