



Finishing School Knowledge Consortium of Gujarat



Training Report

On

‘SET-A & C’ & ‘SET-B & D’

30/9/2021 – 4/10/2021 and 05/10/2021 to 09/10/2021 (Offline mode)

02/01/2022 to 06/01/2022 (Offline mode) and 07/01/2022 to 11/01/2022 (Online mode)

(Total Duration: 80 hrs)

Principal
Dr. V. S. Purani

Coordinator
Dr. S. K. Srivastava

Trainer
Ms. Meghna Soni
Mr. Arup Sinha
Mrs. Noopur D Thakker



Batch-2 (2021-22)

Organized by
Chemical Engineering Department
GEC, Valsad

Training Schedule

Finishing School Program - KCG

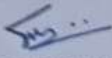
Government Engineering College, Valsad
Finishing School Training Schedule (SET-A)

27/09/2021

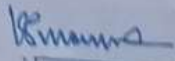
Trainer's Name: Ms. Meghna Soni

Table.1 Training Schedule

Sr. No	Date & Day	Session I (11-1pm)	1-2 pm	Session II (2-4 pm)	Total Hours
1	30/09/2021	Self-Awareness	Interaction + Break	Self Esteem & Self Confidence	4+1
2	1/10/2021	Goal setting	Interaction + Break	Grooming, Body Language	4+1
3	2/10/2021	Resume Writing	Interaction + Break	Group Discussion	4+1
4	3/10/2021	Interview Skills	Interaction + Break	Job Search	4+1
5	4/10/2021	Interpersonal Skills	Interaction + Break	Empathy	4+1


Dr. S. K. Srivastava
FS, Coordinator




Principal
Government Engineering College
Valsad

Finishing School Program - KCG


Government Engineering College, Valsad
Finishing School Training Schedule (SET-C)

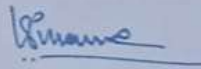
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Trainer's Name: Ms. Meghna Soni

Table 2 Training Schedule

Sr. No	Date & Day	Session I (11-1pm)	1-2 pm	Session II (2-4 pm)	Total Hours
1	5/10/2021	Positive Attitude and Motivation	Interaction + Break	Stress & Anger management	4+1
2	6/10/2021	Time Management	Interaction + Break	Self Discipline	4+1
3	7/10/2021	Leadership	Interaction + Break	Team Work	4+1
4	8/10/2021	Presentation skills	Interaction + Break	Problem Solving	4+1
5	9/10/2021	Critical Thinking	Interaction + Break	Cyber Etiquette	4+1


Dr. S. K. Srivastava
(FS. Coordinator)


Principal
Government Engineering College
Valsad



(Note: SET-C was conducted by Mr. Arup Sinha with same schedule as Meghna Soni had denied due to medical urgency)

**Offline Training Schedule for Finishing School Training 2021-22
Set: B**

Name of College: - Government Engineering College, Valsad.

Batch No:- 2

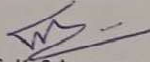
Name of Trainer :- Noopur D. Thakkar

Date :	From	02/01/2022	To	06/01/2022	Total Days: 05
					Total hours: 20

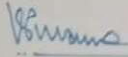
Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	02/01/2022 Day-1	11:00 to 01:00	Self-Introduction and Introducing Others	2 hours
2	02/01/2022 Day-1	02:00 to 04:00	Nouns and Pronouns	2 hours
3	03/01/2022 Day-2	11:00 to 01:00	Describing Words	2 hours
4	03/01/2022 Day-2	02:00 to 04:00	Vocabulary Building	2 hours
5	04/01/2022 Day-3	11:00 to 01:00	Verbs Part-1	2 hours
6	04/01/2022 Day-3	02:00 to 04:00	Tenses Part-1	2 hours
7	05/01/2022 Day-4	11:00 to 01:00	Prepositions	2 hours
8	05/01/2022 Day-4	02:00 to 04:00	Conjunctions & Connectors	2 hours
9	06/01/2022 Day-5	11:00 to 01:00	Framing it Right	2 hours
10	06/01/2022 Day-5	02:00 to 04:00	Telephone and Email Etiquette Part-1	2 hours

Regards,

Noopur D. Thakkar


Dr. S. K. Srivastava
FS Coordinator




Dr. V S Purani
Principal
GEC Valsad

Offline Training Schedule for Finishing School Training 2021-22 Set: D

Name of College: - Government Engineering College, Valsad.

