

INSTITUTIONAL PRACTICES

1. Group Discussion:

The lecturers use the technique of group discussion in the class room for making the concept clear and for increasing the hidden talents of students, enhancing their creativity and make their learning easy. The teacher acts as a mentor and guide. Group discussion assesses the overall personality thoughts, feelings and behavior.

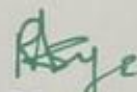
A topic is presented to the group members of discussion. Students are made to understand the group discussion rules and improve and focus on group discussion skills.

The lecturers choose a content or topic for group discussion and then make a group of desirable students. The lecturer acts as an expert incharge. The students are given instruction to improve an their group discussion commonly instructed by the lecturers. The students express their own views and the teacher modify their thinking whenever they go astray in the discussion.

In the discussion the expert also share their views to make the GD interesting and more knowledgeable.

Here are some instructions for a successful group discussion session which are mention below :-

1. Keep Eye Contact while Speaking: Do not look at the evaluators only. Keep eye contact with all team members while speaking.
2. Initiates the GD: Initiating the GD is a big plus. But keep in mind – Initiate the discussion only when you understand the GD topic clearly and have some knowledge on the topic. Speaking without proper subject knowledge will leave a bad impression.
3. Allow others to Speak: Do not interrupt anyone in-between while speaking. Even if you don't agree with his/her thoughts, do not snatch their chance to speak. Instead, make some notes and clear the points when it's your turn.
4. Speak Clearly: Speak politely and clearly. Use simple and understandable words while speaking. Don't be too aggressive if you are disagreeing with someone. Express your feelings calmly and politely.
5. Make sure to Bring the Discussion on Track: If by any means the group is distracted or deviated from the topic or goal then simply take initiative to bring the discussion on track. Make all the group members aware that you all need to come to some conclusion at the end of the discussion. So stick to the topic.
6. Positive Attitude: Be confident. Do not try to dominate anyone. Keep positive body language. Show interest in the discussion.
7. Speak Sensibly: Do not speak just to increase your speaking time. Don't worry even if you speak less. Your thoughts should be sensible and relevant instead of irrelevant speech.
8. Listen Carefully to Others: Speak less and listen more! Pay attention while others are speaking. This will create a coherent discussion and thereby you will get involved in the group positively. You will surely make people agree with you.
9. Need not get into too many details: Some basic subject analysis would be sufficient. No need to mention the exact figures while giving any reference. You have limited time only, so be precise and convey your thoughts in a short and simple language.
10. Formal Dressing: Do not take it casually. No fancy or funny dressing. You should be comfortable while speaking in a group. Positive gestures and body language will make your work easy.



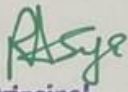
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2. Title of the practice: - Newspaper reading for Educational news

The books do not provide updated knowledge. As we know it is an era of fast changes and new information is being added daily. The students do not update themselves with the latest news so there is the need to acquaint them with the latest news in the field of education and give them a view of views of the experts as well as common man related to the field of education. So for this purpose our institution provides news paper reading facility to the students. Students are allowed reading news paper in their vacant lecturer or in the recess time for utilize their time for updated their self.

A Sadan group their duty for a week. During this week a student's of this particular sadan selects the news and views on the news paper of the day and reads these before all the students in the morning assembly. Since opportunity is to given to different students on each day. The students get the latest knowledge of the happenings in the field of education and the other one.

So for this purpose there are many newspaper provided to the students like Jag bani ,The Tribune, Punjab kesari , Jung- e- samachar , Raster chavi ect. Our teachers allow the students to utilize their leisure time in reading newspaper and get update their self.


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