



GHG Khalsa College of Education, Gurusar Sadhar, Ludhiana
Report (Finishing School Programme)
(Session 2023-34)

SCHEDULE
TIMINGS 10AM - 11.30AM

Resource Person	Topic	Date
Dr. Manu Chadha Associate Professor, GHG Khalsa College of Education, Gurusar Sadhar	Tips to become a good teacher	20.04.2024
Mr. Amandeep Singh Principal, GSSS, Boparai Kalan	Decision Making	22.04.2024
Mr. Amandip Singh Principal, GSSS, Littar	Career Guidance	23.04.2024
Dr. Jasdeep Kaur Assistant Professor BCM College of Education	Workshop on CV: Role of CV/Resume	24.04.2024
Mr. Jasvir Singh Science Master, GSSS, Ukosi	ICT initiatives in school Education	25.04.2024
Dr. Rekha Teji Assistant Professor, Malwa College of Education, Civil Lines, Ludhiana	Tips for Preparing for an Interview & Interview Étiquettes	26.07.2024
Dr. Amandeep Kaur Bakshi Principal, Eastwood International School, Mullanpur	Mock Interview Session	27.07.2024



G.H.G. Khalsa College of Education
Gurusar Sadhar, Ludhiana
 organises
Finishing School Programme
From 20.04.2024-27.04.2024



Finishing School Programme

Through Blended Mode