Batch No:- 2

Name of Trainer :- Noopur D. Thakkar

Date :	From	07/01/2022	To	11/01/2022	Total Days: 05
					Total hours: 20

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	07/01/2022 Day-1	11:00 to 01:00	Verbs Part- 2	2 hours
2	07/01/2022 Day-1	02:00 to 04:00	Tenses Part- 2	2 hours
3	08/01/2022 Day-2	11:00 to 01:00	Appropriate Use of Language in Social Media	2 hours
4	08/01/2022 Day-2	02:00 to 04:00	Communication Skills and Barriers	2 hours
5	09/01/2022 Day-3	11:00 to 01:00	Developing a Paragraph	2 hours
6	09/01/2022 Day-3	02:00 to 04:00	Email Etiquette Part-2	2 hours
7	10/01/2022 Day-4	11:00 to 01:00	Group Discussion	2 hours
8	10/01/2022 Day-4	02:00 to 04:00	Report Writing	2 hours
9	11/01/2022 Day-5	11:00 to 01:00	Speak and Contribute	2 hours
10	11/01/2022 Day-5	02:00 to 04:00	Telephone Etiquette Part-2	2 hours

Regards,

Noopur D. Thakkar

Dr. S. K. Srivastava
FS Coordinator



K. Purani
Dr. V S Purani
Principal
GEC Valsad

TRAINER NAME: MEGHNA SONI

COLLEGE NAME: Government Engineering College, Valsad

Date: 30/9/2021 – 4/10/2021. (20 hours)

Set A:

The training was initiated by explaining the importance of the Finishing school programme and how it is going to help them to build their future.

Set A– is specially curate with topics of Life skills and Employability skills that are important for students for their placement.

Day 1: Self Awareness - The students were made torealise their strengths and weaknesses by doing the SWOT analysis activity. Along with related videos to explain them the importance of self-awareness , plus case study and quiz at the end of every session. This guided them on how to convert their weakness into strengths and how to capitalize on their strengths to create more opportunities in life.

Self Esteem, Self-confidence- Students understood the importance of having self esteem to increase their confidence , the correlation of both and the importance of these skills for acquiring job. Lot of stories and real life case studies were used to explain them.



Fig.1 During first day of training

Day 2: Life and Professional Goal Setting-In Goal setting, the students were made to understand how to make SMART goals which would help them in all spheres of life, and got clarity on what are their short term goals, mid term goals and long term goals. They also got lot motivated through videos and real life examples. They also did an activity online for setting Goals.

Grooming and Body language and Etiquette-They were explained how the first impression is created in first 7 sec of meeting a person, and creates the lasting impression. So, what type of outfit to be worn in the interview, to all the hygiene to be maintained to create positive first impression?

Then through Body Language- they learnt how non verbal communication plays an important role in communication. Especially in interviews, how their confident body language helps them get their desired job.

They learnt the correct way for a handshake, right standing and sitting posture. Videos relating this reinforced this concept for them.



Fig.2 During an activity at day2

Day 3: Cover letter and Resume writing- Students were explained the importance, the correct formats and the styles of Resume writing and Cover Letter. Then they were made to make their own, as they would to companies for applying for the job.

Job Search- Students learnt the importance and ways

of using correct social media platforms to search job, also how job portals work for placements....how to create an account on various famous job portals. The importance of correct keywords to search the appropriate job.



Fig.3 Resume writing and cover letter formation

Day 4: Group Discussion- In this students learnt about how and why GD round is important, in which they were made groups of ten and given impromptu topics for discussion, following the GD norms. What are the rules, that are required and the correct body language to crack the GD round. Understanding Importance of verbal communication, how it impacts the professional life.

Interview Skills--.The Most important topic- included Body language while waiting for your turn for the interview to the correct postures, outfit, how they should introduce themselves, what kind of questions are usually asked, ways of answering it correctly.

Greeting the Interviewer, to confidently closing the interview....all was explained in details with relevant videos, and a quiz at the end.



Fig.4 During discussion for GD and interview

Day 5: Empathy- The concept of Empathy was explained by asking them to share real life examples from their lives with the class to facilitate peer learning. They also heard about many real life case studies explaining Empathy in their daily life. They were also explained the difference of Sympathy and Empathy with various stories and videos.

Interpersonal skills- Known as People Skills, in this the students were explained -how important are this skill in their personal and professional life.

All the sessions were supported by lot of videos and interactive activities with case studies and a quiz at the end of every session to make it very interactive.



Fig.5 Task of Interpersonal skills

It was an amazing experience with the students of this college; they were extremely enthusiastic and participative with a great zeal to learn.

TRAINER NAME: Arup Sinha

SET-C

Day 6

The session started by a discussion on “Why is it important to work in teams?” Followed by explaining the concepts of the “TOPIC OF THE DAY- TEAM WORK”.

The following points were explained in detail:

Do’s and Don’ts of a good team work. Stages of team building. How to work in a team effectively.

ACTIVITY: A group activity was given by the Trainer to apply the concepts discussed earlier and derive learning out of it.

Topic Discussed: LEADERSHIP SKILLS

Leadership being one of the key skills required by the employers, hence special emphasis was given on understanding this topic.

