



**GHG Harparkash College of Education for Women
Sidhwan Khurd, Ludhiana, Punjab (India)**



Organizes

Two Days Workshop on the theme

Internee Engagement During Internship

December 29th -30th 2021

- **This workshop is mandatory for B.Ed Students (1st & 3rd Sem.)**
- **Certificates will be given to those who will attend all sessions**

Patron

Dr.Amandeep Kaur
Principal, GHG College of Education for
women, Sidhwan Khurd, Ludhiana

Coordinator

Dr. Gurwinder Singh
Assistant Professor
GHG College of Education for women,
Sidhwan Khurd, Ludhiana Mob.9988018190



G.H.G. HARPARKASH COLLEGE OF EDUCATION FOR WOMEN

NAAC RE-ACCREDITED 'A' GRADE COLLEGE WITH CGPA 3.39

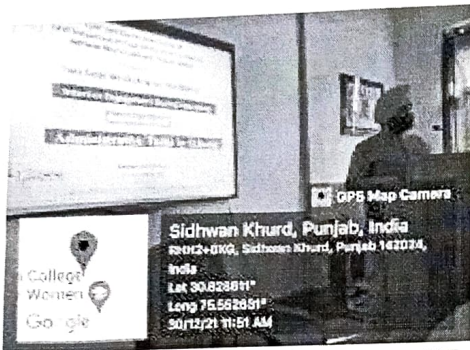
VPO Sidhwan Khurd, Teh. Jagraon, Dist. Ludh, PB- 142024 IN

Report of Two Days Workshop on Internee Engagement during Internship

College has organized two days' workshop on the theme "Internee Engagement During Internship" on 29th -30th December 2021 for students of B.Ed students. In inaugural session Dr.Gurwinder Singh welcomed the dignitaries and threw light on the purpose and importance of workshop. He also discussed about internship programme and activities performed by Interns during internship programme. Principal Dr. Amandeep Kaur in her inaugural address motivated students to use latest tools and techniques in teaching. She also threw light on various assessment techniques and innovative methods of teaching. In first technical session Dr.Ajay Kumar, Assistant Professor of the college shared his view on "Mentoring- concept and Role of teacher in Mentoring " In second technical session Alumnus of College Ms.Zannat discussed about various record to be maintained by teacher. Ms .Amarjeet Kaur shared her views how to prepared admission register, attendance register and anecdotes. Ms.Onika puri deliberated on Administrative and Assessment tools. In the third technical session, Dr.Gurwinder Singh shared his views on topic" PTA Meetings-Purpose and Procedures. In the fourth technical session, Dr. Manjeet Kaur conducted a practical session for time table preparation. She discussed about various types of time table, in this session students prepared various type of time tables. On the second day i.e. 30th December 2022 first technical session was conducted by Dr.Geeta Kundi. She enlightened students about "Assessment of student learning. She discussed various tools and techniques to assess students learning. Dr. Sarvjeet conducted second session, she interacted with students on the topic" student counseling" She discussed various counseling problems faced by school students and how to counsel the students. Third Technical session was conducted by S.Gurnaib Singh,Principal, Ajitsar Khalsa Senior Secondary School,Jangpur,Ludhiana. Dr.Gurwinder Singh introduced resource person with participants. S.Gurnaib singh shared his practical experience on topic Administrative Tools, Maintenance of School records. He also discussed how to maintain various registers in schools. Next Technical Session was conducted by Mrs.Parvinder Kaur and Ms.Satinderjit Kaur from GHG Public Senior Secondary School,Sidhwan Khurd ,Mrs.Parvinder Kaur taught students how to prepare progress report .Ms.Satinderjit threw light on topic use of spread sheet in preparation of results. Dr.Jagminder kaur conducted last technical session of workshop. She

shared her views on "Organizing Academic and Cultural Activities. She emphasized on role of cultural activities and how to conduct these activities in school.

Dr.Rajwinder Kaur, Principal, Khalsa College for Women, Sidhwan Khurd was the chief guest in valedictory session. Dr.Amandeep kaur presented floral welcome to Dr.Rajwinder Kaur. In her address, Dr.Rajwinder kaur appreciated the efforts of teachers. She said that in this technology era teacher must know all the latest techniques of teaching so that he/she can transact curriculum in effective manner. Dr.Rajwinder Kaur, Dr.Amandeep Kaur and Staff members facilitated participant with certificates. Dr.Jagminder Kaur, Presented vote of thanks.



Co-Ordinator

Dr.Gurwinder Singh

Principal

Dr.AmandeepKaur

Schedule of Workshop

29-12-2021

Time	Topic	Resource Person
09:30 A.M - 9:45 A.M	Inauguration	
09:45 A.M - 10: 15 A.M	Introduction to Internship	
10:15 A.M – 11:00 A.M	Class Room Teaching Techniques	
11:00 A.M -11:15 A.M	Break	Break
11:15 A.M - 12:00 P.M	Mentoring	
12:00P.M- 12:45 P.M	Time Table Preparation	
12:45 P.M – 01:30 P.M	Student Counseling	
01:30 P.M – 01:45PM	Break	Break
01:45 P.M – 02:30 PM	PTA Meetings- Purpose & Procedure	

Schedule of Workshop

30-12-2021

Time	Topic	Resource Person
09:30 A.M - 10:30 A.M	Assessment of Student Learning- Home Assignment & Test	
10:30 A.M - 11: 15A.M	Organizing Academic and Cultural Activities	
11:15A.M -11:30 A.M	Break	Break
11:30 A.M - 12:15 P.M	Maintaining Documents	
12:15P.M- 01:00 P.M	Preparation of Progress Report	
01:00 P.M – 01:15 P.M	Break	Break
01:15 P.M – 02:00 PM	Preparation of Progress Report	
02:00 P.M – 02:30 PM	Valedictory	