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
 9876733373, 9872100809 Email ID: ghgkce@gmail.com

Day 1 (20.04.2023)

Dr. Manu Chadha

Associate Professor, GHG Khalsa College of Education, Gurusar Sadhar

Seven Days long 'Finishing School Programme' started with the introductory lecture of Dr. Manu Chadha, Associate Professor GHG Khalsa College of Education Gurusar Sadhar.

In her lecture, she intimated students about the need and importance of the Finishing School Programme. Madam discussed in detail about the qualities of being a good teacher including personality, conduct, dressing sense, punctuality, mannerism, commitment and dedication towards duty as well as love for the students.

She motivated the students to become role models and set traditions and values which will help the young generation to work for the prosperity and well being of their nation. She told students that the purpose of this finishing school programme is to make you self-reliant and develop all the needed competencies for becoming a successful teacher.



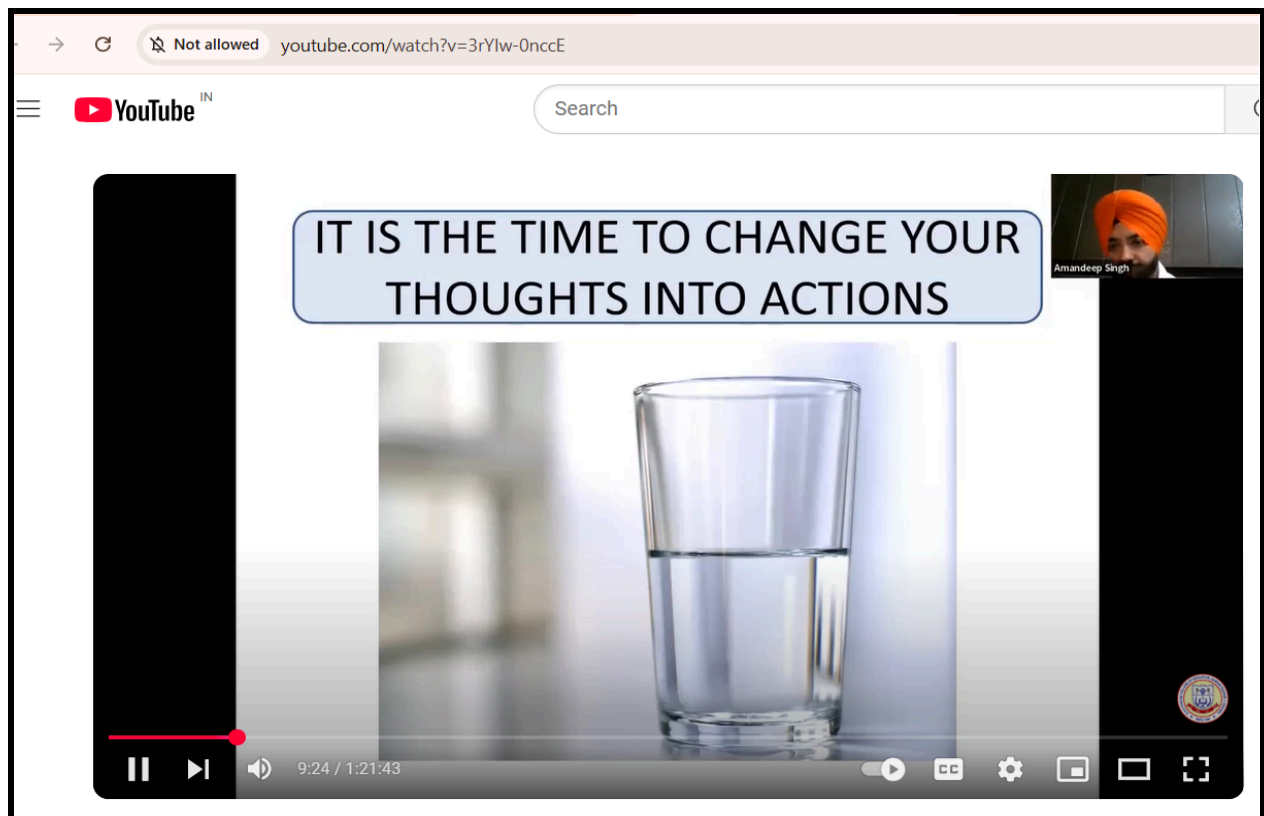
Day 2 (22.04.2023)

