





11. Most interesting Session/topic:

12. Suggestions to Add or Delete any Topic :

13. Comments/suggestions on Trainer regarding Training:

14. Which of the above Modules will be used by you in your personal and professional life?

Signature of the Student





# Finishing School

## Knowledge Consortium of Gujarat

Education Department, Government of Gujarat



### Student Feedback Form- Component 2: Employability Skill

1. Name of the Student :

2. Semester:

3. Name of the College :

4. Student Enrolment No. :

5. Year (SY/TY):

6. Degree (B.A./BCOM/B.SC./BE)/Diploma (Diploma in Electrical Eng. etc) :

8. Training started Date:

Training end Date:

9. Evaluation of Component 2: Employability Skills

NO	Topic Name	Hours	Date	Time Duration (From-To)	Evaluation Out of 10 (0-lowest 10-Highest)
1	Cover Letter	2			
2	Resume Writing	2			
3	Grooming & Personal Hygiene	2			
4	Body Language	2			
5	Time Management & Punctuality	1			
6	Presentation Skills	1			
7	Professional Goal Setting	2			
8	Interview Skills	3			
9	Group Discussions	1			
10	Efficiency	1			
11	Planning & Organizational Skills	2			
12	Professional Ethics	2			
13	Leadership Skills	2			
14	Following Directions	2			
		25		TOTAL	

11. Evaluation of Training content:

NO	Trainer Name	Date	Relevance (25)	Usefulness (25)	Quality of Input (25)	Trainer Skills (25)	Total (100)

15. Most interesting Session/topic:

16. Suggestions to Add or Delete any Topic :

17. Comments/suggestions on Trainer regarding Training:

18. Which of the above Modules will be used by you in your personal and professional life?

Signature of the Student



# Finishing School

## Knowledge Consortium of Gujarat

Education Department, Government of Gujarat



### Student Feedback Form- Component 3: English Functional Skills

1. Name of the Student :

2. Semester:

3. Name of the College :

4. Student Enrolment No. :

5. Year (SY/TY):

6. Degree (B.A./BCOM/B.SC./BE)/Diploma (Diploma in Electrical Eng. etc) :

8. Training started Date:

Training end Date:

9. Evaluation of Component 3 : English Functional Skills

NO	Topic Name	Hours	Date	Time Duration (From-To)	Evaluation Out of 10 (0-lowest 10-Highest)
1	Self-Introduction	2			
2	Let's name it	3			
3	Describing people	2			
4	Roll, Camera, Action	4			
5	Everyday English	4			
6	Right word, right place	2			
7	Let's connect	2			
8	Building blocks	2			
9	Framing it right!	2			
10	Developing a paragraph	2			
		25		TOTAL	

12. Evaluation of Training content:

NO	Trainer Name	Date	Relevance (25)	Usefulness (25)	Quality of Input (25)	Trainer Skills (25)	Total (100)

19. Most interesting session/topic:

20. Suggestions to Add or Delete any Topic :

21. Comments/suggestions on Trainer regarding Training:

22. Which of the above Modules will be used by you in your personal and professional life?

Signature of the Student







23. Most interesting Session/topic:

24. Suggestions to Add or Delete any Topic :

25. Comments/suggestions on Trainer regarding Training:

26. Which of the above Modules will be used by you in your personal and professional life?

Signature of the Student

1.