Points of discussion included: Qualities of a Leader, Different Leadership styles.

Why is it important to have leadership skills? VIDEOS were shown to the students for better understanding.

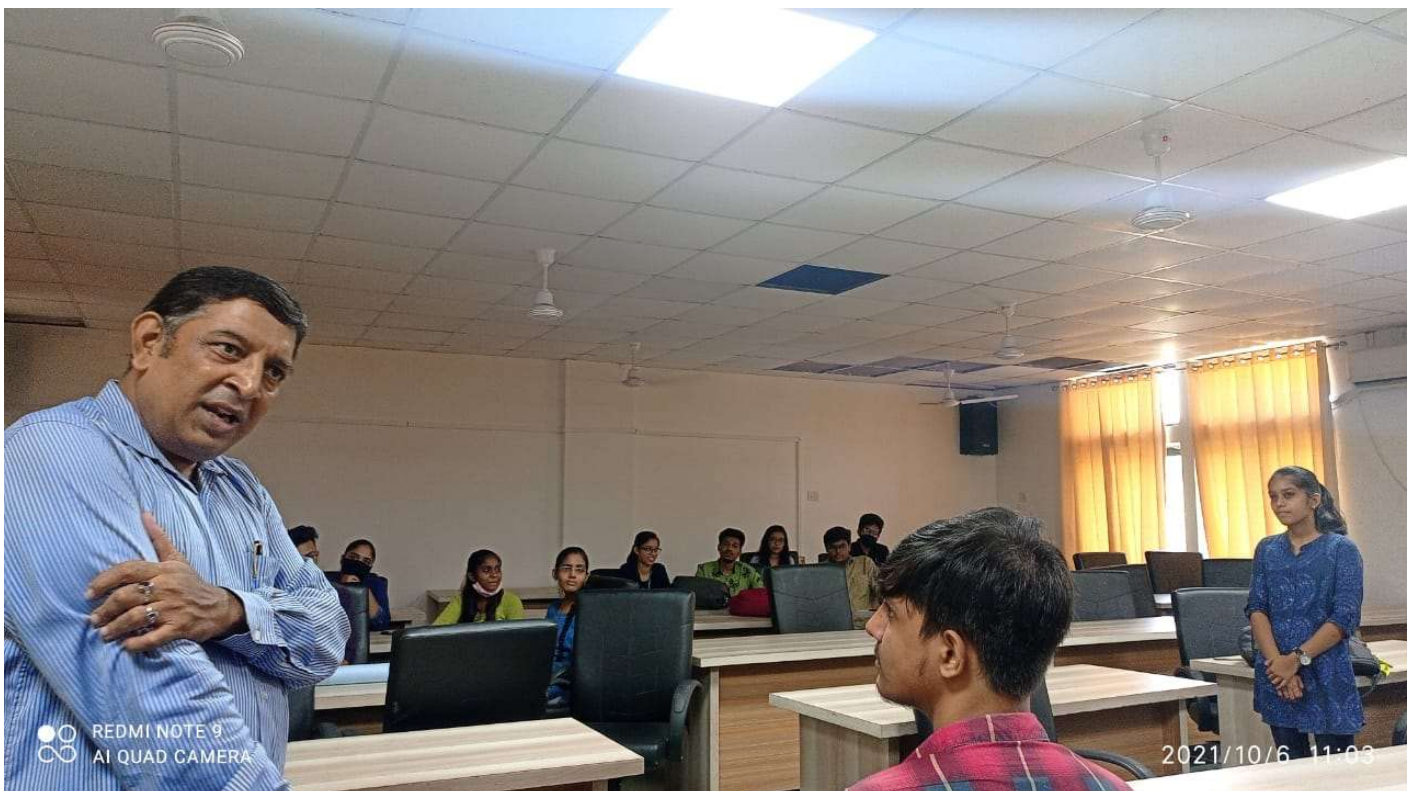


Fig.6 On day 6, students learning about LEADERSHIP SKILLS

Day 7

TOPIC OF THE DAY: POSITIVE ATTITUDE AND MOTIVATION.

This session was started with dividing the students into groups and sharing one incident of their lives where they had kept a positive attitude against all odds. Surprising stories came to light especially how they were able to cope up with the COVID situation. This healthy discussion led to immense learnings and boosted their morale further. The Trainer also shared her personal life experiences.

Next, the different ways in which one can motivate themselves were discussed along with the MASLOW” S MOTIVATION THEORY.

TOPIC OF THE DAY: PRESENTATION SKILLS & MEETING ETIQUETTE.

How to give effective presentations and the meeting etiquette that need to be followed were discussed in detail with the help of the PowerPoint presentation. A VIDEO of relevance was shown for concept clarity.

GROUP ACTIVITY: The students were divided into groups and were given a topic to present. Feedback was provided by the trainer to the individual participants.