Mr. Amandeep Singh

Principal, GSSS, Boparai Kalan

On the day 2nd of the Finishing School Programme the students watched the recorded lecture of Mr. Amandeep Singh, Principal, GSSS Boparai Kalan on the topic 'Decision Making'. He started his topic with the quotes that it is the time to change your thoughts into actions. Sir shared some examples from his personal life to motivate students to be a good decision maker and rely on their insight as well as experiences of others while making decisions. Throughout the session he quoted every example by correlating with some story. Sir pinpointed some specific guidelines for effective decision making i.e be a good observer, consider all the possibilities, see the best, detach oneself from the situation etc. He told all the students that the most important thing in life is setting your priorities and choosing a healthy goal for better adjustment and adaptation. He also motivated students to spare some time from their busy schedule for self-introspection and make a required change in their approach as per the demands of the situation. Overall the lecture was highly interactive and all the students participated with great enthusiasm and zeal.

<https://youtu.be/3rYIw-0nccE>



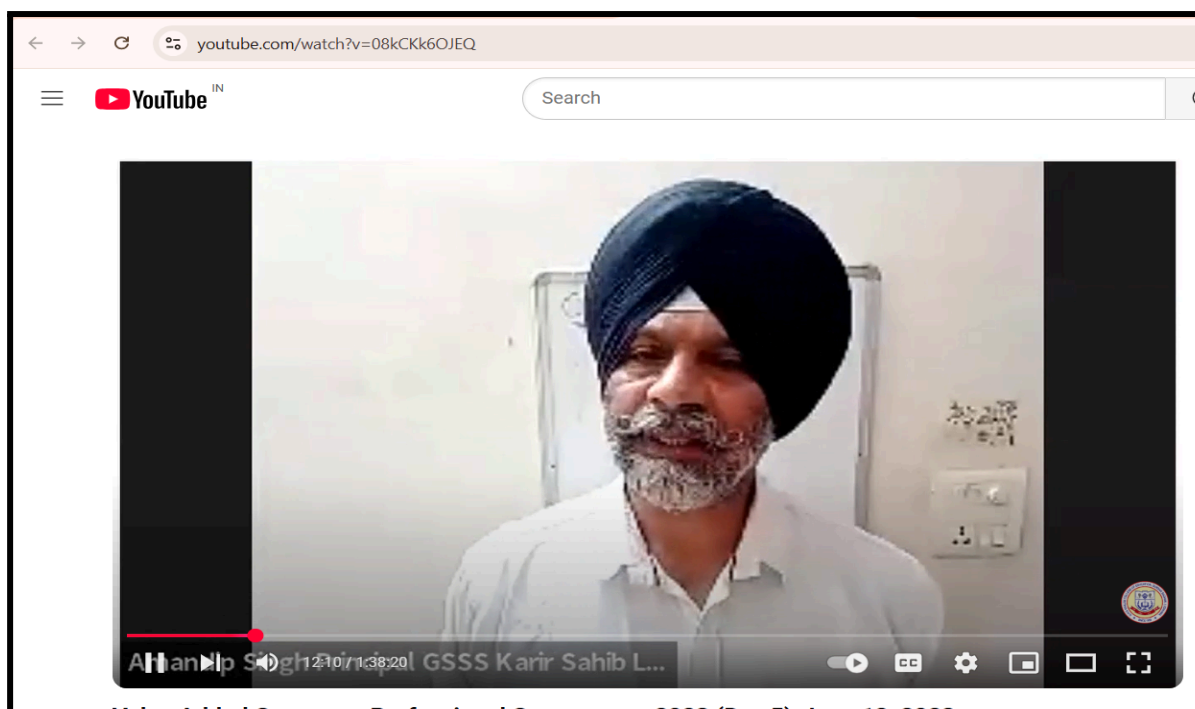
Day 3 (23.04.2024)

Mr. Amandeep Singh

Principal GSSS, Littar

The third day of the finishing school programme was conducted in online mode where students watched the recorded lecture of Mr. Amandeep Singh, Principal GSSS, Littar. He deliberated on the topic 'Career Guidance'. He started his topic with the famous saying that 'A healthy mind lives in a healthy body'. So for maintaining good mental health we have to adopt healthy strategies in life. He dealt with various issues related to career guidance and counseling for the school students. In his talk he emphasized on various personality traits of being a good teacher as well as some tips for appearing for a job interview. He told students that the role of a teacher should not be only teaching the subjects but also some life skills to the students. Teaching should be experience based. A teacher can act as a counselor and facilitator. He should serve as a bridge and start from the basic level of the students including his age, grade and maturity level. Sir also narrated a few stories to clear the role of the teacher and his place in the society. He informed students that, it is more important that what you learn rather than what your teacher teaches you. He motivated students that for being a good teacher, you have a firm belief in the abilities of each student and you should try to guide them and counsel them to the best of their abilities and their potential. Overall the lecture was a very interactive one. Sir satisfied the queries of most of the students and also guided them for their future pursuits.

