

Managed by Sarvodaya Higher Education  
Society

S.D. Arts and Shah B.R. Commerce College,  
Mansa



**Executive Summary of Finishing School  
Training Under the aegis of Knowledge  
Consortium of Gujarat**

**(Report: 2018-19)**

# **Executive Summary of Finishing School Training Under the aegis of Knowledge Consortium of Gujarat (Report: 2018--2019)**

## **(A) Preamble:**

The initiative to train the students for their life, career and employability taken by the government of Gujarat and KCG was actively responded by our institution and the training of Finishing School was organized by us under the aegis of KCG, Ahemdabad.

The components covered during the training have been (1) Life Skills (2) Employability Skills (3) English Functional Skills (4) English Functional Skills. Each of the components, with its internal variety of sub-themes and core elements, has been significantly useful and fruitful in shaping personality and career of our students.

## **(B) Chart of Training Program:**

| No | Date     | Component   | Name of Trainer |
|----|----------|---|-----------------|
| 1  | 8/10/18  | Life Skills and Employability Skills (Component-1 &2) | Mm. DishaPopat  |
| 2  | 9/10/18  | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 3  | 10/10/18 | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 4  | 11/10/18 | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 5  | 12/10/18 | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 6  | 23/10/18 | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 7  | 3/12/18  | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 8  | 4/12/18  | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 9  | 5/12/18  | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |
| 10 | 6/12/18  | Life Skills and Employability Skills(Component-1 &2)  | Mm. DishaPopat  |

| No | Date     | Component                               | Name of Trainer |
|----|----------|---|-----------------|
| 1  | 28/12/18 | English Functional Skills (Component-3) | Dr. Elizabeth   |
| 2  | 29/12/18 | English Functional Skills (Component-3) | Dr. Elizabeth   |
| 3  | 30/12/18 | English Functional Skills (Component-3) | Dr. Elizabeth   |
| 4  | 31/12/18 | English Functional Skills (Component-3) | Dr. Elizabeth   |
| 5  | 1/1/19   | English Functional Skills (Component-3) | Dr. Elizabeth   |
| 6  | 4/2/19   | English Functional Skills (Component-4) | Dr. Elizabeth   |
| 7  | 5/2/19   | English Functional Skills (Component-4) | Dr. Elizabeth   |
| 8  | 6/2/19   | English Functional Skills (Component-4) | Dr. Elizabeth   |
| 9  | 7/2/19   | English Functional Skills (Component-4) | Dr. Elizabeth   |
| 10 | 8/2/19   | English Functional Skills (Component-4) | Dr. Elizabeth   |

**Batch-1 List of Students with Details**

| <b><u>SR<br/>NO</u></b> | <b><u>NAME</u></b>           | <b><u>ROLL<br/>NO</u></b> | <b><u>SEM</u></b> | <b><u>DEGREE</u></b> |
|-------------------------|------------------------------|---------------------------|-------------------|----------------------|
| 1                       | Prajapati Riddhi Chetankumar | 3149                      | V                 | BCOM                 |
| 2                       | Chavda Rajendrasinh D.       | 3139                      | V                 | BCOM                 |
| (3)                     | Patel Hemangi R.             | 3056                      | V                 | BCOM                 |
| (4)                     | Patel Sejal J.               | 3171                      | V                 | BCOM                 |
| 5                       | Rabari Ankita Maljibhai      | 3012                      | V                 | BCOM                 |
| (6)                     | Goswami Minaxiben H.         | 3081                      | V                 | BA                   |
| (7)                     | Chaudhri Pinakin M.          | 3021                      | V                 | BA                   |
| (8)                     | Patel Asha N.                | 3037                      | V                 | BA                   |
| 9                       | Parmar Jyoti Nandubhai       | 3065                      | V                 | BA                   |
| 10                      | Thakor Bindiya Bharatsinh    | 3044                      | V                 | BA                   |
| (11)                    | Thakor Vipul K.              | 3136                      | V                 | BA                   |
| 12                      | Thakor Sachin B.             | 3026                      | V                 | BA                   |
| 13                      | Solanki Kajalben Nareshbhai  | 3066                      | V                 | BA                   |
| 14                      | Gohil Divyaben Kantibhai     | 3050                      | V                 | BA                   |
| 15                      | Thakor Monikaben Manishbhai  | 3082                      | V                 | BA                   |
| (16)                    | Thakor Lalaji Babaji         | 3076                      | V                 | BA                   |
| 17                      | Parmar Mamta K.              | 3162                      | V                 | BA                   |
| (18)                    | Senma Maya H.                | 3165                      | V                 | BA                   |
| (19)                    | Raval Sapna M.               | 3185                      | V                 | BA                   |
| (20)                    | Prajapati Nirmal D.          | 3084                      | V                 | BA                   |
| (21)                    | Prajapati Ajay N.            | 3032                      | V                 | BA                   |
| (22)                    | Dave Mrilani A.              | 3169                      | V                 | BA                   |
| (23)                    | Makwana Amit B.              | 3112                      | V                 | BA                   |
| (24)                    | Thakor Champak B.            | 3114                      | V                 | BA                   |
| (25)                    | Thakor Kaluji S.             | 3119                      | V                 | BA                   |
| 26                      | Parmar Suchi R.              | 3133                      | V                 | BA                   |
| (27)                    | Hashmi Kalim H.              | 3118                      | V                 | BA                   |
| (28)                    | Darji Chirag Hasmukhbhai     | 3007                      | V                 | BA                   |
| (29)                    | Thakor Sachin Babubhai       | 3026                      | V                 | BA                   |
| (30)                    | Chaudhri Manisha Dineshbhai  | 3016                      | V                 | BA                   |
| (31)                    | Pathan Muskan Mustufakhan    | 3017                      | V                 | BA                   |
| 32                      | Rabari Kajalben Gafurbhai    | 3012                      | V                 | BA                   |
| (33)                    | Chaudhri Bhalabhai Manabhai  | 3005                      | V                 | BA                   |
| 34                      | Rathod Nishaben Dahyabhai    | 3020                      | V                 | BA                   |
| (35)                    | Chavda Nilam K.              | 3173                      | V                 | BA                   |
| (36)                    | Dutt Sapna Sunilbhai         | 3028                      | V                 | BA                   |
| (37)                    | Gajjar Janvi Bhaveshbhai     | 3011                      | V                 | BA                   |