Fig.7 Students were learned about POSITIVE ATTITUDE AND MOTIVATION and PRESENTATION SKILLS & MEETING ETIQUETTE

Day 8

TOPIC OF THE DAY: PROBLEM SOLVING & DECISION MAKING

The above-mentioned topic was discussed in detail along with its application in the day- to- day lives of the students. Following method of problem solving were discussed in detail:

AFFINITY METHOD, CRITERIA METHOD

The students were then asked to apply Criteria Method on a common problem they all are facing as students.

Second Topic was: TIME MANAGEMENT

The students were asked how they would spend if given an amount of 86,400 /- rupees.

They were then told how important it is be aware of how they are spending the number of seconds in a day which is 86,400. Different methods of time management were taught:

MATRIX METHOD, ABC METHOD, TO-DO LIST METHOD, DOTS METHOD

GROUP ACTIVITY: IDENTIFY YOUR TIME WASTERS

The students were divided into groups and were asked to identify one common time waster and DRAW it. They were next asked to suggest ways to deal with the identified time wasters.

The day ended with lot of eye opening learnings.



Fig.8 Students learned about PROBLEM SOLVING & DECISION MAKING and their management

Day 9

Topic of the day: SELF DISCIPLINE AND EMOTIONAL INTELLIGENCE

ICE BREAKER Activity- INTERVIEW A STRANGER-They were given a task wherein, learned about how to minimize/eliminate nervousness while giving introduction to any stranger and take his/her introduction.

Concept of self-discipline and EQ were discussed. Importance of self-discipline and how to achieve it were taught to them.

Second Topic of the day: CRITICAL THINKING AND PROFESSIONAL ETHICS

Points discussed were: Meaning of critical thinking. Types of thinking, Different thinking hats and their relevance. Students were then given different real life scenarios and were asked to identify the most appropriate thinking hat they would use in the given situation. The topic was Professional Ethics was discussed along with its importance in today's world. The students were then asked to IDENTIFY the professional ethics they would follow once they start their professional journey.



Fig.9 Students learned about SELF DISCIPLINE AND EMOTIONAL INTELLIGENCE and CRITICAL THINKING AND PROFESSIONAL ETHICS

Day 10

First topic of the day: STRESS AND ANGER MANAGEMENT

The session started with discussing what stress is and its types. The different causes of stress were identified and the ways to handle stressful situation were taught in the class.

ACTIVITY: BE IN THE PRESENT MOMENT- Students participated in an activity where they learnt how to be in the present moment and overcome unnecessary stress, worry and overthinking.

Second topic of the day: SOCIAL MEDIA AND CYBER ETIQUETTE

The discussion included: Identifying the different social media platforms, DO's and Don'ts of each platform. Etiquette to be followed while interacting on these platforms

Things to take care when it comes to online presence etc. At the end, along with committing any two skills that we will inculcate in our life, students were dispersed. This was the end of 10 days (40 hours training) on Life skill and employability skill to the students of GEC, Valsad (Batch-1, A. Y. 2021-22) by Mr. Arup Sinha.



Fig.10 a, Dr. S. K. Srivastava (FS Coordinator), Prof. V. Visavadia with students Team during last day activity



Fig.10 b, Last day of training

TRAINER NAME: Noopur Thakker

SET B & D

Day: 1

Date: 02/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Self-Introduction and Introducing Others; Nouns and Pronouns

Description about the Day: In the first session, Students were first made prepared for learning English as they were very much unwilling to do so. Then, they were explained how to introduce themselves and others also. Subsequently, all the students gave their introduction followed by an activity in which they introduced others.

Next, students learnt what are nouns and pronouns and how we frequently use them in our day to day conversation. Types of nouns and pronouns were also explained with examples. One activity was done regarding nouns and pronouns.

Trainer's Observation:

- Students understood the importance of introducing oneself, that too in English.
- Those who were not ready to learn English at all, they tried to introduce themselves in front of all the students.
- Through an activity, they practically learnt how to introduce others.
- Students actively participated in learning and also in activity where they collected many nouns from the same room where they were sitting at that moment.



Fig.11 First day of Functional English training

Day: 2

Date: 03/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Describing Words; Vocabulary Building

Description about the Day: Students have learnt the concept of adjectives in detail. Definition of adjectives, kinds of adjectives, degree of comparison, etc. topics were discussed and explained. Many different words used for describing people, places and events were discussed.

Students understood the importance of enhancing their vocabulary. They learnt the concepts of active and passive vocabulary. They also learnt various ways to develop a good vocabulary.

Trainer's Observation:

- Students played a game and used various adjectives in the game.
- They wrote many sentences for describing their friends.
- They also tried to use different adverbs by challenging each other.
- They understood why tenses are important for everyday English and also all the types of tenses.
- After the session, they acquired awareness towards their vocabulary building.
- Each student searched for new 5 words from the dictionary and shared the same with other students.



