



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

Organises
Finishing School Programme

From 29.12.2022-04.01.2023



**Finishing School
Programme**

*E-Certificate will be issued to all the participants who attend the
Programme and submit the feedback form.*

Convener

Dr. Pargat Singh Garcha
Principal

Organizing Committee

Dr. Ramandeep Kaur Sidhu
Dr. Jasbir Kaur Sarna

For any query contact

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SCHEDULE OF FINISHING SCHOOL PROGRAM
TIMINGS 10AM - 11.30AM

Resource Person	Topic	Date	Video link
Dr Jasvir Kaur Chahal Former Professor Govt College of Education Chandigarh	Workshop on CV:Role of CV/Resume	29.12.2022	https://youtube.com/live/xB8jYRwAW0U
Dr Jasvir Kaur Chahal Former Professor Govt College of Education Chandigarh	Workshop on CV:Preparation of CV/Resume	30.12.2022	https://youtube.com/live/u2iwuBPTX-4
Dr. Arjinder Singh Principal, Innocent Heart College of Education, Jalandhar	Portfolio Management	31.12.2022	https://youtube.com/live/wXFvgCt4XOc
Dr. Munish Jindal Entrepreneur, Robostraunout, Noble Asian Philanthropist and author	Presentation Skills	01.01.2023	https://youtube.com/live/jhmz3-QKh1s
Mr. Sushil Kumar Block Career Counseling Department of School Education	Rendering Guidance Services in School	02.01.2023	https://youtube.com/live/Eifr1txplyQ
Dr. Rekha Teji Assistant Professor, Malwa College of Education, Civil Lines, Ludhiana	Tips for Preparing for an Interview & Interview Etiquettes	03.01.2023	https://youtube.com/live/EaICNoNmlYU
Dr. Amandeep Kaur Bakshi Principal, Eastwood International school, Mullanpur	Mock Interview Session	04.01.2023	https://youtube.com/live/CK3yzHhO0GI
Feedback			

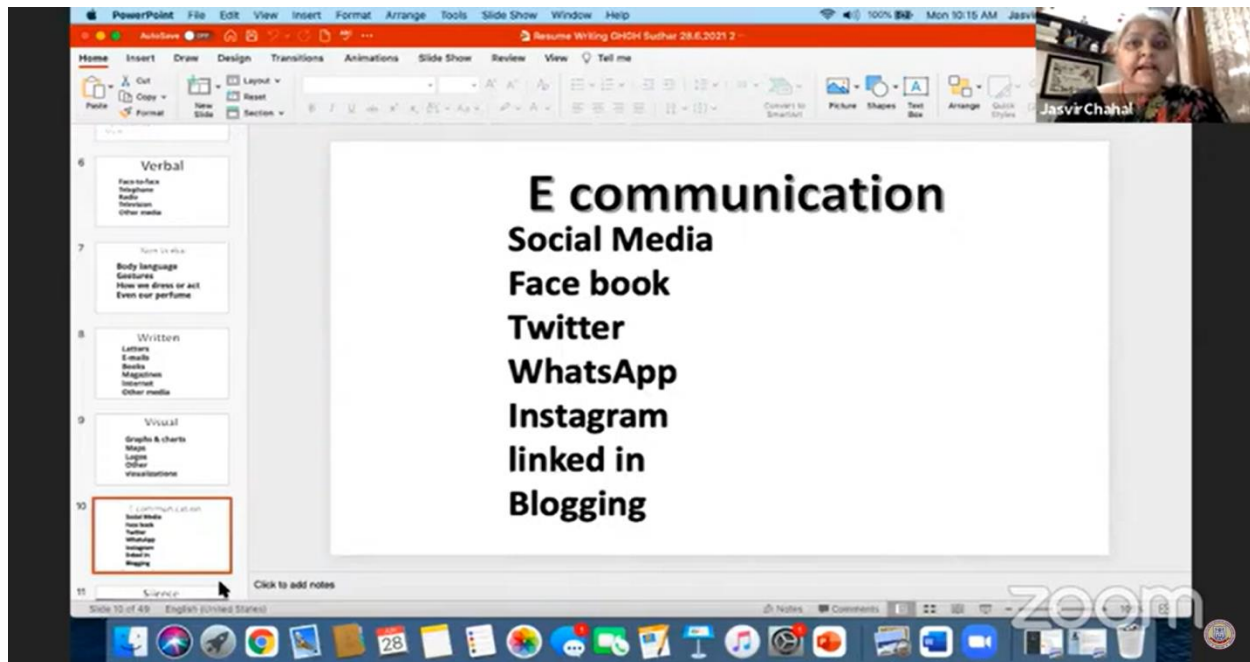
29.12.2022 (DAY 1)

Dr Jasvir Kaur Chahal

Former Professor, Govt College of Education Chandigarh

Dr Jasvir Kaur Chahal Former Professor, Govt. College of Education Chandigarh was resource person on day 1 of the Finishing School Programme. She shared her expert views on 'Resume Writing' with the students. Dr. Chahal explained with examples how little things like font size, paper used, ink, background colour and texture of paper are important for writing an impressive resume. Dr. Jasvir used a number of slides to explain in which manner objectives should be written and how to write one's achievements in the resume. Dr Chahal also threw light on the different types of resume and the areas in which they are used. At the end of the session students asked their queries which were satisfactorily answered by the resource person.

