

A SHORT TERM COURSE ON HOW TO TEACH EFFECTIVELY?

REPORT

Activities of Day I 01.09.2016

Centre for Academic Leadership and Educational management, Aligarh Muslim University conducted the short term course on “How to Teach Effectively?” at Crescent College of Education for women, Madurai was inaugurated on 01.09.2016 by 9.30 a.m.

The first day course was broadly divided into three sessions. The first session was started with Qirath recited by Nathira. And it is followed by Tamil Thai vazhthu. Our Principal Ms. Mahdoom Ariffa welcome the gathering. Following the welcome Address Our Chief Guest Dr. Abu Ayub Ansari, Principal, M.S.S. Wakf Board College, Madurai inaugurated the session.

Our Guest of Honor Dr. Abu Ayub Ansari addressed the gathering about the Recent trends in teaching namely Flipped classroom, Online learning, latex and mitex courses, Beemer lights and some more techniques briefly. After that Ms. Manohari introduced our Resource Person Prof. Dr. Sajid Jamal.

Prof. Sajid Jamal gave a small introduction about the short term course on How to teach effectively? The First Session was ended with National Anthem.

After a short break Dr. Sajid Jamal introduced many teaching techniques. Then he mentioned about the barriers to listening, components of lecture and retention.

Prof. Sajid Jamal has elaborated about how to enhance the teaching-learning process effectively. And he listed out the roles of teachers in enhancing Teaching- learning process.

During the Third Session, our Resource Person stated the steps for effective lecturing. Also he quoted many techniques of delivering good lectures with small stories and many examples.

To make teaching learning process effective, he has supplemented four sound teaching-techniques namely Demonstration, Brain storming, Problem Solving Method and Co-operative Learning.

Sir elaborated about Inductive and Deductive approaches and some more with necessary examples. Especially Z to A Technique and SHAPE Techniques were new to us. Surely we will make use of techniques in near future.

The sessions were lively, humorous and mind blowing.

Activities of Day II 02.09.2016

The second day programme was started with prayer recited by Ms. Hussain Ali Fathima, Assistant Professor, Thassim Beevi Abdhul kathar College of Arts and Science, Kilakarai. Mrs. Manohari, Assistant Professor presented the previous day report.

During the First session, Dr. Sajid Jamal explained about “The Planning & Management for effective teaching.” And he mentioned the importance of preparing lesson plan and aids in teaching. Also he explained about How class room management is helpful in effective teaching.

During the session II Our resource person introduced the topic “Evaluation & Feedback for enhancing learning process”. He discussed about Test, Measurement , the elements of evaluation, the tools of good evaluation with lot of examples.

Following that Sir had explained the types of evaluation such as

- Formative Evaluation Vs Summative evaluation
- Diagnostic Evaluation Vs Remedial measures
- Peer Evaluation Vs Self Evaluation
- Norm Referenced Test Vs Criterion Referenced test.

Then he taught the methods of differentiating and interpreting the percentage and percentiles as relative and perfect scores respectively. Sir gave many examples for framing good essay type questions and how to evaluate those essay type questions.

During the session III he taught about MCQ , Item Analysis, difficulty Index, negative marking system and the types & behaviors of students in classroom thoroughly.

The sessions were ended with feedback from Participants.

During the first two days we learnt a lot from Dr. Sajid Jamal. Surely we will practice it in our future to scale us in newer heights.

Activities of Day III 03.09.2016

The third day programme was started with Qirath recited by Sirasu Nisha Begum, Assistant Professor, The Government Meenakshi College For women, Madurai. Our Principal S. Mahdoom Ariffa Welcome the gathering and she introduced our Resource Person Prof. Mohd. Moshahid, Associate Professor, MANUU, Hyderabad. Following that Ms. Vahitha banu, Assistant Professor, M.S.S.Wakf Board College, Madurai presented the second day report.

During the First session, Dr. Mohd. Moshahid explained the characteristics of an effective teacher. Sir outlined that how a teacher inspires students in a passionate way. Every one remembered their teachers through his ideal way of teaching. Sir has retrieved the different types of teachers from the participants to realize Where we are?. And he mentioned the qualities of a good teacher, effective teacher and reflective teachers,

- While teaching of Teaching skills, he listed out the various stages of teaching such as Planning stage, Introductory stage, Presentation stage, Closing stage in a well defined manner.
- And he recommended Multi sensory teaching techniques to get concrete opinion about the concepts namely Learning by seeing Learning by saying, Learning by doing & Learning by listening.
- During the session II, Prof. Mohd. Moshahid prioritized the roles of an Effective Teacher and then he explained about the concepts and the characteristics of Guidance and Counselling.
- He extended his speech by explaining the areas of Guidance and Counselling and the characteristics of a counsellor.
- He related many Counselling Approaches and counselling processes with many examples for the betterment of our younger generation.
- Moreover he insisted the values of Educating the society.

In the session III, Sir dealt about the topic “Motivating the students for learning”. Sir described the theme of Function of motivation, Motivation cycle, types of motivation, Maslow’s theory of self actualization, and theories of motivation.

We learnt lot of ideas to motivate the students from his lecture.

