



Farook Training College

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

Cycle 3 NAAC Re-accreditation 2023.

SSR - Criterion I

1.2.2.1. Brochure and course content along with CLOs of value-added courses

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



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CLOs of Value added Courses

2022 - 2023



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FINISHING SCHOOL PROGRAM

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 Schools 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.

PEO (Program Educational Objectives)

- PEO1: Graduates will be well-rounded individuals with a balanced personality, strong leadership skills, and effective communication skills.
- PEO2: Graduates will have a clear career plan and the skills to achieve their goals.
- PEO3: Graduates will be confident, self-assured, and have a positive attitude.
- PEO4: Graduates will have strong presentation skills, interpersonal skills, and life skills.
- PEO5: Graduates will have a deep understanding of social manners and self-knowledge.

PO (Program Outcomes)

- PO1: Demonstrate a strong understanding of personality development and the ability to adjust to different social situations.
- PO2: Apply leadership skills to initiate, organize, and manage diverse groups.
- PO3: Communicate effectively in both mother tongue and English.
- PO4: Develop a comprehensive career plan and set realistic goals.
- PO5: Exude confidence and self-assurance in various social and professional settings.



- PO6: Cultivate a positive attitude and maintain a professional demeanor.
- PO7: Enhance presentation, group discussion, and interpersonal skills.
- PO8: Apply practical knowledge to lead an effective social life.
- PO9: Demonstrate an understanding of social manners and etiquette.
- PO10: Reflect on personal strengths and weaknesses to foster continuous personal, social, mental, and emotional growth.

PSO (Program Specific Outcomes)

- PSO1: Apply finishing school principles to enhance personal and professional growth.
- PSO2: Utilize finishing school techniques to build confidence and self-esteem.
- PSO3: Employ finishing school strategies to achieve a balanced and enriching life.
- PSO4: Incorporate finishing school methodologies into personal and professional endeavors.
- PSO5: Contribute to the overall development and well-being of others through the application of finishing school principles.

Graduate Attributes

- GA1: Effective Communication: Graduates will communicate effectively and professionally in a variety of contexts.
- GA2: Critical Thinking: Graduates will think critically, analyze information, and solve problems effectively.
- GA3: Problem-Solving: Graduates will identify and solve problems effectively using appropriate strategies.
- GA4: Teamwork: Graduates will work effectively in teams to achieve common goals.
- GA5: Adaptability: Graduates will adapt to change and new challenges effectively.
- GA6: Ethics and Social Responsibility: Graduates will demonstrate ethical behavior and a sense of social responsibility.

COURSES

1. LIFE SKILLS FOR PROSPECTIVE TEACHERS (10 hours)
2. SOFT SKILLS (10 hours)
3. ESSENTIAL DIGITAL SKILLS FOR EDUCATORS (10 hours)
4. EFFECTIVE COMMUNICATION SKILLS (10 hours)



Course 1: Life Skills for Prospective Teachers

Course Duration: 10 hours (2/3 hours per module)

Course Outcomes

Upon completion of this course, prospective teachers will be able to:

1. Demonstrate an understanding of the importance of life skills and their role in personal and professional success.
2. Apply effective life skills in various personal and professional situations.
3. Develop a positive attitude and a strong sense of self-awareness.
4. Set realistic goals and develop a plan to achieve them.
5. Enhance problem-solving and decision-making skills.
6. Apply team building strategies and leadership principles to effectively collaborate, motivate, and guide others towards achieving shared goals.

Course Content

Module 1: Self-Awareness and Personal Effectiveness (2 hours)

Content Areas:

- Self-awareness and self-esteem
- Personal strengths and weaknesses
- Goal setting and planning
- Time management and organizational skills

Activities:

- Self-assessment exercises
- Goal-setting worksheets
- Time management strategies discussion

Transaction Method:

- Interactive lectures
- Group discussions
- Self-reflection and journaling

Module 2: Effective Communication and Interpersonal Relationships (3 hours)

Content Areas:

- Verbal and nonverbal communication skills
- Active listening and empathy
- Conflict resolution and negotiation skills



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- Building and maintaining positive relationships

Activities:

- Role-playing communication scenarios
- Peer feedback on communication skills
- Presentation on effective communication techniques

Transaction Method:

