

BEST PRACTICE -I

FINISHING SCHOOL PROGRAMME

Session – 2018-19



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

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

Session 2017-19 (04-10-18 to 13-10-2018)

S. No.	Day	Session 1 10:00 am- 12:pm	Resource person	Break	Session 2 12:30 pm- 2:30 pm	Resource person
1.	4-10-18	SWOC Analysis	Dr. Jasbir Kaur	12: 30 PM- 1:00 PM	Interpersonal Skills	Dr. Manu Chadha
2.	5-10-18	Use of Social Media for Teaching and Learning	Dr. Jagjit Singh		Time Management and Punctuality	Dr. Ramandeep Kaur
3.	6-10-18	Planning and Organizational Skills	S. Rachhpal Singh		Presentation Skills	S. Gurmeet Hathur
4.	9-10-18	Cover letter Writing	Mrs. Mini Sharma		CV Writing	Mrs. Mini Sharma
5.	10-10-18	Problem solving and Decision-making Skills	Mrs. Jasvir Kaur		Mock Interview	Mrs. Jasleen Kaur
6.	11-10-18	Preparing Teaching aids Through Waste Material	Dr. D.K Dhatt		Use of ICT Skills in Education	S. Gurpartap Singh
7.	13-10-18	e- learning resources for teachers	Dr. Pargat Singh Garcha		Health and Wellness	Dr. Baljinder Singh (Dept. of Physical Education, G.H.G. Khalsa College, Gurusar Sadhar)

(Signature)
Principal

GHG KHALSA COLLEGE
OF EDUCATION
Gurusar Sadhar (Ludhiana)

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Context: With the objective of making students ready for the job market, G.H.G. Khalsa College of Education, Gurusar Sadahr organized a week-long Finishing School Programme from October 04-13, 2018 in the College Campus. Various sessions were organized by the faculty of the College as well as from the sister institutes as per their area of expertise. The detail of the programme is as per follows:

Day 1

Day 1 of the Finishing School programme, which commenced with the College prayer witnessed two sessions which included SWOC Analysis and Interpersonal Skills. The detail of the sessions is as per follows:

Session 1- Theme- SWOC Analysis

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

Dr. Jasbir Kaur in the ice breaking session of the Finishing School program on day 1 helped the students to identify their strengths, weaknesses, opportunities and challenges through this SWOC analysis activity. She gave a detailed presentation on the above said topic and shared the advantages of the of the SWOC analysis by highlighting that

- It helps to identify and enhance articles talent and abilities
- Provide road map towards are goals
- Capitalize on our strength
- Manage our weaknesses
- Help us to take advantage of opportunities
- Minimize or eliminate impact of set

The SWOC analysis activity was done by making groups of the students where they helped each other in finding out their strengths and weaknesses.

Session 2-Interpersonal Skills

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

Dr. Manu Chadha while highlighting the importance of interpersonal skills, Dr. Manu Chadha, resource person for the session said that these skills are the ones that we use in our daily life while interacting with others. An individual having strong interpersonal skills is more likely to be successful in their personal and professional life.

Day 2

Session 1- Use of social media for teaching and learning

Resource Person: Dr. Jagjit Singh (Department of Pedagogy of Punjabi)

Dr. Jagjit Singh in his interaction with the students on the topic “Use of social media for teaching and learning” shared that there is valuable knowledge to be gained through social media such as analytics and insights on various topics or issues for study purposes. Social media has the ability to broaden your perspective on various subjects and gives illuminating, instant content that is new. You have the opportunity of engaging experts to get answers on topics that you may need help in.

Session 2- 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.

Day 3

Session 1- Planning and Organizational Skills

Resource Person: Mr. Rachhpal Singh (Department of Pedagogy of Maths)

Mr. Rachhpal Singh in the session 1 discussed various planning and organizational skills required by a teacher. he discussed at length about the

- How to improve your organizational skills and get things done.
- To structure your time better and effectively delegate tasks to others.
- How to use simple tools in order to improve your decision making and problem-solving process while planning and organizing around set goals, personal or professional.

Session - 2 Topic- Presentation Skills

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

The second Session was on Presentation Skills. Mr. Gurmeet Hathur through his presentation on the topic provided the students with the inputs on how to make your presentation more interesting as per the need of the audience

Day 4

Session 1- Cover Letter Writing

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

In session one, Mrs Mini Sharma discussed the importance of writing a cover letter. She highlighted that a job application letter is the cover letter which is accompanied by a CV or resume. A job application letter must complement and not duplicate one's resume. one must identify most relevant skills, most relevant skills or experience to be written in the covering letter.

Session 2 Topic - CV Writing

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

Dr. Mini Sharma from the English department of the College conducted a CV writing workshop in the second session of the day. The main aim behind this workshop was to guide and prepare the students of B.Sc (Med.) about writing a high impact summarized resume. She guided the students about the essentials of resume writing. She also highlighted the steps in writing a resume. The do's and don'ts of resume writing we also discussed.