<https://youtu.be/08kCKk6OJEO>



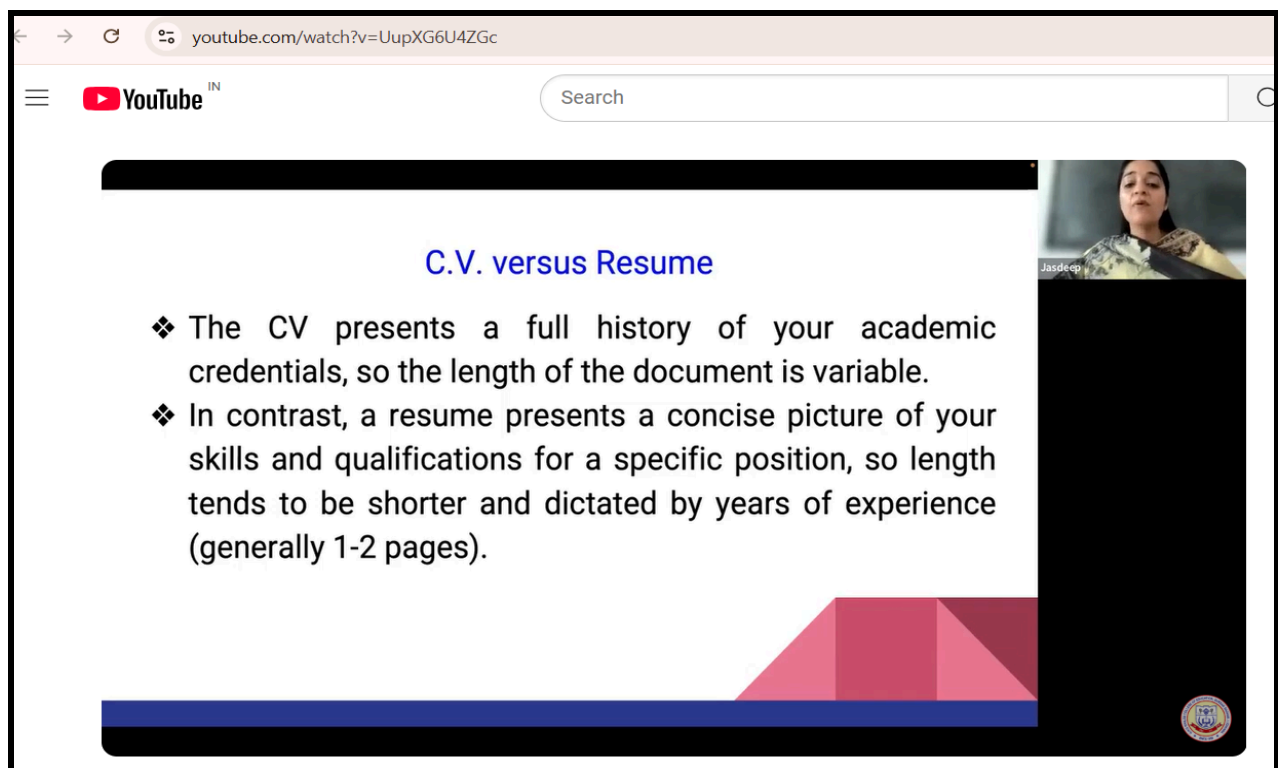
Day 4 (24.04.2024)

Dr. Jasdeep Kaur

Assistant Professor, BCM College of Education

The fourth day of the finishing school programme started in online mode and the theme for the day was 'Workshop on CV: Role of CV/Resume. The resource person Dr. Jasdeep Kaur, Assistant Professor from BCM College of Education started her talk with the concept of resume writing and its key elements. She also differentiated between the terms CV versus Resume. Dr. Jasdeep suggested students to be clear in their career objectives before preparing their resume. Resume should include the basic information, educational background as well as 2 to 3 references of the people, who know well about the various traits of your personality. After discussing all about the basics of resume writing the resource person conducted an online workshop for creating a resume. Most of the students participated and created their resume side by side. After this practice Dr. Jasdeep intimated students about the cover letter which is an essential part of good resume writing. She shared tips for writing a good cover letter and the ways for selecting online templates for writing an effective cover letter. In the last she summarized the whole session and also shared the web address which can help students in making CV or Resume for their future employment opportunities. Overall the session was a very effective and interactive one.

<https://youtu.be/UupXG6U4ZGc>



Day 5 (25.04.2024)

