



# Farook Training College

Research Centre in Education.  
Farook College, Kozhikode, Kerala.

## Cycle 3 NAAC Re-accreditation 2023.

### SSR - Criterion VI

#### 6.2.4. Action taken report with seal and signature of the Principal

#### Affidavit

I do here by certify that, all the pages in this document are duly authenticated by me, under my privilege as the Head of the Institution of Farook Training College Kozhikode, Kerala

  
Principal  
Farook Training College  
P.O. Farook College, (Calicut)





## Department Meeting

Department Name : IQAC

Meeting date | time 7/3/2019 2:00 PM | Meeting location Media Hall, FTCl

Meeting called by Dr. Muhammed Saleem  
Type of meeting IQAC  
Facilitator Dr. CA Jawahar  
Note taker Dr. Hassankoya MP  
Timekeeper Dr. Aseel Abdul Wahid

Attendees  
Dr. C.A Jawahar  
Staff Members  
Research Scholars

## Meeting Agenda

Date 3/07/2019 | Time allotted 1 | From 2.00pm To 3 pm | Presenter Dr. Muhammed Saleem T

- To discuss about the launching of Finishing School Curriculum
- It is an add on certificate course in Skill development in teacher education programme in collaboration with Life Skills development Centre, Central University of Kerala which consisted of 4 semesters in 2 year.



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## Finishing School Curriculum 15<sup>th</sup> July 2019

The Finishing School Curriculum has been launched in Farook Training College on 15<sup>th</sup> July 2019 by Prof (Dr.) MA Sudheer, Gandhirgram University, which reaches its horizon beyond 4Es- Education, Employment, Entreprenship and Empowerment and trains the students to develop skills that touch the basics of life and enforces the holistic growth

The Finishing School has a unique training methodology that incorporates learning, skills and self-development with a pedagogy/ curriculum that is entertaining, stimulating and rewarding. The Finishing School's tailor made courses channelize individual energies towards a balanced, enriching life, meeting goals set forth. We utilize Content, Infrastructure, Systems and Digital Technology aids that enhance learning outcomes, developed in over three decades of experience in the education field, it finely blends into modern and futuristic professional set up and demand

Finishing School: level up an individual's confidence and self-esteem so that they are able to face unusual and difficult situations with ease. Finishing School, nowadays, provide a complete platform for an individual to grow as a person on a social, mental as well as physical level. Finishing School aim at the overall development which helps the individual attain a correct level of balance between theoretical studies and practical life experiences. The major outcomes the course is to develop Personality enrichment, Leadership skills, Communication, Career planning, Goal setting, Confidence Development, Attitude, Presentation Skills, Interpersonal skills and life skills, Social manners, Self-knowledge and development.



  
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# FINISHING SCHOOL SYLLABUS

The Finishing School is the concept that reaches its horizon beyond 4E's-Education, Employment, Entrepreneurship & Empowerment. It trains and works towards providing skills that touch the basics of life, and enforces the professional, personal and holistic growth of an individual. Our Finishing School programme works on an agenda towards empowering the inner potential for a fulfilling and efficient life. The Finishing School has a unique training methodology that incorporates learning, skills and self-development with a pedagogy/ curriculum that is entertaining, stimulating and rewarding. The Finishing School's tailor made courses channelize individual energies towards a balanced, enriching life, meeting goals set forth. We utilize Content, Infrastructure, Systems and Digital Technology aids that enhance learning outcomes, developed in over three decades of experience in the education field, it finely blends into modern and futuristic professional set up and demand


Finishing School level up an individual's confidence and self-esteem so that they are able to face unusual and difficult situations with ease. Finishing Schools, nowadays, provide a complete platform for an individual to grow as a person on a social, mental as well as physical level. Finishing Schools aim at the overall development which helps the individual attain a correct level of balance between theoretical studies and practical life experiences

The major outcomes the course is given below

- **Personality enrichment**-to develop a balanced personality well equipped to adjust with demand of different social situation
- **Leadership skills**- to develop leadership qualities which enable each learner to initiate, and organise different programmes and manage a heterogeneous group
- **Communication**- to develop effective communication skills in both mother tongue and English
- **Career planning** – to plan their future career
- **Goal setting**- to have an realistic ambition in life
- **Confidence Development**-to cultivate confidence in an individual to help them feel more relaxed while meeting new people.
- **Attitude**- individuals to develop a certain kind of attitude in order to achieve higher professional growth.
- **Presentation Skills**- to improve communication skills, presentation skills and group discussion skills which are important factors at a workplace.
- **Interpersonal skills and life skills**-to build practical knowledge to lead an effective social life
- **Social manners**- to teach manners that are accepted as gracious and polite in social, professional, and family situations
- **Self-knowledge and development**- to know ones strength and weakness and to grow on a personal, social, mental and emotional level.