- Role-playing exercises
- Interactive discussions
- Peer feedback sessions

Module 3: Teamwork and Leadership Skills for Educators (3 hours)

Content Areas:

- Principles of effective teamwork
- Types of leadership styles
- Motivating and inspiring others
- Fostering a collaborative learning environment

Activities:

- Teamwork simulation activities
- Leadership case study analysis
- Presentation on teamwork and leadership strategies

Transaction Method:

- Group projects and simulations
- Case study analysis and discussions
- Collaborative learning activities

Module 4: Basic First Aid and Disaster Preparedness (2 hours)

Content Areas:

- Basic first aid principles and techniques
- Common injuries and illnesses
- CPR and AED training
- Disaster preparedness and mitigation strategies

Activities:

- Role-playing first aid scenarios
- Hands-on practice with first aid equipment



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- Presentation on disaster preparedness plans

Transaction Method:

- Demonstration and practice
- Hands-on activities
- Group discussions



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COURSE 2 – SOFT SKILLS

Course Outcomes

Upon completion of this course, prospective teachers will be able to:

1. Define and explain the concept of soft skills and articulate their importance in the teaching profession.
2. Identify and develop essential soft skills, including communication, teamwork, problem-solving, adaptability, and time management, to enhance their professional effectiveness.
3. Build rapport and establish positive relationships with students, colleagues, parents, and other stakeholders to foster a collaborative and supportive learning environment.
4. Develop effective leadership and conflict resolution skills to navigate challenging situations, guide students, and promote positive classroom dynamics.
5. Demonstrate cultural sensitivity and cross-cultural communication skills to create an inclusive and equitable learning environment that respects diverse backgrounds and perspectives.
6. Adapt to new environments, challenges, and technological advancements with a positive and proactive attitude, embracing change and continuously seeking opportunities for growth.

Course Content

Module 1: Introduction to Soft Skills and Their Significance in Teaching (2 hours)

Defining and Understanding Soft Skills: Explore the concept of soft skills, their distinction from hard skills, and their importance for success in the teaching profession.

Essential Soft Skills for Teachers: Identify and analyze key soft skills that are crucial for effective teaching, including communication, teamwork, problem-solving, adaptability, and time management.

Impact of Soft Skills on Teaching Effectiveness: Discuss the impact of soft skills on various aspects of teaching, including student engagement, classroom management, professional relationships, and overall teaching effectiveness.

Activities:

Self-assessment of Soft Skills: Engage in a self-assessment activity to identify personal strengths and areas for improvement in various soft skills.



Case Study Analysis: Analyze case studies that illustrate the application of soft skills in real-world teaching scenarios.

Group Discussion on Soft Skills Importance: Participate in a group discussion to share personal experiences and insights on the importance of soft skills in teaching.

Transaction Method:

Interactive lectures with real-world examples

Group discussions and activities

Self-reflection and journaling

Module 2: Enhancing Communication Skills for Effective Teaching (3 hours)

The Art of Effective Communication: Develop and enhance communication skills, including verbal and nonverbal communication, active listening, and providing constructive feedback.

Adapting Communication Styles for Diverse Audiences: Practice adapting communication styles to suit different audiences, including students, colleagues, parents, and other stakeholders.

Communication Strategies for Challenging Situations: Develop strategies for effective communication in challenging situations, such as managing difficult conversations, resolving conflicts, and addressing sensitive topics.

Activities:

Role-playing Communication Scenarios: Engage in role-playing activities to practice effective communication in various teaching situations.

Peer Feedback on Communication Skills: Provide and receive peer feedback on communication skills, identifying strengths and areas for improvement.

Presentation on Communication Techniques: Prepare and present a short presentation on a specific communication technique relevant to teaching.

Transaction Method:

Role-playing exercises

Interactive discussions

Peer feedback sessions

Module 3: Teamwork and Leadership Skills for Collaborative Teaching (3 hours)

The Dynamics of Teamwork in Education: Explore the importance of teamwork in the teaching profession and develop strategies for effective collaboration with colleagues.

Building and Maintaining Positive Team Relationships: Cultivate positive team relationships through effective communication, mutual respect, and shared goals.



Leadership Skills for Teachers: Develop leadership skills, including delegation, motivation, and conflict resolution, to guide and inspire students and colleagues.

Activities:

Teamwork Simulation: Participate in a teamwork simulation activity to apply teamwork skills to achieve a common goal.