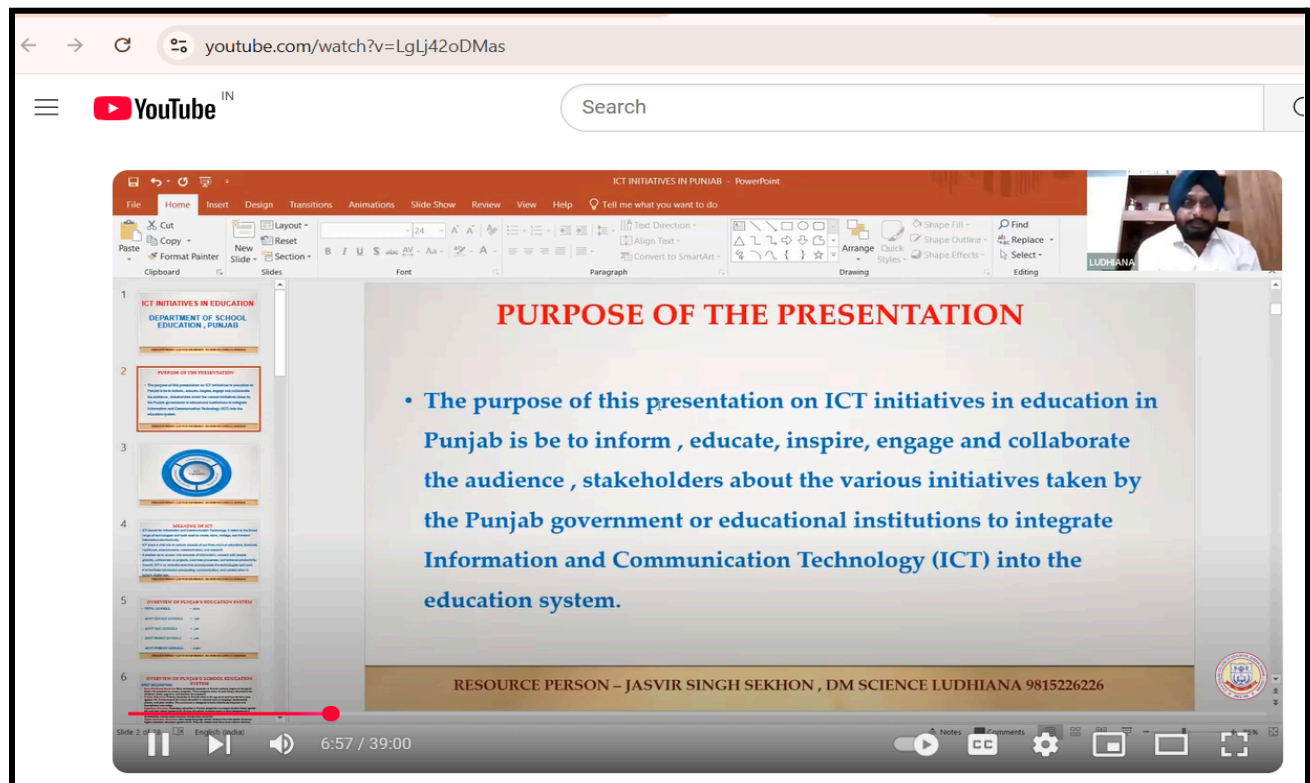
Mr. Jasvir Singh

District Mentor Science, Ludhiana

Science Master, GSSS UKSI

GHG Khalsa College of education organised an interactive online session on 25th April, 2024 on the topic ICT Initiative in school education. The target group was B.Ed. and M.Ed. Sem 4 students. The resource person was Mr. Jasvir Singh Sekhon, DM, Ludhiana. He deliberated on the topic 'initiative taken by Govt of Punjab to enhance and upgrade the quality of education by the use of ICT'. He enlightened his conversation with the importance of ICT in education. Further, he threw light on the various programs by the Dept. of education, Punjab. He discussed the SSA Punjab. He made students aware about various applications like O labs, iScuela, wordwall etc. He also suggested pupil teachers to engage in various training programs to upgrade themselves during their services to school. All the queries of the students were addressed by the resource person. The session ended with a formal vote of thanks by Dr. Ramandeep Kaur Sidhu.

