

BEST PRACTICE -I

FINISHING SCHOOL PROGRAMME

Session – 2019-20



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

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

Session 2018-20 (23-12-19 to 01-01-2020)

S. No.	Day	Session 1 10:00 am- 12:pm	Resource person	Break	Session 2 12:30 pm- 2:30 pm	Resource person
1.	23-12-19	SWOC Analysis	Dr. Jasbir Kaur	12: PM- 12:30 PM	Interpersonal Skills	Dr. Manu Chadha
2.	24-12-19	Professional Ethics	Dr. Pargat Singh Garcha		Use of Social Media Communication for teaching	Dr. Jagjit Singh
3.	26-12-19	Planning and Organizational Skills	Dr. Rachhpal Singh		Cover letter Writing and CV Writing	Dr. Mini Sharma
4.	27-12-19	Preparing Records and Registers	Dr. Rachhpal Singh		Importance of e-Resources for Teachers	S. Gurpartap Singh
5.	28-12-19	Mock Interview	Dr. Jasleen Kaur		Presentation Skills	S. Gurmeet Hathur
6.	30-12-19	Sustainability through Art	D r. D.K Dhatt		Time Management and Punctuality	Dr. Ramandeep Kaur
7.	31-12-19	Role of Teachers in Inculcating Moral Values Among Students	Dr. Jasvir Kaur		CCE	Dr. Mini Sharma
8.	01-01-2020	Anger Management	Mrs. Rupinderjit Kaur		Empathy	Dr. Satveer Kaur

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Principal

GHG KHALSA COLLEGE
OF EDUCATION
Gurusar Sadhar (Ludhiana)

Report Finishing School Programme 2018- 20(23-12-19 to 01-01-2020)

G.H.G Khalsa College of Education, Gurusar Sadhar

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**)

In session 1, Dr. Jasbir Kaur explained the term SWOC by mentioning that strengths are what you do very well maybe better than anyone else while weaknesses are what you lack in or what you don't do very well. On the other hand, opportunity is what is it that you could do but aren't and challenges are the elements in the environment that could cause trouble for you to achieve your objective or goal.

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 the professional development.

Day 2

Session 1 - Theme - Professional Ethics

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

Dr. Pargat Singh Garcha discussed in detail about the professional ethics required for teachers. He stressed that A teacher is constantly under the scrutiny of his students and Society their force every teacher should see that there is no incompatibility between his precept and practice.

Session 2- Use of social media communication for teaching

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

Dr. Jagjit Singh while highlighting the topic on use of social media communication for teaching said that using social media, teachers can improve the involvement of their students in studies and education, improve technological ability, provide a great sense of collaboration in the classroom and build good communication skills of students.

Day 3

Session 1- Planning and organizational skills

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

Dr. Rachhpal Singh discussed various levels of planning including the planning process or cycle. He discussed that there are six steps in the planning process which include- identifying performance gaps, i.e improvement, defining SMART goals, establishing strategies for achieving those goals, developing plans to integrate and coordinate activities, implementing plans and monitoring, evaluating and revising plans.

Session 2- Cover letter and CV writing

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

Dr. Mini Sharma in session two of the day 3 of the finishing School program conducted a workshop on cover letters and CV writing. While making the students aware of the purpose of cover letter writing, Dr Mini Sharma said that a cover letter is a document sent with one's resume to provide additional information on one's skills and experience. It increases the chance of getting the job. She also discussed the format of writing a cover letter with the students. Later in the workshop students themselves prepared the cover letters and got them checked.

Day 4

Session 1- Preparing Records and registers

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

Dr. Rachhpal Singh while discussing the importance of preparing records and registers said that there is no meaning in keeping the record just for the records sake but they must be used properly. The records must be easy to fill up so that reference could be made easily at the end of the year. The records must serve to play the effectiveness of the particular year.

Session 2- Importance of e-resources for teachers

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

Mr. Gurpartap Singh through his presentation described the different types of e-resource, their features and functionality, described the different access routes for electronic resources and access scholarly electronic resources.

Day 5

Session 1- Mock Interview

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

Dr. Jasleen Kaur

A mock interview session was conducted by Dr. Jasleen Kaur with the goal of informing students about effective techniques for appearing in an interview. Students were divided into groups for the activity. The main aim of the workshop was to inform students about various job interview settings and how to adapt themselves to it and to prepare their response.

Session - 2 Topic- Presentation Skills

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

In session 2 of day 5 of the finishing School program, Mr. Gurmeet Hathur acquainted the students with the essentials of presentation skills. He said that knowing the ins and outs of one's presentation skills will build confidence in that person. while discussing the various Strategies for mastering presentation skills he said that one must Practice, have knowledge about one's audience, make eye contact and must be confident.

Day 6

Session 1- Sustainability through art

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

In session 1, Dr. Davinder Kaur Dhatt very innovatively discussed achieving sustainability by making use of art. She said that a sustainable environment is the need of the hour and it is possible to achieve sustainability by making use of art and craft. She gave many live examples from the neighbouring environment which has helped in the process of sustainability by preparing art and craft material. In this connection she shared the example of vertical Garden

prepared with the help of waste plastic bottles. Similarly waste paper cardboard and other household waste can be used constructively for preparing the art and craft material thereby contributing towards the dream of a sustainable environment.

Session 2 Topic - Time Management and Punctuality

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

Dr. Ramandeep Kaur, in the session 2 of day session elaborated on the theme time management and punctuality. She highlighted the importance of being on time and put emphasis on effectively utilizing one's time both professionally and personally. She also shared some strategies and organizational tools with the students to support the development of positive and effective time management.