Fig.12 Second day of Functional English training

Day: 3

Date: 04/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Verbs Part-1; Tenses Part- 1

Description about the Day: Students were explained what is verb, the use and importance of verb in sentences and also various types of verbs. They learnt how to use main verbs, linking verbs and helping verbs. Besides, modal auxiliaries were also explained with examples. The difference between verbs and adjectives was also made clear.

Students were explained the importance of tenses while using any language. Discussion over basic tense was done. Later, they learnt first six tenses, including three simple tenses and three continuous tenses. They learnt the verb forms used in these tenses, usage of these tenses in our everyday English and also the negative and question forms for the same tenses.

Trainer's Observation:

- Students gave some examples with the use of various modal verbs.
- They watched two videos related to the topic to have better understanding.
- Students gave speech on their daily routine using simple present tense. In the same way, they tried to use all the learnt tenses in their speech.
- They also learnt how to make 'ing' form of the verb and how to use verb 2 , i.e. past form of the verb.



Fig.13 Third day of Functional English training

Day: 4

Date: 05/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Prepositions; Conjunctions and Connectors

Description about the Day: Students are taught how they can use correct prepositions in their sentences. Prepositions, being one of the most important parts of speech, are to be used correctly. Prepositions of time, place and direction were discussed.

First, students got the clear understanding of words, phrases, clauses and sentences. Then, definition and types of conjunctions were discussed in detail. Students have also learnt about various words which can be used in their routine language for connecting different phrases or clauses.

Trainer's Observation:

- Before the session, students were not clear about the usage of these prepositions. But after the explanation, they were able to use all the major prepositions, such as- in, on, at- properly in their sentences.
- Students performed small role-plays using different connectors in their dialogues in pairs.



Fig.14 Fourth day of Functional English training; during an activity

Day: 5

Date: 06/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Framing it Right; Telephone and Email Etiquette-1

Description about the Day: This session is all about to frame the sentence right. So, here, the students learnt everything about the sentences, such as- definition of sentence, types of sentence and how to arrange the words in correct order to frame the correct sentence.

Students enjoyed learning about telephone etiquette and telephonic interview. They found themselves to be curious to know about how to face telephone interviews. After that they were explained the importance of e-mail writing in the corporate world and how to write an email. They also sent a sample e-mail to the trainer. They enjoyed overall training and it brought a remarkable impact in their attitude and understanding of life.

Trainer's Observation:

- The students have gained much confidence compared to previous days.
- They participated in today's activity with utmost eagerness and energy.
- They have learnt how to frame negative sentences and how to frame questions of both kinds. In fact, they have quickly learnt how to use exclamatory sentences also.
- Students participated in activity in which one student had conducted the telephone interview and the other would face it using all the etiquette.
- They were not aware of email writing which became clear after the session.
- They were very happy and enthusiastic throughout the training.



Fig.15 Fifth day of Functional English training; during an activity

Day: 6

Date: 07/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Verbs-2, Tenses-2

Note: For set: D, training was converted from offline to online mode due to increasing covid cases all around.

Description about the Day: In the first session, Students learnt more about verbs, including adverbs, verbals, infinitives, etc. They also played some games for collecting more verbs.

Then, they were taught rest of the six tenses with some exercises.

Trainer's Observation:

- Students understood the importance of knowing more verbs in order to communicate in English.
- Those who were not ready to learn tenses at all as they felt it's not their cup of tea, started learning tenses willingly and also did some activities using different tenses in their speech.

