



ઉચ્ચ શિક્ષણ કમિશનરશ્રીની કચેરી

મહેકમ શાખા, બ્લોક નં. ૧૨, બીજો માળ, ડૉ. જીવરાજ મહેતા ભવન,
ગાંધીનગર, ગુજરાત રાજ્ય.

ક્રમાંક: ઉશિક/ઇનોવેશન ક્લબ/૨૦૨૧-૨૨/૧૫૭૭૨ - ૧૬૨૫૩

તા. ૧૭/૦૧/૨૦૨૨

પ્રતિ,

- (૧) આચાર્યશ્રી, સરકારી કોલેજો, તમામ, ગુ.રા.
- (૨) આચાર્યશ્રી, બિન સરકારી અનુદાનિત કોલેજો, તમામ, ગુ.રા.
- (૩) આચાર્યશ્રી, ગ્રામ વિદ્યાપીઠ, તમામ, ગુ.રા.

વિષય: ઇનોવેશન ક્લબ હેઠળ "Basics of Vernacular Innovation" પર ઓનલાઇન તાલીમ
કાર્યક્રમમાં ભાગ લેવા બાબત.

સંદર્ભ: અત્રેની કચેરીના પત્રકમાંક: ઉશિક/ઇનોવેશન ક્લબ/૨૦૨૧-૨૨/૧૨૫૩૩-૧૩૦૧૬

તા. ૨૪/૧૧/૨૦૨૧

ઉપરોક્ત વિષય પરત્વે જણાવવાનું કે, ગુજરાત રાજ્યના નોન-ટેકનિકલ અભ્યાસક્રમો જેવા કે, આર્ટસ, કોમર્સ અને સાયન્સ કોલેજોમાં અભ્યાસ કરતા વિદ્યાર્થીઓ પણ ઇનોવેશન કરી શકે તેવા ઉમદા હેતુથી સમગ્ર ગુજરાત રાજ્યની સરકારી, બિન-સરકારી અનુદાનિત કોલેજો અને ગ્રામ વિદ્યાપીઠોમાં ઇનોવેશન ક્લબની સ્થાપના કરવામાં આવેલ છે. જે અંતર્ગત રાજ્યના વિદ્યાર્થીઓને સર્જનાત્મક વિચારો માટે પ્રોત્સાહિત કરી સ્ટાર્ટઅપ માટે તૈયાર કરવામાં આવશે.

ગુજરાતના ઉચ્ચ શિક્ષણ વિભાગ દ્વારા "Basics of Vernacular Innovation" પર સર્ટીફાઇડ કોર્સ શરૂ કરવામાં આવેલ છે. ઉક્ત કોર્સમાં મોશન બ્લોક્સ, લુક્સ બ્લોક્સ, સાઉન્ડ બ્લોક્સ, ઇવેન્ટ્સ બ્લોક્સ, કંટ્રોલ બ્લોક્સ, સેન્સિંગ બ્લોક્સ, ઓપરેટર્સ બ્લોક્સ અને વેરિયેબલ બ્લોક્સ સહિત વિવિધ બ્લોક પ્રોગ્રામિંગની મૂળભૂત બાબતો પર ૧૫ (પંદર) સત્રનો સમાવેશ કરવામાં આવેલ છે. સમગ્ર અભ્યાસક્રમ માઈક્રોસોફ્ટ ટીમ્સ પ્લેટફોર્મ દ્વારા ઓનલાઇન કરવામાં આવશે. દરેક સત્ર પછી પ્રતિભાગીઓના સત્રોની સમજને માપવા માટે સહભાગીઓએ એસાઈમેન્ટ આપવાનું હોય છે. આમ, પ્રમાણપત્ર મેળવવા માટે તમામ પ્રતિભાગીઓએ એસાઈમેન્ટ સબમિટ કરવું ફરજિયાત છે. તથા તાલીમ કાર્યક્રમના અંતે પ્રતિભાગીઓને પ્રોત્સાહિત કરવા રાજ્ય કક્ષાની સ્પર્ધા યોજવામાં આવશે.

