

Best Practice 2

1. Title of the Practice: RUSA Finishing School “Training program to economically and socially backward final year students”

2.Objective of the Practice:

The aim of the FINISHING SCHOOL is to impart all around personality development of the economically and socially backward students and instruct them in specific skills necessary in today’s world.

3.The Context:

Indian society suffers from substantial inequalities in education employment. In spite of the increase in overall educational levels, the skills required to be professionally successful are still far from what is expected. A finishing school training program is a platform for students that emphasize training for all round personality development, cultural and social activities. Specific skill sets are imparted as value addition. The name reflects that it follows school or college education and is intended to complete the educational experience. Finishing schools aim at the standard improvement of individuals leading to stability among theoretical studies and realistic job experiences.

Finishing Schools offer many benefits for students and some of the key benefits associated with this area consist of developing presentation skills, communication skill, confidence enhancement, leadership and team skill, interview tips, success traits, incorporating spirituality etc. Students who join these schools will get a unique opportunity to attain the perfect stability between both theoretical studies and realistic job exposure.

4. The Practices:

Every year final year students are enrolled for the training program and the programs are arranged during the late hours or after course completion without effecting their normal classes. The following activities are done in the training program:

- (i) Public Speaking
- (ii) Power Point Presentation
- (iii) Spoken English
- (iv) Resume Writing
- (v) Networking and Communication Skills
- (vi) Leadership and Team Skills
- (vii) Group Discussion
- (viii) Personal Interview
- (ix) Success Traits
- (x) Incorporating Spirituality

5. Evidence of Success:

Since its implementation, more than 190 students are successfully completed their training program on various soft skills. Feedback analysis after course revealed that students are found the course very valuable and they wish to recommend this course to other students. They wished to attend more such courses in future.

6. Problems Encountered and Resources Required:

- (a) The main challenge was to find time slots for the training program. Most of the students come from remote areas and they cannot attend classes during late hours.
- (b) Another major challenge was the engagement of resource person during the regular class hour. Most of the teacher remains busy with their normal class schedule during the regular working hours.


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TRAINING PROGRAM REPORT

FINISHING SCHOOL

Training to Students

Of

Birjhora Mahavidyalaya

Under 'Equity Initiative' of RUSA, Assam

Conducted By

BIRJHORA MAHAVIDYALAY

26th, 27th & 28th September 2019



Rashtriya
Uchchatar
Siksha Abhiyan


Principal
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Executive Summary: Birjhora Mahavidyalaya was selected as one of the institutes to set up a FINISHING SCHOOL under the ‘Equity Scheme’ of RUSA, Assam.

The aim of the FINISHING SCHOOL is to impart all around personality development of the students and instruct them in specific skills necessary in order to make them ready to face the real world after leaving the college.

The “Training to Students “workshop was held at Birjhora Mahavidyalaya auditorium on **26th, 27th and 28th September 2019**. The training program was for five hours (daily) from 8.30am to 1.30 pm. During this period various skills including computer basics as prescribed by the RUSA were taught to the students. Keeping in mind the importance of mental and physical fitness for students, Yoga was also introduced as a topic in this course.

The valedictory function was held at the end of the program. Certificates were handed out to the participants by the principal, Dr K K Sarma and faculty members.

Participants: Thirty Vth semester students from the general course of different departments of Birjhora Mahavidyalaya were given the opportunity to attend the course.

The program was formally inaugurated by Dr Ranu Roy in the presence of the trained teachers and student participants of the course.

The trainers imparted knowledge for different modules of the course.



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Course Content

The course covered

1. Public Speaking
2. Spoken English
3. Personal Interview Tips and Resume Writing
4. Communication and Networking skills.
5. Leadership and Team Skills.
6. Group discussion
7. Computer Skills
8. Yoga training

Methodology

Lecture on various topics were given to the students. This was followed by interactive sessions and discussions. Ice breaking activities were conducted to make the students feel comfortable and make the training lively. Videos and PowerPoint presentations were shown. Personal SWOT analysis was done by the participants. The students took part in resume writing activity.