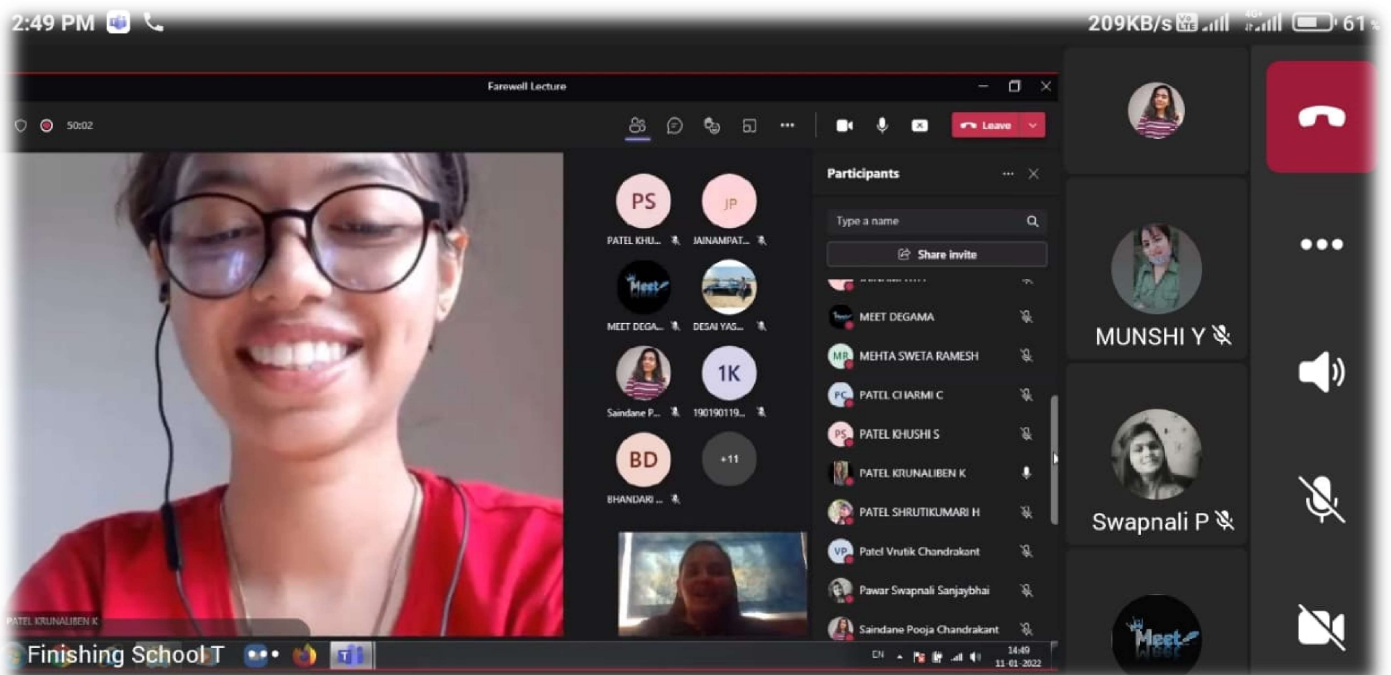


Fig.16 Sixth day of Functional English training; (Online mode)

Day: 7

Date: 08/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Appropriate use of Language in Social Media; Communication Skills and its Barriers.

Description about the Day: Discussion over vocabulary used in Social media was done and students got to understand some new words and features of social media.

Secondly, they were explained the importance of communication and possible barriers that can take place during communication. The detailed types of Non-verbal Communication were explained. They also gave a reading presentation for the same choosing different barriers and its possible solutions.

Trainer's Observation:

- As many students have already been using social media, they could easily get connected to this session and thus, they thoroughly enjoyed the session.
- They used different gestures, postures, facial expressions, etc to communicate different messages in the class.
- They were given the task of preparing dramas in groups using perfect body language and expressions which they will be performing on the last day of the training.

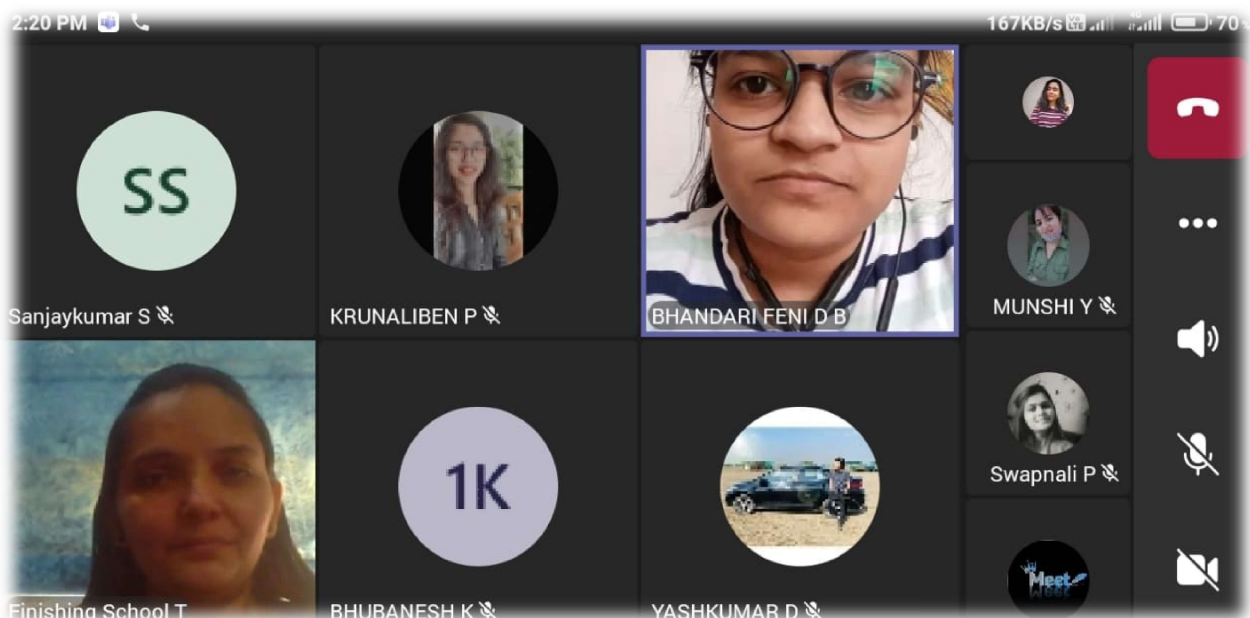


Fig.17 Seventh day of Functional English training; (Online mode)