આપની સંસ્થાના ઓછામાં ઓછા ૨ પ્રાધ્યાપકો અને ૧૦ વિદ્યાર્થીઓના યુઝર મેન્યુઅલ પ્રમાણે રજીસ્ટ્રેશન કરવાના રહેશે. વિદ્યાર્થીઓના રજીસ્ટ્રેશન યુઝર મેન્યુઅલમાં દર્શાવેલ લીંક ઉપર જઈ કરવાના રહેશે. તેમજ ઇનોવેશન ક્લબ કો- ઓર્ડિનેટરશ્રી દ્વારા વિદ્યાર્થીઓના રજીસ્ટ્રેશનની વિગતો એક એક્સેલ શીટમાં ભરીને નીચે જણાવેલ ઇ-મેઈલ એડ્રેસ પર મોકલવાની રહેશે. રજીસ્ટ્રેશન પોર્ટલ પર થયેલ રજીસ્ટ્રેશન જ માન્ય રાખવામાં આવશે. રજીસ્ટ્રેશન માટેનું યુઝર મેન્યુઅલ આ સાથે સામેલ રાખી મોકલી આપવામાં આવે છે. આ અંગેની વધુ માહિતી મેળવવા માટે innoclub-che@gujgov.edu.in પર ઇ-મેઈલ કરવાનો રહેશે અથવા કૃપા શાહ (ઇનોવેશન કો-ઓર્ડિનેટર) સદર કચેરી - ૯૮૭૯૮૦૩૩૩૮ નો સંપર્ક કરવાનો રહેશે.

સંયુક્ત કમિશ્નર

ઉચ્ચ શિક્ષણ કમિશ્નરની કચેરી

ગુ.રા. ગાંધીનગર

શ્રેયાન અધિક્ષકનાં ઇ મેઈલ આઈડી :- ssesta-che@gujgov.edu.in

નં: કેસીજી/ફીનીશીંગ સ્કુલ/૨૦૨૦-૨૧/ ૩૫૭૫

નોલેજ કોન્સોર્ટિયમ ઓફ ગુજરાત

નવરંગપુરા, અમદાવાદ

તા.૨૫/૦૩/૨૦૨૧

:: ક ચે રી આ દે શ ::

કેસીજી કચેરી, અમદાવાદ ખાતે વિવિધ પ્રકલ્પ કાર્યરત છે. જે અંતર્ગત ફીનીશીંગ સ્કુલ પ્રકલ્પ કાર્યરત છે. ગુજરાત સરકાર દ્વારા વર્ષ ૨૦૧૬-૧૭ દરમિયાન ફીનીશીંગ સ્કુલની શરૂઆત કરવામાં આવી છે. હાલમાં કુલ ૩૭૧ કોલેજોમાં કોલેજોમાં ફીનીશીંગ સ્કુલ કાર્યરત છે. ફીનીશીંગ સ્કુલ પ્રકલ્પ અંતર્ગત વર્ષ ૨૦૨૦-૨૧ની ગ્રાન્ટ રૂપે પ્રતિ કોલેજ ટીક રૂ ૧,૨૫,૦૦૦/- (અંકે રૂપિયા એક લાખ પચીસ હજાર પૂરા) નું અનુદાન નીચે દર્શાવેલ કોલેજોને ફાળવવાનું થાય છે.

103 HIGHER EDUCATION GOVERNMENT COLLEGES

કોષ્ટક-૧

SR NO	COLLEGE NAME	GRANT AMOUNT (In Rs.)
1	H & HB KOTAK INSTITUTE OF SCIENCE, RAJKOT	1,25,000=00
2	BHAKTRAJ DADA KHACHAR ARTS AND COMMERCE COLLEGE, GADHADA	1,25,000=00
3	GOVERNMENT ARTS COLLEGE, BAYAD	1,25,000=00
4	M. P. SHAH ARTS AND SCIENCE COLLEGE, SURENDRANAGAR	1,25,000=00
5	GOVERNMENT ARTS COLLEGE, VALLABHIPUR	1,25,000=00
6	M.N.COLLEGE VISNAGAR	1,25,000=00
7	BAHAUDDIN SCIENCE COLLEGE, JUNAGADH	1,25,000=00
8	R.R.LALAN COLLEGE BHUJ	1,25,000=00
9	SHREE D.K.V COLLEGE, JAMNAGAR	1,25,000=00
10	GOVT. ARTS AND COMMERCE COLLEGE NETRANG	1,25,000=00
11	GOVERNMENT ARTS & COMMERCE COLLEGE, AHWA, DANG	1,25,000=00
12	GOVERNMENT ARTS & COMMERCE COLLEGE, NASWADI, DIST. - CHHOTAUDEPUR	1,25,000=00
13	GOVERNMENT ARTS AND COMMERCE COLLEGE-SAMI, DIST.-PATAN	1,25,000=00
14	GUJARAT COMMERCE COLLEGE(MORNING), AHMEDABAD	1,25,000=00
15	GOVERNMENT SCIENCE COLLEGE - CHIKHLI	1,25,000=00
16	GOVERNMENT ARTS COLLEGE, SHAHERA	1,25,000=00
17	GOVERNMENT COMMERCE COLLEGE, VADALI	1,25,000=00
18	SHREE K KA SHASHTRI GOVERNMENT COMMERCE COLLEGE, MANINAGAR, AHMEDABAD	1,25,000=00