Leadership Case Study Analysis: Analyze a leadership case study related to education and discuss effective leadership strategies.

Presentation on Leadership Styles: Prepare and present a short presentation on a specific leadership style relevant to teaching.

Transaction Method:

Group projects and simulations

Case study analysis and discussions

Collaborative learning activities

Module 4: Adaptability and Cultural Sensitivity for Inclusive Teaching (2 hours)

Adapting to Change and Embracing New Challenges: Cultivate adaptability skills to navigate change, embrace new technologies, and respond to emerging challenges in the teaching profession.

Cultural Sensitivity and Cross-cultural Communication: Develop cultural sensitivity and cross-cultural communication skills to create an inclusive and equitable learning environment for diverse students.

Strategies for Addressing Cultural Differences: Learn strategies for addressing cultural differences, promoting understanding, and building respect among students from diverse backgrounds.

Activities:

Cultural Sensitivity Simulation: Participate in a cultural sensitivity simulation activity to experience and understand cultural differences.

Cross-cultural Communication Case Study.

COURSE 3: Essential Digital Skills for Educators



Course Outcomes

Upon completion of this course, prospective teachers will be able to:

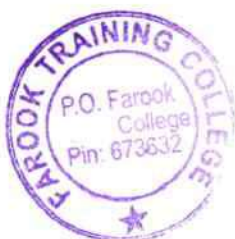
1. Demonstrate a fundamental understanding of cybercrime, cybersecurity, and ethical considerations in technology use for educators.
2. Apply effective online search strategies to locate, evaluate, and utilize credible online information resources.
3. Design and deliver engaging presentations using Microsoft PowerPoint, incorporating multimedia content and advanced features effectively.
4. Identify, evaluate, and integrate a variety of educational apps and software into lesson plans and activities to enhance student engagement, collaboration, and assessment.
5. Provide constructive feedback and criticism effectively, promoting growth and development while maintaining positive relationships.
6. Explore innovative applications of technology to promote creativity, problem-solving, and critical thinking skills among diverse learners.

Course Contents

Module 1: Navigating the Digital Landscape: Cybercrime, Cybersecurity, and Ethics

Duration: 2 hours

- Cybercrime 101: Define cybercrime, explore common types of cyber threats, and understand the impact of cyberattacks on individuals and organizations.
- Cybersecurity Essentials: Emphasize the importance of cybersecurity and data protection, including password management, device security, and online safety practices.
- Ethical Considerations in Technology Use: Discuss ethical principles and guidelines for educators in the digital age, covering responsible online behavior, intellectual property rights, and student privacy.



- Code of Ethics for Educators: Explore the professional code of ethics for educators, emphasizing their responsibility to use technology responsibly and ethically in the classroom.

Module 2: Mastering Online Search Strategies and Information Evaluation

Duration: 2 hours

- Effective Online Searching: Develop and apply effective search strategies using various online search engines, including Google, Bing, and specialized academic databases.
- Evaluating Online Information: Understand the importance of information literacy and develop critical thinking skills to evaluate the credibility, authenticity, and relevance of online information.
- Identifying Misinformation and Disinformation: Recognize and avoid misinformation and disinformation, utilizing fact-checking tools and verifying sources.
- Online Resource Management: Employ online tools for organizing, storing, and sharing online resources effectively.

Module 3: Enhancing Teaching and Learning with Microsoft PowerPoint

Duration: 3 hours

- PowerPoint Fundamentals: Gain proficiency in the core features and functions of Microsoft PowerPoint, including slide creation, editing, and formatting.
- Creating Engaging Presentations: Design visually appealing and engaging presentations using PowerPoint templates, themes, and design elements.
- Incorporating Multimedia Content: Integrate multimedia content, such as images, videos, and audio, to enhance presentations and cater to diverse learning styles.
- Advanced PowerPoint Features: Utilize advanced PowerPoint features, such as transitions, animations, slide show settings, and speaker notes, to create dynamic presentations.



- Presentation Design Strategies: Apply presentation design principles to create effective presentations that align with specific learning objectives and target audiences.