Knowledge Consortium of Gujarat-Ahmedabad Finishing School Training								
Name of College: G.D.Modi College of Arts, Palanpur Year 2018-19								
Training Dates: September 6,7,12,13,15,19,20,21,26,27,28,29 - 2018								
Total Training Hours: 25 Hours								
Subject: English Functional Skill (Component- 3 )								
Tentative Time Table								
Sr. No.	Date	Time	Total Training Hours	Rest Break Time	Interaction Time	Total Hours	Topic Name	Trainer Name
1	06-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to 12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50min.	Self-introduction	Mr. Suresh Prajapati
2	07-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to 12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min.	Let's Name It	Mr. Suresh Prajapati
3	12-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to 12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min.	Let's Name It, Describing People	Mr. Suresh Prajapati
4	13-09-2018	8.30 to 12.35	8.30 to 9.30 & 9.45 to 10.45 & 11.00 to 12.00	9.30 to 9.45 & 10.45 to 11.00	12.00 to 12.35 **	3hrs,65min	Describing People & Roll,camera,Action	Mr. Suresh Prajapati
5	15-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to 12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min	Roll,camera,action	Mr. Suresh Prajapati
6	15-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to 12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min.	Everyday English	Mr. Suresh Prajapati
7	20-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to 12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min.	Everyday English	Mr. Suresh Prajapati

8	21-09-2018	8.30 to 11.20	8.30 to 9.30 & 9.45 to 10.45	9.30 to 9.45	10.45 to 11.20	2hrs,50 min.	Right word,Right place	Mr. Suresh Prajapati
9	26-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min	Let's Connect	Mr. Suresh Prajapati
10	27-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min	Build Block	Mr. Suresh Prajapati
11	28-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min	Framing It Right	Mr. Suresh Prajapati
12	29-09-2018	10.00 to 12.50	10.00 to 11.00 & 11.15 to12.15	11.00 to 11.15	12.15 to 12.50	2hrs,50 min	Developing Paragraph	Mr. Suresh Prajapati
Total Hours			25 Hrs	3hrs,15 min	7hrs	35hrs,15 min		



Principal  
G.D. Modi College Of Arts  
PAL ANPUR-385001

**Knowledge Consortium of Gujarat-Ahmedabad  
Finishing School Training**

Name of College: G.D.Modi College of Arts, Palanpur Year 2018-19

Training Dates: Oct.-Nov.27,29,31,1,2,3- 2018

Total Training Hours: 25 Hours

Subject: English Functional Skills (Component- 4)

	Hour	Time
<b>27/10/18 (Day 1)</b>		
Asking and Answering Questions	2	8.30 A.M. TO 10.30 A.M.
Rest Break	00.30	10.30 A.M. TO 11.00 A.M.
Intreraction	00.40	11.00 A.M. TO 11.40 A.M.
Hello....	1	11.40 A.M. TO 12.40 P.M.
<b>29/10/18 (Day 2)</b>		
Hello....	1	8.30 A.M. TO 9.30 A.M.
Let's pair up	1	9.30 A.M. TO 10.30 A.M.
Rest break	00.30	10.30 A.M. TO 11.00 A.M.
Intreraction	00.40	11.00 A.M. TO 11.40 P.M.
Let's pair up	1	11.40 A.M. TO 12.40 P.M.
First step	1	12.40 P.M. TO 1.40 P.M.
<b>31/10/18 (Day 3)</b>		
Speak and contribute	2	8.00 A.M. TO 10.00 A.M.
Rest Break	00.20	10.00 A.M. TO 10.20 A.M.
Speak and contribute	1	10.20 A.M. TO 11.20 A.M.
Rest Break	00.10	11.20 A.M. TO 11.30 A.M.
Intreraction	00.45	11.30 A.M. TO 12.15 P.M.
Rest Break	00.20	12.15 P.M. TO 12.35 P.M.
Effective communication	1	12.35 P.M. TO 1.35 P.M.
First Step	1	1.35 P.M. TO 2.35 P.M.
<b>1/11/18 (Day 4)</b>		
Effective communication	2	8.00 A.M. TO 10.00 A.M.
Rest Break	00.20	10.00 A.M. TO 10.20 A.M.
Let's discuss in group	1	10.20 A.M. TO 11.20 A.M.
Rest Break	00.10	11.20 A.M. TO 11.30 A.M.
Intreraction	00.45	11.30 A.M. TO 12.15 P.M.
Rest Break	00.20	12.15 P.M. TO 12.35 P.M.
Let's discuss in group	1	12.35 P.M. TO 1.35 P.M.