  
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## MODULES

1. LIFE SKILLS TRAINING ( 8 hours)
2. SOFT SKILLS(6 hours)
3. COMPUTER TECHNOLOGY IN EDUCATION (11 hours)
4. EFFECTIVE COMMUNICATION( 10 hours)



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## MODULE 1- LIFE SKILLS TRAINING

### 1. Know your self — Self awareness – 3 hours

#### Objectives

- To identify the inner potentialities of one's self
- To identify the limitations of one's self
- To be proud of his/her qualities and professional competence as teacher

#### Content Areas

Self Esteem  
Self Awareness  
Confidence Building

#### Activities

1. Listing and ranking their own qualities
2. SWOT analysis
3. JOHARI WINDOW

Method of transaction : Facilitation and Team teaching – Participatory learning

### 2. Positive Attitude – Empathy, Interpersonal Relationship 2 hours

#### Objectives

- To create awareness for the need for attitudinal change.
- To develop positive thinking and positive attitude
- To maintain positive attitude in personal and professional life
- To recognize and overcome the barriers in maintaining Positive Attitude

  
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### Content Areas

Individual difference  
Different thoughts  
Different attitude  
Dedication  
Empathy  
Love and Affection  
Positive Attitude

### Activities

Ways to make situations +ve  
Video  
Checklist - How positive am I?

**Method of transaction :** Facilitation and Team teaching – Participatory learning

### 3. Team Building and Leadership – 2 hours

#### Objectives

- To convince the need and advantages of team work
- To identify the stages of team building
- To equip the teacher to be a good team member and a team builder
- To identify the role of leader in a team
- To ensure effective interaction in the team

#### Content Areas

Effective teamwork  
Types of Leadership  
Activities  
All Aboard – Standing together in news paper  
Theatre activities  
Listing Qualities of a good leader

**Method of transaction :** Facilitation and Team teaching – Participatory learning

### 4. Basic First Aids for Daily Life – 1 Hour

### 5. Disaster Management 1 Hour

1. Meaning , concept and principles of disaster management
2. Types of Disasters, their cause and impact
3. Need and importance of Disaster management training
4. Indian scenario with Special reference to Kerala in Disaster Management Training
5. Role of teachers and educational Institutions in Disaster Management

  
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## MODULE 2 - SOFT SKILLS

### Objectives

- To help students comprehend and apply effective study, communication and work skills through class discussion, extra curriculum activities.
- To develop students' confidence, enhance their ability to communicate professionally and to foster civilized, harmonized manner.
- To cultivate and nurture students' ethics, social awareness, social responsibility and global mindset.

### Content ( 3 hours)

#### I. Critical Thinking and Problem Solving Skills

Analyze problems in difficult situation and make justifiable evaluation.  
Improve thinking skills such as explanation, analysis and evaluate discussion.

#### Activities

Find ideas and look for alternative solutions for the faced problems in daily life.  
Presentation.

#### II. Ethics, Moral & Professionalism (2hours)

Analyze problem solving decisions related to ethics.  
Practice ethical attitudes.

#### Activities

Role play  
Presentation of ethics in teaching profession  
Group discussion on teacher accountability.  
Debate on problems in teaching in present scenario

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### III. Entrepreneurship skills (2 hours)

Job opportunities.

Explore and seek business opportunities and job.

Be self-employed

#### Activities

Presentation of jobs related to teaching professions.

Group discussion on job related problems in teaching.

### IV. Social, National Awareness and Responsibility (1 hours)

Understand the economy crisis, environment and social cultural aspects professionally.

Organize Camp and participate in group activities.

Write reports after participating in workshops

Evaluation

Observation.

Self assessment tools

## MODULE 3- COMPUTER TECHNOLOGY IN EDUCATION

#### Objectives:

- To address the incompetency of teacher trainees in using computer technology in education.
- To empower student-teachers by including computer efficiently in their instruction.
- To familiarize student-teachers on modern computer technology to be used in their classes.

#### Semester 1 (5 hours)

1. Cyber Crime and Code of Ethics

2. How to search and get authentic information (text, images, etc.) from online search engines?

3. Understanding Microsoft Office: Special focus on Microsoft PowerPoint.

#### Semester 2 (3 hours)

1. Educational Apps and Software

#### Semester 3 (3 hours)

1. Image editing skills

2. Video editing skills

#### Method of Transaction

Group activities and Participatory learning



  
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## MODULE 4- EFFECTIVE COMMUNICATION-MODULE

### OBJECTIVES

By the end of this program, participants will be able, to communicate more effectively and efficiently by:

- Listening, and responding with an open mind in a more effective way.
- Speaking fluently, impressively and confidently
- Using appropriate communication methods and strategies
- Minimizing communication barriers.
- Using verbal and non-verbal messages appropriately
- Enhancing inter personal skills
- Use of two-way communication strategies.
- Equipping with the skills and techniques of public addressing

### Course contents

- A. Understanding communication What is communication The communication process Principles of communication( 2 hours)



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- B. Barriers to communication Over communication Long, differences Conflicting information Interests and attitudes Differing status, position and self-expression Exercise/activity(2 hours)
- C. Listening skills sub skills Types of listening Why you need good listening skills Good listening practices. Techniques to develop listening skills (2 hours)
- D. Non-verbal communication Types Functions Characteristics Activity(1 hour)
- E. Speaking skills• Types • Sub skills • Characteristics Activities to develop speaking skills( 1 hour)
- F. Oral Communication Face to face Conducting meetings Public addressing system ( 1 hour)
- G. Adapting to differences: Personality, Culture, and Gender ( 1 hour)

➤ **TEACHING METHODOLOGIES** Lectures Group discussions and reporting Group activities Participatory learning (These activities can be done before , during or after the presentation of the topic)



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