Module 4: Exploring Educational Apps and Software for Diverse Teaching and Learning Needs

Duration: 3 hours

- Educational Technology Tools and Resources: Identify and evaluate educational apps and software for various teaching and learning purposes, considering factors such as accessibility, ease of use, and pedagogical effectiveness.
- Technology Integration in Lesson Plans: Integrate educational technology tools into lesson plans and activities, aligning technology use with specific learning objectives and instructional strategies.
- Promoting Engagement and Collaboration: Utilize digital tools to enhance student engagement, collaboration, and peer learning through interactive activities, online discussions, and digital portfolios.
- Supporting Diverse Learning Needs: Explore the potential of educational technology to support diverse learning styles, needs, and abilities, including accommodations for students with disabilities.
- Innovative Technology Applications: Discover innovative uses of technology to promote creativity, problem-solving, and critical thinking skills in students, incorporating gamification, simulations, and virtual reality experiences.

Transaction Method

- Interactive Lectures: Engage students in interactive lectures that combine conceptual explanations with practical demonstrations of digital tools and resources.
- Group Activities and Collaborative Learning: Facilitate group activities and collaborative learning exercises to encourage students to share ideas, apply concepts, and develop their digital skills in a supportive environment.



- Hands-on Practice and Application: Provide ample opportunities for hands-on practice and application of the learned skills, including creating PowerPoint presentations, utilizing educational apps, and integrating technology into lesson planning.
- Reflective Writing and Self-Assessment: Encourage students to reflect on their learning experiences through reflective writing prompts and self-assessment activities, promoting deeper understanding and personal growth.
- Technology Showcase and Presentations: Allow students to showcase their technology skills and creativity.



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COURSE 4- EFFECTIVE COMMUNICATION SKILLS

Course Outcomes

Upon completion of this course, prospective teachers will be able to:

1. Understand the fundamental principles of effective communication and apply them in various educational contexts.
2. Employ verbal and nonverbal communication skills to enhance understanding, build rapport, and foster positive relationships with students, colleagues, and parents.
3. Demonstrate active and empathetic listening skills to effectively receive and comprehend information from students and others.
4. Communicate ideas clearly, concisely, and persuasively in both written and spoken forms, tailoring communication styles to suit different audiences and situations.
5. Leverage technology to enhance communication and collaboration, facilitating effective teaching and learning experiences.
6. Exhibit respect and professionalism in all communication interactions, upholding ethical standards and promoting a positive and inclusive learning environment.

Course Contents

Module 1: Understanding Communication Foundations (2 hours)

- **Defining Communication and Its Elements:** Explore the core concepts of communication, including its definition, purpose, and fundamental elements (sender, message, channel, receiver, and feedback).
- **The Communication Process:** Analyze the communication process, tracing the flow of information from sender to receiver and highlighting the role of feedback.
- **Principles of Effective Communication:** Discuss and apply the principles of effective communication, emphasizing clarity, conciseness, accuracy, empathy, and cultural sensitivity.
- **Communication in the Teaching Profession:** Explore the significance of effective communication for teachers, emphasizing its role in building relationships, fostering a positive classroom environment, and enhancing teaching effectiveness.

Module 2: Overcoming Communication Barriers (3 hours)



- Identifying Barriers to Communication: Recognize and analyze common barriers to effective communication, such as noise, language differences, conflicting information, and differing interests and attitudes.
- The Impact of Status and Self-Expression: Understand how status, position, and self-expression can influence communication dynamics and affect the transmission and reception of messages.
- Strategies for Overcoming Communication Barriers: Develop and apply strategies to overcome communication barriers, including active listening, clarifying messages, seeking feedback, and employing conflict resolution techniques.
- Handling Difficult Conversations and Resolving Conflicts: Practice techniques for handling challenging conversations and resolving conflicts, utilizing empathy, assertive communication, and problem-solving skills.

Module 3: Mastering the Art of Listening (2 hours)

- Sub-Skills of Effective Listening: Identify and define the sub-skills of effective listening, including attending, understanding, remembering, and responding.
- The Importance of Listening in Education: Comprehend the significance of good listening skills in the teaching profession, highlighting their impact on student engagement, comprehension, and rapport.
- Enhancing Listening Practices: Develop and apply effective listening practices, such as active listening, empathetic listening, and critical listening, to enhance understanding and build meaningful connections.
- Improving Listening Skills in Diverse Contexts: Practice techniques to improve listening skills in various communication scenarios, including one-on-one conversations, group discussions, and classroom interactions.