	Hour	Time
<b>2/11/18 (Day 5)</b>		
Let's discuss in group	2	8.00 A.M. TO 10.00 A.M.
Rest Break	00.20	10.00 A.M. TO 10.20 A.M.
From the reporter's desk	1	10.20 A.M. TO 11.20 A.M.
Rest Break	00.10	11.20 A.M. TO 11.30 A.M.
Interaction	00.45	11.30 A.M. TO 12.15 P.M.
Rest break	00.20	12.15 P.M. TO 12.35 P.M.
From the reporter's desk	1	12.35 P.M. TO 1.35 P.M.
<b>3/11/18 (Day 6)</b>		
Speak right!	2	8.30 A.M. TO 10.30 A.M.
Rest Break	00.30	10.30 A.M. TO 11.00 A.M.
Interaction	00.40	11.00 A.M. TO 11.40 A.M.
Speak right	1	11.40 A.M. TO 12.40 P.M.
Essential Building Block	2	12.40 P.M. TO 2.40 P.M.



Principal  
G.D. Modi College of Arts  
PALANPUR-385001

**Knowledge Consortium of Gujarat-Ahmedabad  
Finishing School Training**

Name of College: G.D.Modi College of Arts, Palanpur Year 2018-19

Training Dates: Feb.18,19,20,21,22,23- 2019

Total Training Hours: 25 Hours

Subject: Employability Skills (Component- 2)

Trainer's Name-Uday Dholakya

<b>18/02/19 (Day 1)</b>	<b>Hour</b>	<b>Time</b>
Cover Letter	2.00	9.00 A.M. TO 11.00 A.M.
Rest Break	0.20	11.00 A.M. TO 11.20 A.M.
Interaction	0.30	11.20 A.M. TO 11.50 A.M.
Resume Writing	1.00	11.50 A.M. TO 12.50 P.M.
Rest Break	0.10	12.50 To 1.00
Interaction	0.15	01.00 P.M TO 1.15 P.M.
Resume Writing	1.00	01.15P.M TO 2.15 P.M.
<b>19/02/19 (Day 2)</b>	<b>Hour</b>	<b>Time</b>
Grooming & Personal Hygiene	2.00	9.00 A.M. TO 11.00 A.M.
Rest break	0.20	11.00 A.M. TO 11.20 P.M.
Interaction	0.30	11.20 A.M. TO 11.50 P.M.
Body Language	1.00	11.50 A.M. TO 12.50 P.M.
Rest break	0.10	12.50 To 1.00
Interaction	0.15	01.00 P.M TO 1.15 P.M.
Body Language	1.00	01.15P.M TO 2.15 P.M.
<b>20/02/19 (Day 3)</b>	<b>Hour</b>	<b>Time</b>
Time Management & Punctuality	1.00	9.00 TO 10.00
Presentation Skills	1.00	10.00 TO 11.00
Rest Break	0.20	11.00 A.M. TO 11.20 A.M.
Interaction	0.30	11.20 A.M. TO 11.50 A.M.
Professional Goal Setting	1.00	11.50 A.M. TO 12.50 P.M.
Rest Break	0.10	12.50 To 1.00
Interaction	0.15	01.00 P.M TO 1.15 P.M.
Professional Goal Setting	1.00	01.15 P.M TO 2.15 P.M.
<b>21/02/19 (Day 4)</b>	<b>Hour</b>	<b>Time</b>
Interview Skills	2.00	9.00 A.M. TO 11.00 A.M.
Rest Break	0.20	11.00 A.M. TO 11.20 A.M.
Interaction	0.30	11.20 A.M. TO 11.50 A.M.
Interview Skills	1.00	11.50 A.M. TO 12.50 P.M.
Rest Break	0.10	12.50 To 1.00
Interaction	0.15	01.00 P.M TO 1.15 P.M.
Group Discussion	1.00	01.15P.M TO 2.15 P.M.