<https://youtube.com/live/xB8jYRwAW0U>



30.12.2022 (DAY -2)

Dr Jasvir Kaur Chahal

Former Professor, Govt. College of Education Chandigarh

The 2nd day of the Finishing School Programme commenced with providing a brief account of the 1st day of the programme. Dr. Jasvir Kaur Chahal was a resource person on the 2nd day of the programme. She conducted a workshop on the topic CV/Resume writing. Dr. Chahal continued with her previous lecture about the Presentation of CV/Resume. She picked 3 resumes prepared by the pupil teachers and then discussed them one by one. She explained the format of an effective Resume by focusing on its various aspects like font type, font size and punctuation marks etc. Dr. Chahal advised that we must use our official name in our EMail ID. Our resume must have a cover letter and should be in PDF format containing one page only. With the help of three Resumes made by pupil teachers, Ma'am highlighted the modifications that need to be done.

<https://youtube.com/live/u2iwuBPTX-4>

Year	Degree	University	Institution
			Gurusar, sudhar, Ludhiana.
2017	M.com	Pbi.uni	Pbi.uni.
2015	B.com	Pbi.uni.	D.A.V.college
2012	12 th	CBSE	St.Xaviers Sen.Sec.School
2010	10 th	CBSE	St.Xaviers Sen.Sec.School

Employment History

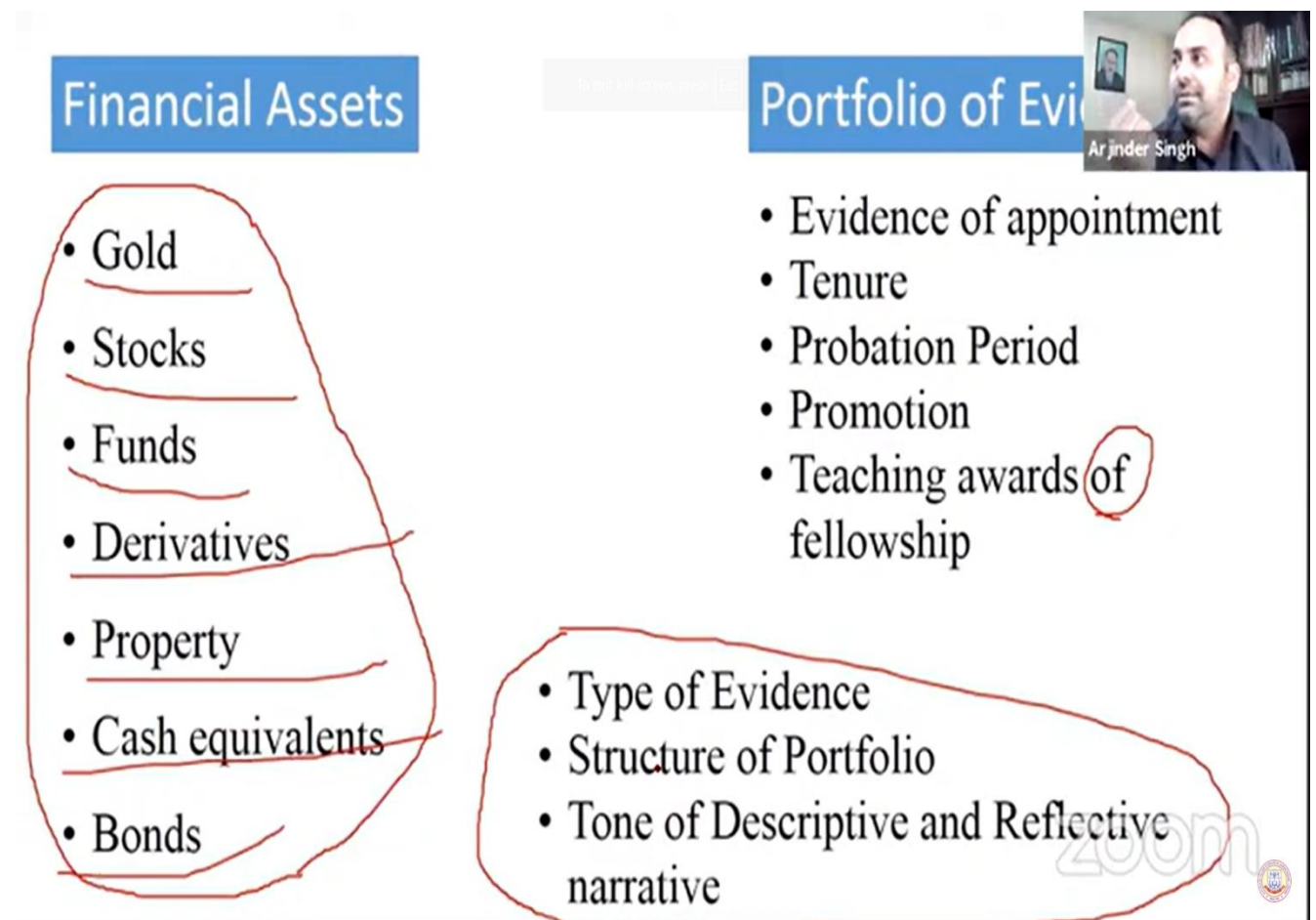
31.12.2022 (Day 3)