Module 4: Enhancing Non-Verbal and Verbal Communication (3 hours)

- The Role of Non-Verbal Communication: Understand the role of non-verbal communication in conveying messages and influencing perceptions, exploring the impact of body language, facial expressions, and tone of voice.
- Types, Functions, and Characteristics of Non-Verbal Cues: Analyse the types, functions, and characteristics of non-verbal communication cues, identifying their cultural and contextual implications.



- **Impact of Non-Verbal Communication on Interpersonal Relationships:** Explore the impact of non-verbal communication on perception, interpersonal relationships, and the establishment of trust.
- **Enhancing Non-Verbal Communication Skills:** Practice techniques to enhance non-verbal communication skills, including maintaining eye contact, using appropriate gestures, and projecting a positive demeanor.
- **Effective Verbal Communication Strategies:** Explore effective verbal communication strategies, including types of speaking (informative, persuasive, and collaborative), sub-skills of speaking (organization, clarity, and conciseness), and characteristics of effective speakers (engaging, confident, and adaptable).



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Mapping

Course 1

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	1	-	-	-	1	PO3
CO2	2	2	-	-	-	PO1
CO3	-	1	-	1	-	PO8
CO4	-	1	2	-	-	PO2
CO5	1	-	-	-	3	PO7
CO6	1	-	-	2	-	PO9

Course 2

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	2	-	-	-	1	PO3
CO2	-	-	2	-	-	PO5
CO3	1	-	-	1	-	PO9
CO4	1	1	2	-	-	PO2
CO5	2	-	-	-	3	PO8
CO6	-	-	-	2	-	PO7

Course 3

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	3	-	-	1	-	PO5
CO2	2	-	-	-	-	PO4
CO3	-	-	-	1	-	PO8
CO4	-	2	-	-	-	PO10
CO5	1	1	-	-	3	PO7
CO6	1	-	-	2	-	PO1



Course 4

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1 to PO10
CO1	2	-	-	-	1	PO2
CO2	1	2	-	-	-	PO3
CO3	1	1	-	1	-	PO5
CO4	1	1	2	-	-	PO1
CO5	-	1	-	-	3	PO4
CO6	-	-	1	2	-	PO9

COURSE 1

Answer all questions, each question carries 2 marks.

Question 1 (CO1)

Which of the following is NOT an essential life skill for prospective teachers?

- (a) Self-awareness and self-esteem (b) Personal strengths and weaknesses (c) Goal setting and planning (d) Time management and organizational skills (e) Academic excellence

Question 2 (CO2)

Which of the following communication techniques is most effective in conveying empathy?

- (a) Using active listening skills (b) Maintaining eye contact and nodding (c) Using reflective language (d) Offering solutions and advice (e) Changing the subject

Question 3 (CO3)

Which of the following leadership styles is most appropriate for fostering a collaborative learning environment?

- (a) Autocratic leadership (b) Democratic leadership (c) Laissez-faire leadership (d) Transformational leadership (e) Transactional leadership



Question 4 (CO4)

Which of the following is NOT a common injury that prospective teachers should be prepared to handle with first aid?

- (a) Cuts and scrapes (b) Choking (c) Heart attack and stroke (d) Poisoning (e) Math anxiety

Question 5 (CO5)

Which of the following is NOT an effective disaster preparedness strategy for schools?

- (a) Develop a comprehensive disaster management plan (b) Conduct regular disaster drills and exercises (c) Identify and assess potential hazards in the school environment (d) Provide training for staff and students on disaster preparedness (e) Encourage students to bring their own emergency supplies to school

Question Paper Blueprint

Module | CO | Marks

Self-Awareness and Personal Effectiveness | 1 | CO1 | 2

Effective Communication and Interpersonal Relationships | 2 | CO2 | 2

Teamwork and Leadership Skills for Educators | 3 | CO3 | 2

Basic First Aid and Disaster Preparedness | 4 | CO4 | 2

General | 5 | CO5 | 2

Total Marks: 10

COURSE 2

Answer all questions, each question carries 2 marks.

Question 1 (CO1)



Which of the following is NOT a key soft skill for effective teaching?

- (a) Communication (b) Teamwork (c) Problem-solving (d) Adaptability (e) Technical expertise

Question 2 (CO2)

Which of the following nonverbal communication cues can convey authority and confidence?