Activities of Day IV 04.09.2016

The fourth day programme was started with prayer recited by Ms. Nihumathunisha. Our Principal Ms. Mahdoom Ariffa welcome the gathering.

During the First session Prof. Shahid Farooq explained about How a teacher should be? ie. How they are better educated and how they are respected now-days.

Sir told how the teachers personality plays a vital role in effective teaching,ie how a teacher should be friendly, cheerful, sympathetic, morally virtuous, enthusiastic& humorous.

He stated the knowledge and skill requirements for a teacher. Being a good teacher one should have knowledge and special skills. Apart from this one should possess the knowledge outside the classrooms and colleges.

During the third session Sir guided us to train ourselves to download software called Google earth.com to know much about the heavenly Earth.

Activities of Day V 06.09.2016

The day was started with quranic versions by Ms. Nihumathunnisha, Assistant Professor, Crescent College of Education, Madurai-14.

During the first session, Prof. Dr. Shahid Farooq explained about why multimedia is needed for teachers?. i.e How one should demonstrate our lectures switching over from traditional to effective and newer ones. Sir insisted us to use Power Point Presentations and he mentioned the techniques of preparing slides namely:

- a)Preparing for a presentation
- b)The art of making PPSlides
- c)The art of delivering presentations.

The foretold parts were discussed elaborated by his nice slides. We people will be surely cherished forever by using these tips. Sir gave a detailed note on the importance and the preparation of mind mapping . Surely we will make use of it as a core technique. Sir had given all these presentations with good volume, tone, pitch and pace to enhance the teaching process more effectively.

After a break Sir had made a clear picture on longitude, latitude and virtual globe elaborately. Our resource person's views kindled us to know more about Science and Politics go around the world.

Sir explained that how NASA is getting matter from Google earth. Our Resource person explained about the Google earth, its advantages and the tools to hold the images purposefully.

During the session III, Dr. Shahid Farooq took us a virtual tour to Aligarh, Tajmahal, White House, Eiffle Tower, Manhattan and many more places without paying any dollars.

Though we had this as a virtual one we could be able to know the purpose and specialty of the software Google earth.

Dr. Shahid Farooq made these two days a memorable one.

Activities of Day VI 07.09.2016

The session was started with prayer recited by Hamza Mubarak, Hajee Karuththa Rawthar College, Uttamapalayam. Following that Our Principal introduced and welcomes the Resource person Dr. Faiza Abbasi, Assistant Director, UGC-HRD centre, Aligarh Muslim University, Aligarh.

During the First session Our Resource Person elaborately discussed about communication. She mentioned the two types of communication such as verbal and nonverbal communication and how far it is used for teachers. Also she mentioned this as best practices of study. Moreover, she stated that Regularity and punctuality is necessary for us to impart and the same from the student community.

And she mentioned the importance of speech. From her speech itself we would be able to know the importance of tenure, speed and pauses.

The speech about Trickle down approach impressed us very much. i.e. the way you delivered was really wonderful.

And Madam quoted the excellence in language and Terminology leads us to be perfect in every practices. She emphasized the four directions of good language name Reading, Listening, speaking and writing.

Our Resource person Dr. Faiza Abbasi insisted about TED Talks (Technology Engineering Design Talks) that are prepared by legends and versatile speakers in English Language.

In addition to that she explained about the proverb i.e. "Self Help is the Best Help". We assure that we will take efforts to climb-up towards the top of the gradient.

To attain mastery, As a first trick she insisted that three points such as

- Speak only on subjects of expertise
- Refresh to knowledge frequently
- Dissemination and Creation of Knowledge.

As a second trick she explained about the importance of reading journals from their mother tongue and in English.

To give a good lecture Madam gave some building blocks namely Motivation, Coherence, Relevance and Simplicity. Also she taught more about the modes of Dialogue and monologue in Teaching for the capacity building of the students.

In addition to that she mentioned the importance of using technology while teaching especially Power Point Presentation as a powerful aid.

To make the words “Change is Permanent” into reality, we assure that we will be cherished forever by using the activities.

During the second session Madam Dr. Faiza Abbasi, Assistant Director, UGC-HRD centre, Aligarh Muslim University, Aligarh asked about the conduction of this short course. She asked many questions such as What is the need of the Teachers working in Higher Education Departments and what to be improved? And she every participant to come and convey their opinion about the conduction of this short course. All the participants came and noted their feedback on the white board. After that she interpreted about the opinions of participants.

And the feedback form is distributed to everyone to convey their ideas. she make call among the participants for oral feedback.

All the participants gave positive feedback towards the conduct of this short term course How to teach effectively?

During the third session, Dr. S. Mohanan, Regional Director, IGNOU Regional Centre, Madurai had come over here as Chief Guest for the valedictory function. He spoke about the importance of education and teaching technology and more. His experiences with Dr. Swaminathan,(Scientist), and Dr. A.P.J. Abdhul kalam Former Prime Minister of India.

Following that Mrs. Manohari read the six days report. Then the Chief Guest and Our Resource person distributed the certificates to every participants. The programe came to end by singing National Anthem