Day: 8

Date: 09/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Developing a Paragraph; Email Etiquette-2

Description about the Day: Students were explained about how to develop a paragraph by using key points. An illustration of Burger was used for explaining the five steps for paragraph development.

After that they were explained the importance of e-mail writing in the corporate world and how to write an email. They also sent a sample e-mail to the trainer.

Trainer's Observation:

- They participated in Paragraph Development Competition enthusiastically for which the best of two got prizes also.
- They were not aware of email writing which became clear after the session.
- They understood different types of emails and its importance.

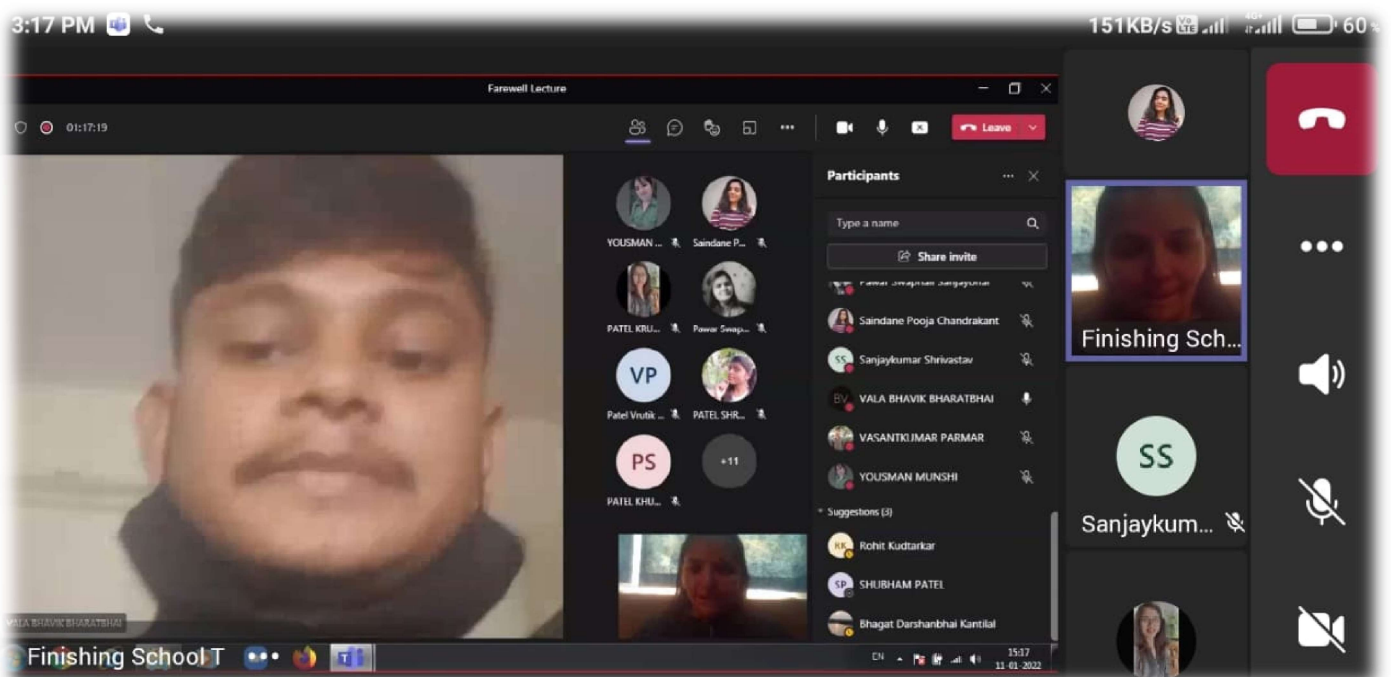


Fig.18 Eighth day of Functional English training; (Online mode)

Day: 9

Date: 10/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Group Discussion; Report Writing

Description about the Day: The students were explained the set of rules that very crucial for group discussion and some tips were given to participate and perform well. They were then divided in groups for the group discussion on different topics regarding current scenario.

They were also taught report writing with reference to news reports so that they write press notes and other reports in their routine. They enjoyed overall training and it brought a remarkable impact in their attitude and understanding of life.

Trainer's Observation:

- They presented their ideas on the topics given and tried their best to justify their opinions in a group.
- They were able to construct 4-5 sentences about their views on given topics.
- They performed their prepared drama in front of a large audience with full confidence.
- They were very happy and enthusiastic throughout the training.