Dr. Arjinder Singh

Principal, Innocent Heart College of Education, Jalandhar

Dr. Arjinder Singh, Principal, Innocent Heart College of Education, Jalandhar deliberated on the topic - 'Portfolio Management' on the 8th day of the Finishing School Programme. Sir explained about the meaning of Portfolio which is a combination of all assets of an individual. Sir also explained about the various types of portfolios viz 'Financial portfolio and Portfolio of Evidence'. Dr. Arjinder talked at length on the topic, 'Teacher portfolio' where he explained that it must be structured, we always need to update our portfolio, one should always evaluate oneself and a teacher always needs to improve himself/herself throughout his or her career. Sir also explained why there is a need for a portfolio and the specific criteria to prepare it. In the later part of his session Dr. Arjinder explained steps for Portfolio Management.

<https://youtube.com/live/wXFvgCt4XOc>



Financial Assets

- Gold
- Stocks
- Funds
- Derivatives
- Property
- Cash equivalents
- Bonds

Portfolio of Evidence

- Evidence of appointment
- Tenure
- Probation Period
- Promotion
- Teaching awards of fellowship
- Type of Evidence
- Structure of Portfolio
- Tone of Descriptive and Reflective narrative

Arjinder Singh

01.01.2023 (Day 4)

Dr. Munish Jindal

Entrepreneur, Robostronaut, Noble Asian Philanthropist and author

On the 4th day of the Finishing School Programme Dr. Ramandeep Kaur Sidhu coordinated the session on “Presentation Skills”. Dr. Munish Jindal, entrepreneur, robostronaut, Noble Asian Philanthropist and author was the resource person of the day and Deliberate on Presentation Skills. Mr. Munish Jindal started his deliberation with his own life experiences, ‘Journey of person to personality’. Sir held a very interactive session where he enquired from students about how they feel when someone says outstanding to them. Later in his conversation Mr. Jindal explained about power communication, types of communication, effective communication, body language, how to leave an impact, led by example, strategies for effective communication, the new rule to connect: E-resources, right strategies of communication, active listening, perspective, tips to improve presentation skills, traditional pedagogy, the new norm - the pedagogy of blending learning and teacher skill sets. Dr. Munish highlighted 5 P's for effective presentation skills i.e. positive, prepared, productive, polite and respectful and explained how to deal with fear and asked students to make their own affirmations for success in their life. In the end, Sir gave students an action plan table for their own use so that they can focus on their goals and work hard for them. Dr. Jindal answered the queries of the students in a very effective manner at the end of the session.

<https://youtube.com/live/jhmz3-QKh1s>



02.01.2023 (Day 5)

Mr. Sushil Kumar

Block Career Counseling, Department of School Education

On the 5th day of the Finishing School Programme Mr. Sushil Kumar, was the guest speaker. Mr. Sushil gave his inputs on the topic 'Rendering Guidance Services in School'. Sir Sushil Kumar briefly started the topic with his own life experiences and teaching and guiding students about the importance of mother tongue. Sir explained the topic of rendering guidance services in school with real life examples and guided the audience on how to counsel the students for the future and earn by doing part time work, polishing students' talents and understanding their interest. Mr. Sushil explained about different courses, online resources, government examinations, defense courses, different online platforms and many more things related to the educational and vocational field. After this wonderful interactive session, students posed their queries which were effectively answered by the resource person.