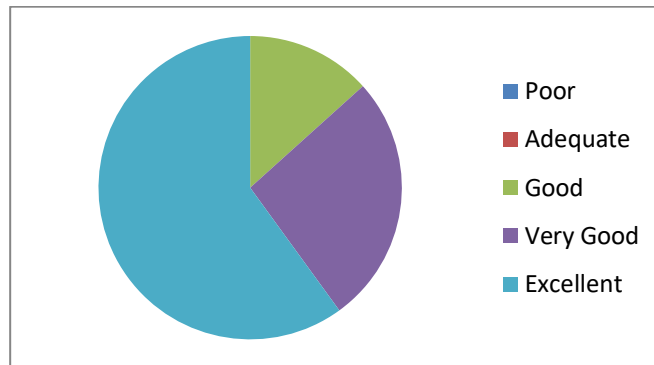
Students actively took part in the practical sessions. The students were evaluated, and their activities were analyzed by the trainers. A test was conducted on topics covered in sessions.

Yoga classes were held by an yoga instructor. The computer skills were taught in the computer laboratory with hands on training.

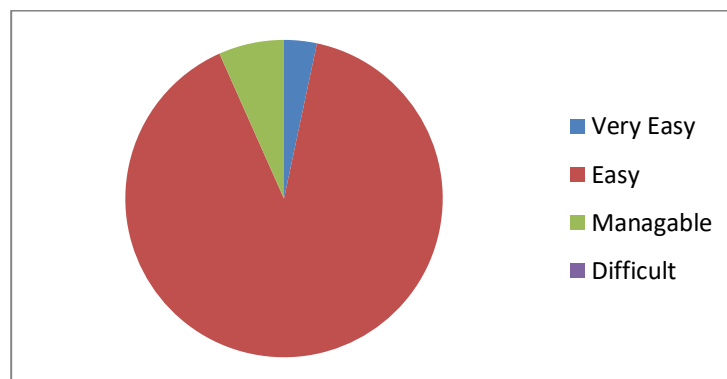
Feedback

At the end of the workshop feedback forms were distributed to the participants which were analyzed for further improvement of the course

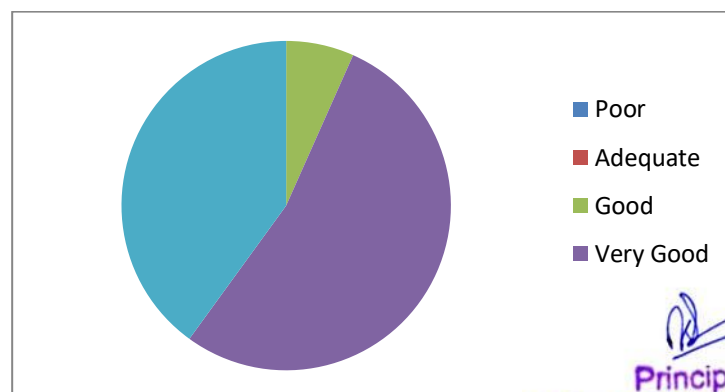
1. Response to the question on the range of topics during the course



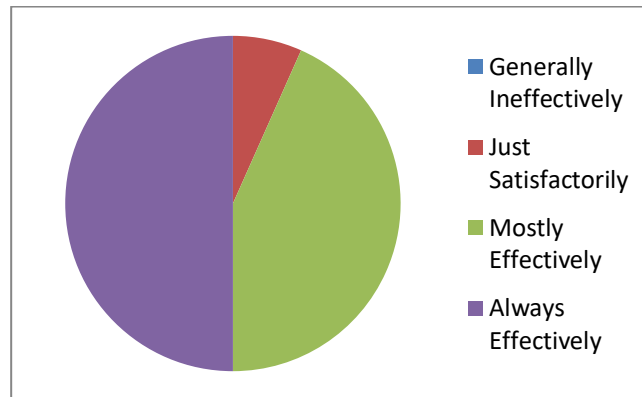
2 Response to the difficulty level of course content



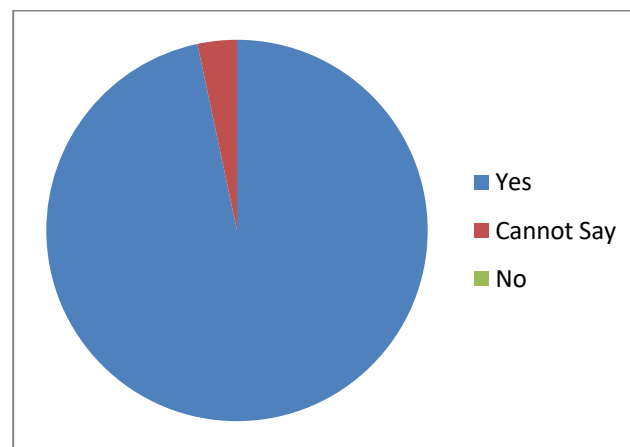
3 Response to the benefit of attending the course