<https://youtu.be/LgLj42oDMas>



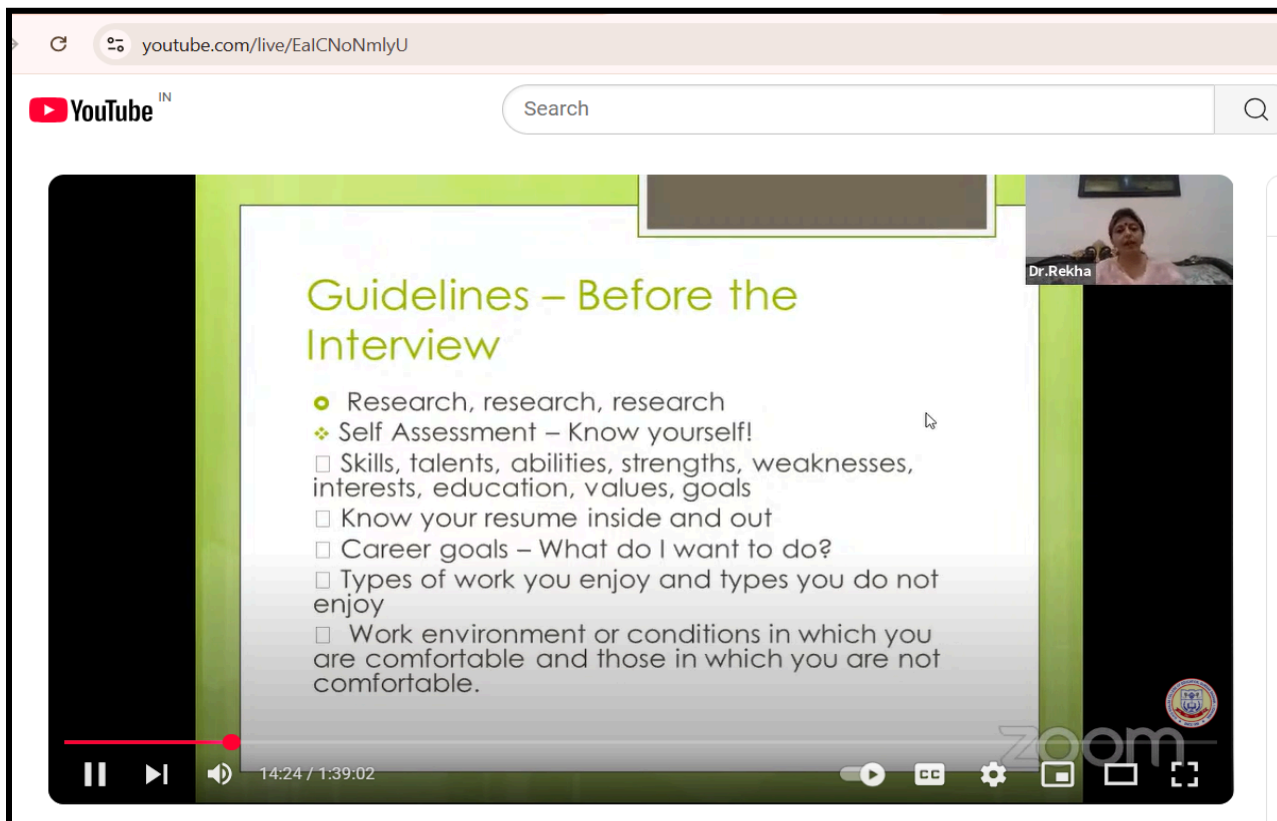
Day 6 (26.04.2024)

Dr. Rekha Teji

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

On the 6th day of FSP (Finishing School Programme) participants watched 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>



Day 7 (27.04.2024)

Dr. Amandeep Kaur Bakshi
Principal, Eastwood International School, Mullanpur

On the 7th day of the Finishing School Programme the recorded lecture of Dr. Amandeep Kaur Bakshi, Principal Eastwood International School, Mullanpur was arranged for the students. 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.

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

→

↺

youtube.com/live/CK3yzHhO0GI

YouTube

IN

Search

Q

RESUME / CURRICULUM VITAE FORMAT

Name:

Address

Email Id

Mobile No.

Career Objectives:-

Skills :-

Educational and Professional Qualification

Qualification	Year of Passing	University / Board	College/School	Percentage	Position (If any)
X					
XII					
B.A./B.Sc. /B. Com.					
M.A./ M.Sc./ M. Com					
B.Ed.					
M.Ed.					
Higher Education					

Dr. Amandeep...

zoom