|      |                           |      |   |      |
|------|---------------------------|------|---|------|
| (38) | Mevati Muskan Shahidkhan  | 3018 | V | BA   |
| (39) | Darji Darshan Arvindbhai  | 3008 | V | BA   |
| (40) | Lavar Amirkhan Rahishbhai | 3033 | V | BA   |
| 41   | Makwana Bhoomi Rajeshbhai | --   | V | BCOM |
| (42) | Kyada Priyanka            | 3170 | V | BCOM |

**NB:** The serial Numbers in brackets deserved certificates and were awarded the same.

## **(C)Component-wise Report of Finishing School Training:**

### **Component 1: Life Skills: (by Mm. DishaPopat)**

**Topics Covered:** Self-confidence, Self-discipline, Time Management, Swot Analysis, Life Goal Setting, Professional Goal Setting, Presentation Skills, Resume, Body Language, Interpersonal Skills, Grooming and personal hygiene, effectivity and Planning and Organization Skills.

### **Component 2: Employability Skills: (by Mm. DishaPopat)**

**Topics Covered:** Leadership Qualities, Following Directions, Interview Skills, Negotiation Skills, Team-work, Critical Thinking, Problem Solving, Empathy, Stress Management.

### **Component 3: English Functional Skills: (by Dr. Elizabeth Christian)**

**Topics Covered:**Introducing self and others, Building Blocks, Interaction, Let's name it,, Everyday English, Framing it Right, Describing People, Roll-Camera-Action, Right Word at Right Time.

### **Component 4: English Functional Skills: (by Dr. Elizabeth Christian)**

**Topics Covered:** Asking and answering questions, Let's Pair Up, Building Blocks, Speak and Contribute, Effective Communication, Let's Discuss in Group, From Reporter's Desk.

## **(D)Training Method used by Trainer:**

Lectures/speeches

Interactive Method including questions-answers,

Group Discussions

PPTs and Audio-visual aids

Activity-based training

Assigning Tasks

Intellectual Games.

## **(E)Outcome of Training:**

- (a) The students have been aware and eager to develop life skills.
- (b) The students have learnt to focus on employability skills.
- (c) The students have learnt to develop more self-confidence.
- (d) The students have learnt to take up challenges.
- (e) The students have become more career-conscious.
- (f) The students have encountered with interview-techniques.
- (g) The students have developed an attitude towards problem-solving.
- (h) The students have redefined the planning of career and have learnt art of planning.
- (i) The students have focused on developing Leadership qualities.
- (j) The students have learnt the lessons in team-work.
- (k) The students have got an insight into effective communication and its importance.

**Dr. Tushar Vyas**

**Dr. Hasyada Pandya**

**Co-ordinator**

**Principal**