22/02/19 (Day 5)		
	Hour	Time
Efficiency	1.00	9.30 TO 10.00 A.M
Rest Break	0.15	10.00 A.M TO 10.15 A.M
Planning & Organisational Skills	1.00	10.15 A.M. TO 11.15 A.M.
Rest break	0.15	11.15 P.M. TO 11.30 P.M.
Interaction	0.40	11.30 A.M TO 12.10 P.M
Planning & Organisational Skills	1.00	12.10 P.M TO 1.10 P.M
Professional Ethics	1.00	1.10 P.M TO 2.10 P.M
23/02/19 (Day 6)		
	Hour	Time
Professional Ethics	1.00	8.00 TO 9.00 A.M
Rest Break	0.10	9.10 A.M TO 9.10 P.M
Leadership Skills	2.00	9.10 A.M. TO 11.10 A.M.
Rest Break	0.20	11.10 P.M TO 11.30 P.M.
Interaction	0.30	11.30 A.M TO 12.00 P.M
Following Directions	2.00	12.00 P.M TO 2.00 P.M



Principal  
 C.O. Modri College Of Arts  
 PALANPUR-3E 5001



**Knowledge Consortium of Gujarat-Finishing School Training**  
**G.D. MODI COLLEGE OF ARTS, PALANPUR**


Date: 6-9-2018 TO 29-05-2018

Date: 09-2018

Batch/Sl	From	To	Total Hours
Training Time	From	To	Total Hours
Rest Break & Interaction Time	From	To	Total Hours

S. No	SRP	Name	Roll No	Sex	Degree(B.A./B.COM/B.S.C./B.E) Diploma(Diploma in Electrical Eng. etc)	Signature
1	F	ACCOT SIMAN RAMSUDHAKHRA	20	SEM V	T.Y.B.A.	
2	M	ADHI DEVI, MAHESHDEV	181	SEM V	T.Y.B.A.	
3	M	BHORYAM HETPRAJ GOVINDRAJ	21	SEM V	T.Y.B.A.	
4	F	BHATI RAMESH BHICHRAM	22	SEM V	T.Y.B.A.	
5	F	BHATT DEVANCI V	214	SEM V	T.Y.B.A.	
6	F	BHATT JUCHIB	215	SEM V	T.Y.B.A.	
7	M	BHOSLAVAR AZAZ I	216	SEM V	T.Y.B.A.	
8	F	BHOSLAVAR AZAZ I	216	SEM V	T.Y.B.A.	
9	M	CHANDRAN SHIVARAO IVARASWAMI	188	SEM V	T.Y.B.A.	
10	F	CHANDRAN SHIVARAO IVARASWAMI	221	SEM V	T.Y.B.A.	
11	F	CHANDRAN SHIVARAO IVARASWAMI	220	SEM V	T.Y.B.A.	
12	F	CHANDRAN SHIVARAO IVARASWAMI	222	SEM V	T.Y.B.A.	
13	F	CHAUDHARY SHALVIKUMAR	223	SEM V	T.Y.B.A.	
14	M	CHAUDHARY SHALVIKUMAR	223	SEM V	T.Y.B.A.	
15	F	CHAUDHARY SHALVIKUMAR	223	SEM V	T.Y.B.A.	
16	M	CHAUDHARY SHALVIKUMAR	223	SEM V	T.Y.B.A.	
17	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
18	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
19	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
20	V	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
21	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
22	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
23	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
24	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
25	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
26	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
27	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
28	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
29	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
30	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
31	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
32	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
33	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
34	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
35	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
36	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
37	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
38	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
39	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
40	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
41	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
42	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
43	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
44	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
45	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
46	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
47	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
48	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
49	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
50	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
51	M	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
52	F	CHAUHAN KUTILKUMAR SHARMA	224	SEM V	T.Y.B.A.	
Total No. Of Student			100	Present Students	100	Absent Students

Dr. Yashwanth Vaidya  
 Officer in Charge  
 Extension-Finishing School

Principal/Ca. in Charge  
 Signature: \_\_\_\_\_  
 College Stamp: 

Trainers Name  
 Signature: \_\_\_\_\_

(P.T.O.)