<https://youtube.com/live/Eifr1txplyQ>



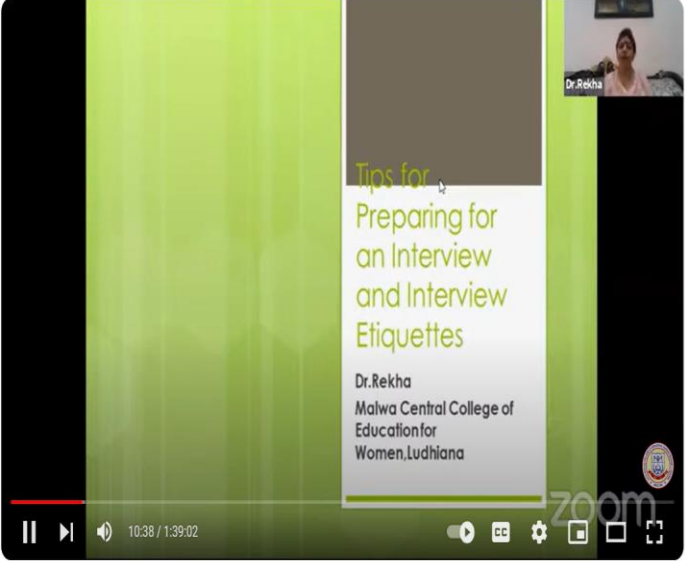
03.01.2023 (Day 6)

Dr. Rekha Teji

Assistant Professor, Malwa College of Education, Civil Lines, Ludhiana

On the 6th day of FSP (Finishing School Programme) participants witnessed a very fruitful session on the topic 'Tips for preparing for an interview and interview etiquettes.' Dr. Rekha Teji, Assistant Professor Malwa College of Education, Civil Lines, Ludhiana was resource person for this session. Dr.Rekha Teji started her discussion by defining the three phases of the interview and discussed in detail about their guidelines.Ma'am elaborated on the guidelines that are essential before going for the interview. These guidelines involve self-assessment i.e to know about skills, talent, abilities, strengths, career goals, work environment or conditions in which we are comfortable to work etc. Dr. Teji discussed the second phase of the interview i.e during the interview where she talked about two kinds of questions that are asked by the interviewer- content questions and general questions. Ma'am also gave some tips like - asking before entering the room, wishing everyone present there and keep standing till one is told to do so. After that Ma'am discussed the third phase i.e end phase of the interview. She explained that at the end of the interview we should thank the interviewers for his/her time. Dr. Rekha concluded her session by enlisting some general questions asked during the interview, etiquette tips for face-to-face interview and do's and don'ts in an interview.

<https://youtube.com/live/EaICNoNmlyU>



The screenshot shows a YouTube live stream interface. The video player displays a presentation slide with the following text: "Tips for Preparing for an Interview and Interview Etiquettes" by Dr. Rekha, Malwa Central College of Education for Women, Ludhiana. The video title is "Finishing School Programme || B.Ed & M.Ed || DAY 10 || Dr. Rekha Teji ||...". The video has 304 views and was streamed 3 years ago. The channel is "G.H.G. Khalsa College of Educatio..." with 2.79K subscribers. The video has 17 likes and 2 comments. The video player controls show the video is at 10:38 / 1:39:02.

04.01.2023 (Day 7)

Dr. Amandeep Kaur Bakshi

Principal, Eastwood International School, Mullanpur

On the seventh day of the Finishing School Programme Dr. Amandeep Kaur Bakshi, Principal Eastwood International School, Mullanpur was Resource person on the occasion. Dr. Bakshi discussed the format of covering letter, Resume, Personal profile, etc.. She highlighted the importance of rehearsing before appearing for an interview, importance of arriving on time, checking out the competition, working on body language, communication skills, dealing with nervousness, and common interview questions. Dr. Amandeep spoke at length on the purpose of conducting mock interviews. She also conducted mock interviews of some teacher trainees to give practical knowledge to the students about the process of appearing for an interview. At the end of the session, Jasleen Kaur (student of B.Ed.- Second year) gave a formal vote of thanks to the esteemed resource person.

<https://youtube.com/live/CK3yzHhO0GI>

The screenshot shows a YouTube live stream interface. The video player displays a presentation slide with the following text: "Teacher Eligibility Test(TET)", "Work Experience", "Computer Knowledge", "Strength", and "Awards/ Honors/ Achievements". A small video inset in the top right corner shows Dr. Amandeep Kaur. The video title is "Finishing School Programme ||B.Ed & M.Ed|| Day 11 || Dr. Amandeep Kaur..." with 238 views and streamed 3 years ago. The channel is "G.H.G. Khalsa College of Educatio..." with 2.79K subscribers. The video player shows a progress bar at 14:57 / 1:22:01. The right sidebar shows 16 likes, a "Show chat replay" button, and one comment from @harjinderbrar5932 3 years ago.