- (a) Slumped posture and avoiding eye contact (b) Maintaining a strong posture and making eye contact (c) Speaking softly and hesitantly (d) Using excessive hand gestures (e) Fidgeting and playing with hair

Question 3 (CO3)

Which of the following teamwork strategies is most effective for delegating tasks?

- (a) Assigning tasks based on personal preferences (b) Clearly defining expectations and deadlines (c) Providing minimal guidance and support (d) Taking responsibility for all tasks yourself (e) Encouraging competition among team members

Question 4 (CO4)

Which of the following technological advancements has significantly impacted teaching practices in recent years?

- (a) The development of online learning platforms (b) The introduction of interactive whiteboards (c) The widespread use of social media (d) The availability of educational apps and software (e) The replacement of textbooks with digital resources

Question 5 (CO5)

Which of the following cultural sensitivity strategies is most effective for building relationships with students from diverse backgrounds?

- (a) Assuming that all students share the same cultural values and beliefs (b) Demonstrating a genuine interest in students' cultural backgrounds (c) Imposing your own cultural norms and expectations on students (d) Avoiding any mention of cultural differences in the classroom (e) Discouraging students from expressing their cultural identities

Question Paper Blueprint

Module | CO | Marks



Introduction to Soft Skills and Their Significance in Teaching | 1 | CO1 | 2 Enhancing Communication Skills for Effective Teaching | 2 | CO2 | 2 Teamwork and Leadership Skills for Collaborative Teaching | 3 | CO3 | 2 Adaptability and Cultural Sensitivity for Inclusive Teaching | 4 | CO4 | 2 General | 5 | CO5 | 2

Total Marks: 10

COURSE 3

Answer all questions, each question carries 2 marks.

Question 1 (CO1)

Which of the following is NOT a common type of cyber threat?

- (a) Phishing attacks (b) Malware infections (c) Denial-of-service attacks (d) Copyright violations
(e) Data breaches

Question 2 (CO2)

Which of the following criteria is most important for evaluating the credibility of an online information source?

- (a) The author's credentials (b) The publication date (c) The website's popularity (d) The number of social media shares (e) The presence of advertising

Question 3 (CO3)

Which of the following PowerPoint features allows you to add transitions between slides?

- (a) Slide Master (b) Themes (c) Slide Transitions (d) Animations (e) Speaker Notes

Question 4 (CO4)

Which of the following educational apps is most suitable for gamifying a lesson on fractions?

- (a) Khan Academy (b) Duolingo (c) Minecraft Education Edition (d) Kahoot! (e) Google Classroom

Question 5 (CO5)



Which of the following innovative technology applications can promote creativity and problem-solving skills among students?

- (a) Virtual reality simulations (b) Educational apps with gamification elements (c) Online discussion forums (d) Traditional textbooks and worksheets (e) Standardized tests

Question Paper Blueprint

Module | CO | Marks

Navigating the Digital Landscape: Cybercrime, Cybersecurity, and Ethics | 1 | CO1 | 2 Mastering Online Search Strategies and Information Evaluation | 2 | CO2 | 2

Enhancing Teaching and Learning with Microsoft PowerPoint | 3 | CO3 | 2

Exploring Educational Apps and Software for Diverse Teaching and Learning Needs | 4 | CO4 | 2

General | 5 | CO5 | 2

Total Marks: 10

COURSE 4

Answer all questions, each question carries 2 marks.

Question 1 (CO1)

Which of the following is NOT an element of the communication process?

- (a) Sender (b) Message (c) Channel (d) Receiver (e) Feedback Loop

Question 2 (CO2)

Which of the following is the most effective strategy for overcoming language differences as a communication barrier?

- (a) Assuming that everyone understands the speaker's language (b) Translating messages into the common language (c) Avoiding using complex vocabulary (d) Speaking loudly and slowly (e) Ignoring the language barrier

Question 3 (CO3)



Which of the following sub-skills of effective listening is most crucial for understanding complex concepts?

- (a) Attending (b) Understanding (c) Remembering (d) Responding (e) Evaluating

Question 4 (CO4)

Which of the following non-verbal cues can convey disinterest or boredom?

- (a) Maintaining eye contact (b) Nodding in agreement (c) Folding arms across the chest (d) Leaning forward attentively (e) Smiling genuinely

Question 5 (CO5)

Which of the following verbal communication strategies is most effective for delivering persuasive arguments?