Day 7

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

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

Dr. Jasvir Kaur Shared her valuable expertise on the topic "Role of teachers in inculcating moral values among students" in the session 1 of day 7 of Finishing School Programme. She discussed the various sources of moral values and also discussed the need of value inculcation among students. She highlighted that values can be inculcated in the students with the help of curricular and co-curricular activities. She also discussed various Strategies for the inculcation of moral values among the students.

Session -2 CCE

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

In session two of day 7 of the Finishing School Programme, Dr. Mini Sharma, provided a detailed presentation on continuous and comprehensive scheme of evaluation to the students. While elaborating on the scheme, she said that CCE refers to a system of school-based assessment of students that covers all aspects of students' performance. It has ensured that learning is shifted away from rote methods and memory orientation and focus on self-expression. It has also made examinations more flexible and integrated into teaching through formative assessment.

Day 8

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

Session 1 Topic-Anger Management

Mrs. Rupinderjit Kaur, in her presentation on the topic “Anger Management” discussed the various causes of anger and also made differentiation between anger and aggression. She discussed the various symptoms of anger and the strategies to deal with anger effectively.

Session 2 Topic- Empathy

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

Dr. Satveer Kaur while discussing the topic Empathy highlighted its meaning and importance. Through her presentation she differentiated between pity, sympathy, emotional contagion, empathy and apathy. She also discussed the various factors of empathizing with others along with benefits of empathetic listening. She discussed the various strategies for becoming an empathetic listener and also shared various guidelines for empathetic listening.

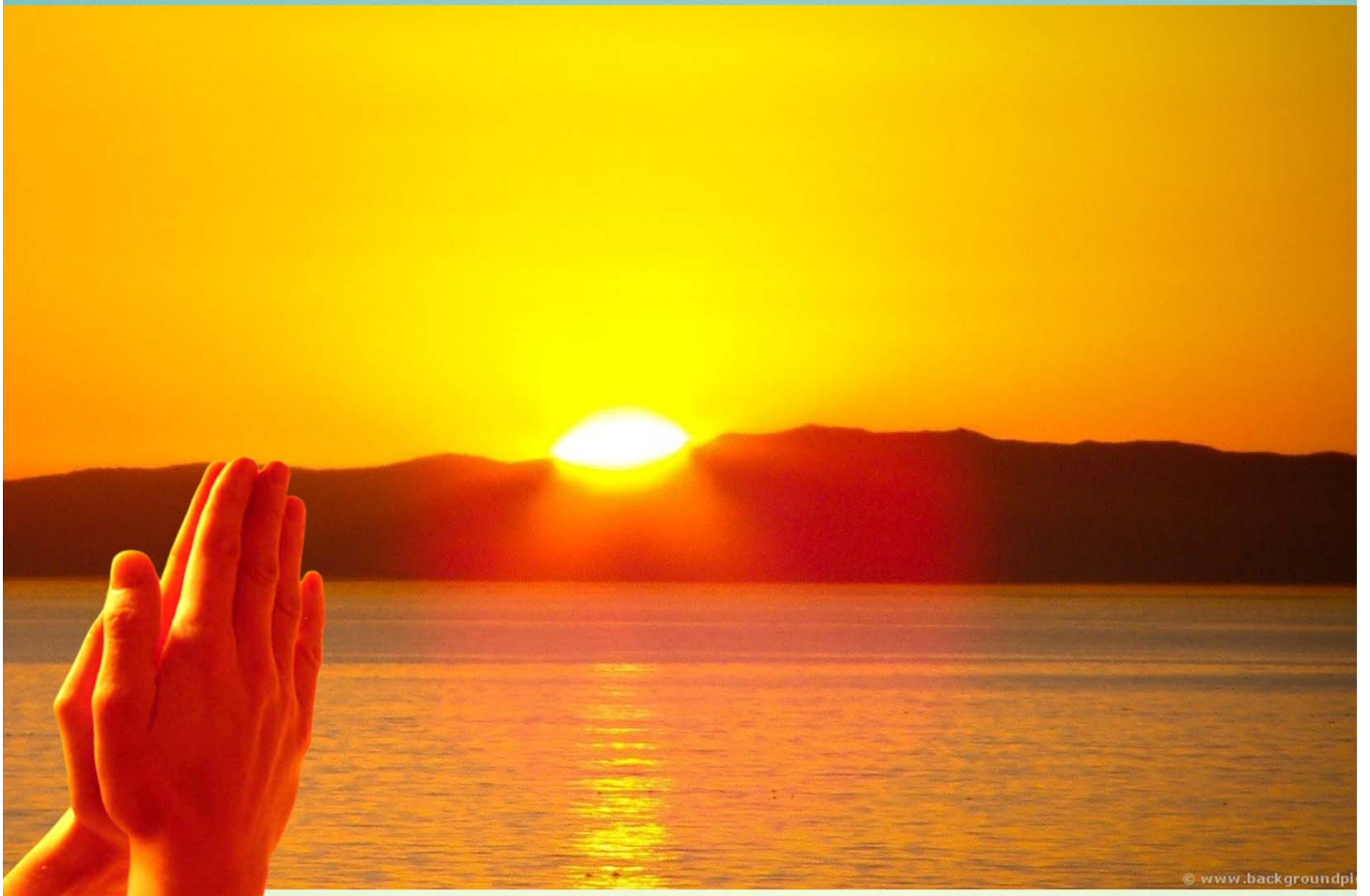
FINISHING SCHOOL PROGRAMME SESSION 201820 (23-12-19 TO 01-01-2020)



BEST PRACTICE -II

Morning Prayers

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GURUSAR SADHAR

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