Day 5

Session 1 Topic -Problem Solving and decision-making Skills

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

Dr. Jasvir Kaur through her presentation on the topic “Problem Solving and Decision-making Skills” discussed the seven-step process for problem solving and decision making. The seven steps are: 1. Identify (recognize/define) the problem. 2. Gather information (facts/assumptions). 3. Develop courses of action (solutions). 4. Analyze and compare courses of action (alternatives/solutions). 5. Make a decision; select the best course of action (solution). 6. Make a plan. 7. Implement the plan (assess the results).

Session -2 Mock Interview

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

Dr. Jasleen Kaur conducted the mock interview session. The main purpose of the session was to assess and identify the gaps in the student’s knowledge, skills, interests, and capability development which will be required to sustain in a professional environment and for career progression.

Day 6

Session 1 Topic - Preparing teaching aids through waste material

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

Dr. Davinder Kaur Dhatt conducted a workshop on the topic Preparing teaching aids through waste material. The workshop was very much fruitful for the pupil teachers as it displayed a wonderful use of waste material as Teaching Learning Material. It also provided a broader vision to the pupil teachers about their respective subjects and inspired them to innovate new ideas of demonstrations which can be used in classroom teaching to make it more interesting and interactive.

Session -2 Topic - Use of ICT skills in education

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

Mr. Gurpartap Singh Through his presentation on the topic use of ICT skills in education said that computers are used in everyday life for personal, official, social and recreational use. The ability to use computers effectively has become an essential part of everyone's education and has redefined literacy to include the ability to use computers and not just be able to read and write.

Day 7

Session 1 Topic-e-learning resources for teachers

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

Dr. Pargat Singh Garcha Wild deliberating on the topic e-Learning resources for teachers discussed the various characteristics of e resources along with its types. He said that e-Learning resources are potentially huge and do not require physical space. He discussed that there are two types of e resources i.e. offline resources and online resources. He also discussed both types of resources in detail by giving examples.

Session 2 Topic- Health and Wellness

Resource Person: Dr. Baljinder Singh (Department of Sports, G.H.G. Khalsa College, Gurusar Sadhar)

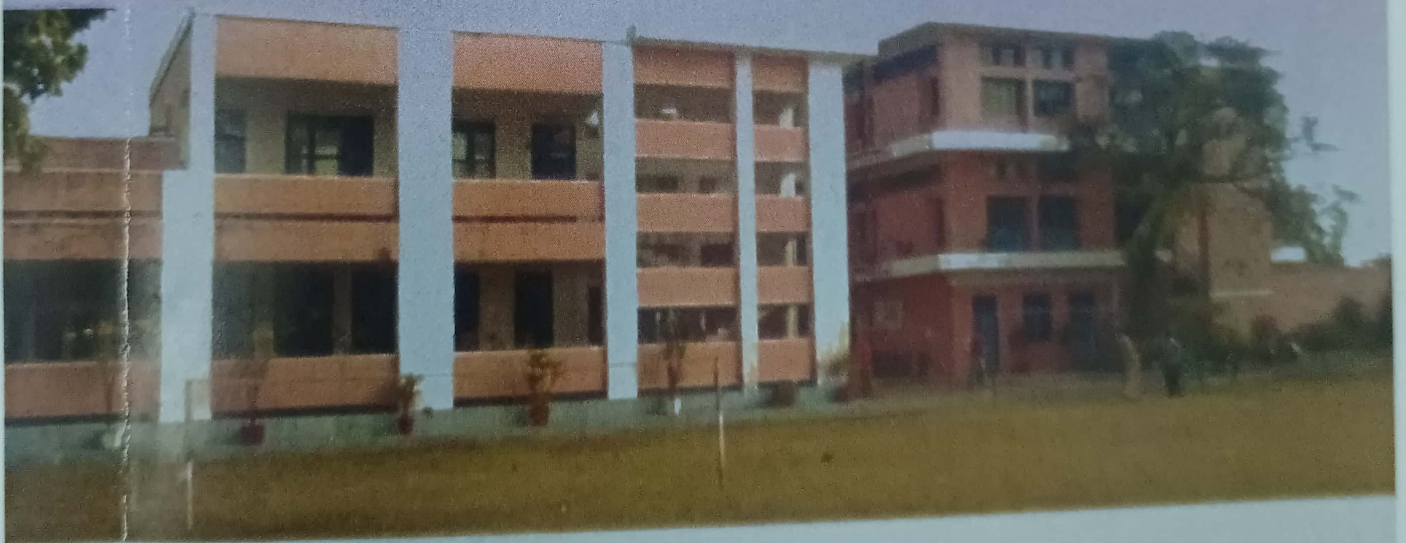
Dr. Baljinder Singh while deliberating on the topic health and wellness first of all differentiated between the two terms health and Wellness. He said that health means being sound in body mind and spirit. It is not merely the absence of disease but a state of complete physical, mental and social wellbeing. On the other hand, wellness means purposeful and enjoyable living. It is a deliberate lifestyle choice characterized by personal responsibility and optimal enhancement of physical, mental and spiritual health.

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BEST PRACTICE -II

Morning Prayer's



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G.H.G. KHALSA COLLEGE OF EDUCATION
Gurusar Sadhar, Ludhiana (Punjab)



Morning Assembly

SESSION 2018-19

G.H.G. Khalsa College of Education

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by NCTE, NAAC (Cycle-II) Accredited 'A' Grade (CGPA 3.30)

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