- (a) Using emotional appeals (b) Providing logical reasoning and evidence (c) Appealing to personal interests (d) Using jargon and technical terms (e) Relying on repetition and slogans

Question Paper Blueprint

Module | CO | Marks

Understanding Communication Foundations | 1 | CO1 | 2

Overcoming Communication Barriers | 2 | CO2 | 2

Mastering the Art of Listening | 3 | CO3 | 2

Enhancing Non-Verbal and Verbal Communication | 4 | CO4 | 2

General | 5 | CO5 | 2

Total Marks: 10



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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 15th July 2019

The Finishing School Curriculum has been launched in Farook Training College on 15th 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 awarness – 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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CLOs of Value added Courses

2020 - 2021



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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 15th July 2019

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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 awarness – 3 hours

Objectives

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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.
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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
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- To equip the teacher to be a good team member and a team builder
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Content Areas

Effective teamwork
Types of Leadership
Activities
All Aboard – Standing together in news paper
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Method of transaction : Facilitation and Team teaching – Participatory learning

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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.
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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
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III. Entrepreneurship skills (2 hours)

Job opportunities.

Explore and seek business opportunities and job.

Be self-employed

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Presentation of jobs related to teaching professions.

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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:

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Method of Transaction

Group activities and Participatory learning



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MODULE 4- EFFECTIVE COMMUNICATION-MODULE

OBJECTIVES

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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)
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CLOs of Value added Courses 2019 - 2020



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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
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MODULES

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MODULE 1- LIFE SKILLS TRAINING

1 . Know your self --- Self awarness – 3 hours

Objectives

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Content Areas

Self Esteem

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Activities

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Method of transaction : Facilitation and Team teaching – Participatory learning

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Objectives

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Content Areas

Individual difference
Different thoughts
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Dedication
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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
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- To equip the teacher to be a good team member and a team builder
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Content Areas

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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.
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Content (3 hours)

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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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CLOs of Value added Courses

2018 - 2019




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Finishing School Syllabus

Program Duration: 1 year

Target Group: First year BEd students of Farook Training College

Program Outline:

Introduction to 21st Century Skills:

- Understanding and adapting to modern classroom demands.
- Developing critical thinking and problem-solving skills.
- Attaining technological literacy and digital competence.

Social Skills Development:

- Building effective interpersonal relationships.
- Etiquettes in various social settings.
- Cultural sensitivity and diversity appreciation.

Professional Etiquettes:

- Workplace behavior and decorum.
- Networking and building professional relationships.
- Business communication etiquette.

Entrepreneurship Skills:

- Basics of entrepreneurship.
- Business plan development.
- Encouraging risk-taking and innovation.

Communication Skills:

- Effective verbal and non-verbal communication.
- Enhancing business writing skills.
- Developing presentation skills.

Public Speaking Mastery:

- Techniques for confident public speaking.
- Overcoming stage fright.
- Mastering persuasive communication.

Digital Skills:

- Basic digital literacy.




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- Utilizing online collaboration tools.
- Maintaining social media professionalism.

Introduction to Artificial Intelligence:

- Awareness of AI applications in various industries.
- Understanding ethical considerations in AI.

Leadership Skills Development:

- Exploring leadership styles and theories.
- Enhancing decision-making and problem-solving abilities.
- Developing effective team management skills.

Employability Skills:

- Crafting resumes and preparing for interviews.
- Implementing job search strategies.
- Nurturing workplace adaptability.

Personality Enrichment:

- Fostering self-awareness and self-improvement.
- Developing emotional intelligence.
- Learning stress management techniques.

Method of Transaction:

- Theoretical Orientation through lectures.
- Practical Training sessions for hands-on experience.
- Field Visits and Interactions with industry experts.
- Simulations to replicate real-world scenarios.
- Group Discussions for collaborative learning.
- Facilitation and Team Teaching for diverse perspectives.
- Participatory Learning to encourage active engagement.

Evaluation Strategies:

Formative Evaluation: Continuous assessment during the program.

Summative Evaluation: Final assessments to measure overall proficiency.

This comprehensive finishing school syllabus aims to equip participants with a well-rounded skill set, fostering confidence as they step into the professional world




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