Fig.19 Ninth day of Functional English training; (Online mode)

Day: 10

Date: 11/01/2022

Total Number of Participants:

Duration: 11:00 am to 04:00 pm

Topics Covered: Speak and Contribute; Telephone Etiquette- 2

Description about the Day: Students were first briefed with several telephonic terms that are generally used in daily life. They were divided in teams of two by giving a situation to perform a telephonic conversation.

Later in the next session they were briefed about 'Extempore' 2 minute speech game where they happily participated and spoke on different topics. They also had a question-answer session where every student was motivated to ask question to the speaker and learned to ask different types of questions.

Trainer's Observation:

- Today all the students were excited and energetic for the activity.
- They performed the telephonic conversation satisfactorily and measurable improvement was seen.
- The students are now confident enough to face any type of activity.
- They participated in extempore competition very enthusiastically. The speakers tried their best and spoke for 1.30 min to 2 min on given topics.

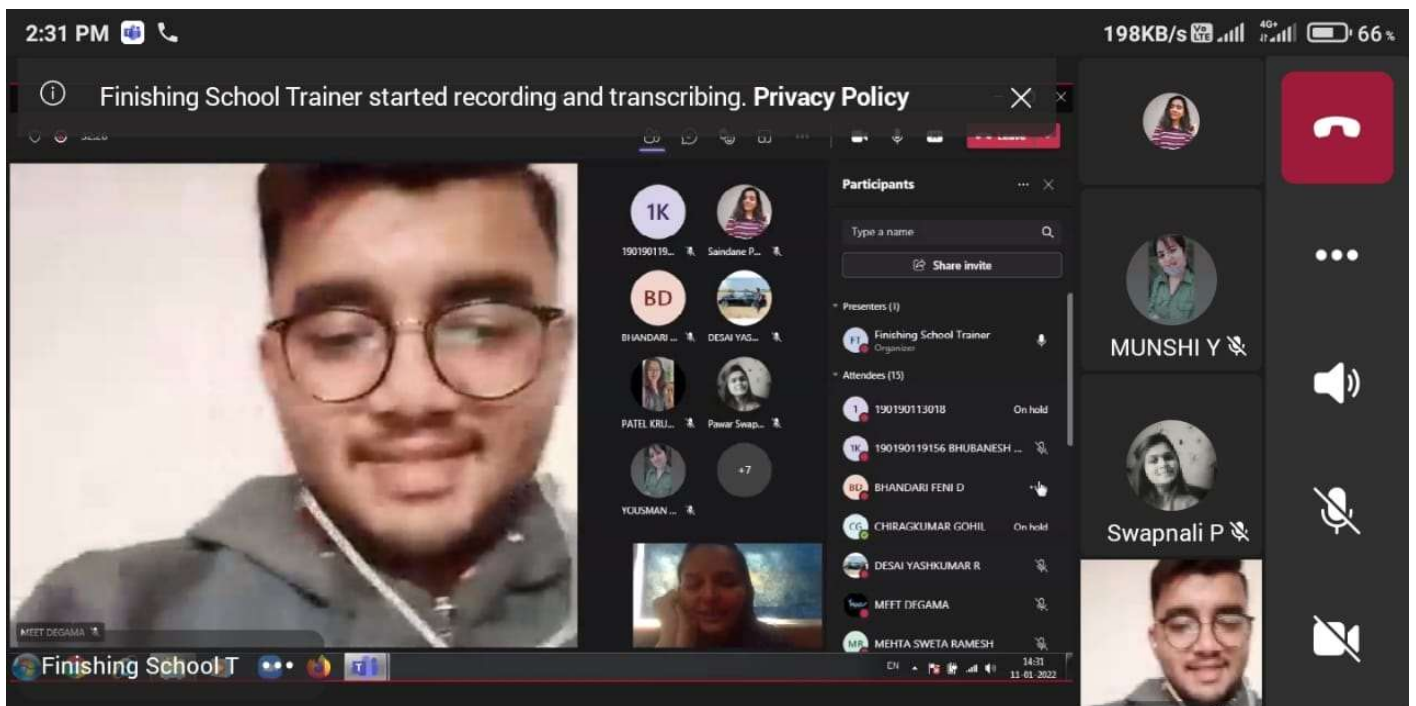


Fig.20 Last day of Functional English training (Feedback session); (Online mode)

Student's Outcomes:

After the competition of training the following enhancement can be seen in student's skills:

1. Interpersonal relations
2. Public speaking skills
3. Presentation skills
4. Team work skills
5. Employability and Life Skills
6. Communication/Fluency in English
7. Analytical and problem solving skills
8. Decision-making skills
9. Planning and time management skills
10. Confidence building