4 Response to the communicative capabilities of the trainers towards the students



5 Response whether the course would be recommended to others



Suggestions and Comments from participants

1. The program should be extended to more classes and for a longer period. At least 2 to 3 hours weekly should be devoted to finishing school classes.
2. Spoken English classes should be introduced as a module under RUSA.
3. Course should give us an idea about various


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4. The course was really motivating for us and improved our language, confidence and communication skills
5. More student activities should be included.
6. It was indeed a golden opportunity for us to learn many new things.
7. The course should be open to all students starting from 1st semester itself and continue during their student days.
8. Students should be given the chance to repeat these courses.
9. Course should cover topics for business skills

Dr Arundhati Mech

Coordinator, Training to Students Program
Finishing School RUSA, Assam



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PHOTO GALLERY



Public Speaking Activity


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Yoga sessions






Computer Sessions




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Spoken English Student Activity



Networking and Communication


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Team Skill Lecture



Team Skill Student Act


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Group Discussion





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Valedictory Session




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- **Annexures:**
- Program Details
- List of Resource Persons
- List of Participants

Annexure i: Program Details

<u>Date</u>	<u>Time</u>	<u>Topic</u>	<u>Activity</u>	<u>Trainer</u>
26/09/19	08.30-09.30 AM	YOGA	Yoga	Instructor, Mr B J Das
	09.30 – 10.30 AM	Computer skills	MS Word, Google Doc.	Mr. K. J. Nath Ms. Chayanika Roy
	10.30-11.30 AM	Spoken English	PPT Talk, Practical sessions Evaluation	Mrs. B. Das
	11.30 – 12.30 PM	Communication & Net working skills	PPT Talk & Questionnaires and test	Dr. B. K. Saha Mr. Sanjib Baglari
	12.30 -1.30	Ice Breakers	Team Activity	All Trainers
	LUNCH			
09/2019	08.30-09.30 AM	YOGA	Yoga	Instructor, Mr B J Das
	09.30 – 10.30 AM	Computer skills	MS Power Point.	Mr. M. Deka Ms. Chayanika Roy
	10.30-11.30 AM	Interview Tips and Resume Writing	PPT Talk, Practical sessions Evaluation	Mrs. B. Das Mr. S. Baglari
	11.30 – 12.30 PM	Team Skills and Leadership skills	Video & PPT Activity	Dr. P Chakravarty Dr. H. K. Saud
	12.30 -1.30	SWOT	Swot Analysis	Dr Arundhati Mech
	LUNCH			
28/09/2019	08.30-09.30 AM	YOGA	Yoga	Instructor, Mr B J Das
	09.30 – 10.30 AM	Public speaking	PPT Talk, Practical sessions.	Dr. Ranu Roy
	10.30-11.30 AM	Group Discussion	PPT Talk, Practical sessions	Dr. A. K. Deka Dr. A. Mech
	11.30 – 12.30 PM	Group Discussion	PPT Talk, Practical sessions	Dr. A. K. Deka Dr. A. Mech
	12.30-1.30	Team Activity and Valedictory		All Trainers
	LUNCH			


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Annexure ii :List of Resource Persons

1. Dr Ranu Roy
2. Dr Amal Deka
3. Dr Paresh Chakravarty
4. Mr Sanjib Baglari
5. Dr Arundhati Mech
6. Mrs Beauty Das
7. Dr H Saud
8. Ms Chayanika Das
9. Mr K J Nath
10. Mr Mrinmoy Deka
11. Mr B J Das

Annexure iii : List of Participants

<p style="text-align: center;"><i>Student's Attendance</i> RUSA FINISHING SCHOOL 2019 3 DAY WORKSHOP FOR BIRJHORA MAHAVIDYALAYA STUDENTS.</p>					
<p style="text-align: center;"><i>Dates - 26/09/19 , 27/09/19 & 28/09/19.</i></p>					
Sl. Nos.	NAMES & CONTACT NO.	ROLL NOS.	Signature DAY 1	Signature DAY 2	Signature DAY 3
1.	Meenakshi Bhojpat.				
2.	Anju Roy				
3.	Susmita Saha				
4.	Pooja Bhandari Chetty				
5. ✓	Nayanjyoti Das 9957575307	110	Nayanjyoti Das	Nayanjyoti Das	Nayanjyoti Das
6. ✓	Ganesh ch. Das 9101427959	124	Ganesh ch. Das	Ganesh ch. Das	Ganesh ch. Das
7. ✓	Uddipta Medhi 8472060058	125	Uddipta Medhi	Uddipta Medhi	Uddipta Medhi
8. ✓	Gautam Basman 9706928988	126	Gautam Basman		Gautam Basman
9. ✓	Pranay kr. Paul 8638666795	128	Pranay kumar Paul	Pranay kumar Paul	Pranay kumar Paul


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Sl. No.	NAMES & Contact No.	Roll No.	Signature Day 1	Signature Day 2	Signature Day 3
10.	Krimmay Boruah.				
11.	Karishma Khatun.	134	Karishma Khatun	Karishma Khatun	Karishma Khatun
12.	Ritu moni Ray 9101094029	140	Ritu moni Ray	Ritumoni Ray	Ritu moni Ray
13.	Rubitha Bor-gaiajary.	141	Rubitha Borgaiajary	Rubitha Borgaiajary	Rubitha Borgaiajary
14.	Niranjan Ray 8486247494	143	Niranjan Ray	Niranjan Ray	Niranjan Ray.
15.	Satabdi Roy.	146	Satabdi Roy	Satabdi Roy.	Satabdi Roy
16.	Bikash Das. 9678940733	148	Bikash Das	Bikash Das.	Bikash Das.
17.	Sansuma Basumatary 7002778044	149.	Sansuma Basumatary	Sansuma Basumatary	Sansuma Basumatary
18.	Kandarpa Roy				
19.	Shanangay Nath 8402905806	115	Shanangay Nath	Shanangay Nath	Shanangay Nath
20.	Lakhan Kirtania. 7002966513	135	Lakhan Kirtania	Lakhan Ki	

Sl. No.	Name + Contact No.	Roll No.	Signature DAY 1	Signature DAY 2	Signature DAY 3
21. ✓	Mofijul Islam 8812869686	152	Mofijul Islam	Mofijul Islam	Mofijul Islam
22. ✓	Ranit Choudhury - Nay. 6002675435	154	Ranit Choudhury	Ranit Choudhury	Ranit Choudhury
23.	Eragdaw Brahma - Kna 9101957584	151	Eragdaw Brahma	Eragdaw Brahma	Eragdaw Brahma
24. ✓	Rasidul Islam 9101263585	173	Rasidul Islam	Rasidul Islam	Rasidul Islam
25.	Rahul Sarkar 8876123149	129	Rahul Sarkar	Rahul Sarkar	
26.	Rijumoni Roy 8761976451	145	Rijumoni Roy	Rijumoni Roy	
27. ✓	Tintumoni Nath 7002654145	130	Tintumoni Nath	Tintumoni Nath	Tintumoni Nath
28. ✓	Jariful Khan 9365112421	131	Jariful Khan	Jariful Khan	Jariful Khan
29. ✓	Saurabh Kr. Roy 9101886225	103	Saurabh Kr. Roy	Saurabh Kr. Roy	Saurabh Kr. Roy
30. ✓	Mridul Choudhury - dewy 7002587409	104	Mridul Choudhury	Mridul Choudhury	Mridul Choudhury
31. ✓	Masuma Begum 7002854278				

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Sl. No.	Names & Contact Nos.	Roll No.	Signature Day 1	Signature Day 2	Signature Day 3
32.	Biswajit Das Biswajit Das 91044806397 7575948454	156	Biswajit Das	Biswajit Das	Biswajit Das
33.	Pranayani Das 8133860806	133	Pranayani Das	Pranayani Das	
34.	Sreyasi Nath 7896791858	121	Sreyasi Nath	Sreyasi Nath	Sreyasi Nath
35.	Surej Sutra- -allate. 8638570280				
36.	Sudha Kumari 6001936875	114	Sudha Kumari	Sudha Kumari	Sudha Kumari
37.	Karishma Khatun. 6001201624 600201624	134	Karishma Khatun		
38.	Hiranya Kr. Nath 9385267015	123	Hiranya Kr. Nath		Hiranya Kr. Nath
39.	Abhigyan Sarma Sarma 9101225651	122	Abhigyan Sarma		Abhigyan Sarma
40.	Kamla Basu- -matary. 9365248687	150	Kamla Basumatary	Kamla Basu	

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Sl. No.	Name + Contact No.	Roll No.	Signature Day 1	Signature Day 2	Signature Day 3.
41.	Biswadeepa Biswadeepa paul 9101940524	144	Biswadeepa paul	Biswadeepa paul.	Biswadeepa paul.
42.	Biswadeepa Biswadeepa paul 9101940524	145			



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