59	SHRI HIRALAL SHIVLAL SHAH COLLEGE OF COMMERCE,MODASA-383315	1,25,000=00
60	SHRI R. K. PARIKH ARTS AND SCIENCE COLLEGE,P.B. NO. 23, DIST. ANAND,PETLAD-388450	1,25,000=00
61	YOGIJI MAHARAJ MAHAVIDYALAYA MAHILA ARTS AND COMMERCE COLLEGE DHARI DHARI 365640	1,25,000=00
62	SHRI. RAMKRISHNA SEVA MANDAL'S ANAND ARTS COLLEGE,OPP. ELECTRIC GRID,ANAND-388001	1,25,000=00
63	SMT. P. R. PATEL ARTS COLLEGE,TAL. CHANASMA, DIST. PATAN,PALASAR-384235	1,25,000=00
64	SMT. M. M. SHAH MAHILA ARTS COLLEGE,DIST. MEHSANA,KADI-382715	1,25,000=00
65	NARMADA COLLEGE OF SCIENCE AND COMMERCE,SHUKLATIRTH ROAD, NEAR ZADESHWAR CROSSING, ZADESHWAR,BHARUCH-392011	1,25,000=00
66	BHAVAN'S SHREE A. K. DOSHI MAHILA COLLEGE MAHILA COLLEGE MARG, PATEL COLONY JAMNAGAR 361008	1,25,000=00
67	R.R. MEHTA COLLEGE OF SCIENCE & C.L. PARIKH COLLEGE OF COMMERCE,G.D. MODI VIDYA SANKUL, OPP. S.T. WORKSHOP, HIGHWAY, PALANPUR,PALANPUR-385001	1,25,000=00
68	J. M. SHAH ARTS AND COMMERCE COLLEGE,JIVANLAL SHAH MARG, COLLEGE CAMPUS, DIST. BHARUCH,JAMBUSAR-392150	1,25,000=00
69	TOLANI COMMERCE COLLEGE,P.O. BOX NO. 27, ADIPUR,ADIPUR-370205	1,25,000=00
70	M. R. ARTS AND SCIENCE COLLEGE,DIST. NARMADA,RAJPIPLA-393145	1,25,000=00
71	SHETH MOTILAL NYALCHAND SCIENCE COLLEGE,RAJMAHEL ROAD, COLLEGE CAMPUS,PATAN-384265	1,25,000=00
72	UNI. TRUST SURAJBA MAHILA ARTS COLLEGE,NEW SHOROCK MILL RAOD,NADIAD-387001	1,25,000=00
73	U.K. VACHHANI MAHILA ARTS & HOMESCIENCE COLLEGEMAHESH NAGAR, B/H ST STAND, P.B. NO.25,KESHOD-362220	1,25,000=00
74	BHARATIYA VIDYA BHAVAN'S, SHETH RANCHHODLOAL ACHARATLAL COLLEGE OF ARTS & COMMERCE VIDYAGAURI NIKANTH ROAD, KHANPUR AHMEDABAD 380001	1,25,000=00
75	MAHAMANDLESHWAR SHRI KRISHNANANDJI COLLEGE OF COMMERCE,COLLEGE CAMPUS, OLD N.H. NO.8,BHARUCH-392001	1,25,000=00
76	R.J. TIBREWAL COMMERCE COLLEGE,L.J. COLLEGE CAMPUS, VASTRAPUR,AHMEDABAD-380015	1,25,000=00
77	TOLANI COLLEGE OF ARTS & SCIENCE,NEAR RAILWAY STATION, ADIPUR, (KUTCH)-370205	1,25,000=00
78	SHRI M.P. SHAH MUNICIPAL COLLEGE OF COMMERCE,VAKIL SANGHRAJ NEMCHAND SHAH BUILDING, SAT RASTA, NEAR M.P. SHAH CIRCLE,JAMNAGAR-361001	1,25,000=00
79	Smt. C.D. Jhobalia Rofel Arts & Smt. I.S.R. Achchhariwala Rofel Commerce College, Rofel Campus, Vapi	1,25,000=00
80	C.B. PATEL ARTS COLLEGE ROAD, POST BOX NO. 39, NADIAD NADIAD 387001	1,25,000=00
81	I.V. PATEL COLLEGE OF COMMERCE, P.O. BOX:17, COLLEGE ROAD,NADIAD-387001	1,25,000=00
82	P.T. SARVAJANIK COLLEGE OF SCIENCE, JAWAHARLAL NEHRU MARG , ATHWA LINES,SURAT-395001	1,25,000=00
83	H.L. PATEL ARTS & COMMERCE COLLEGE P.O. BOX NO. 20, STATION ROAD, BHAYAVADAR,BHAYAVADAR-360450	1,25,000=00
84	H.M. PATEL INSTITUTE OF ENGLISH TRAINING AND RESEARCH (IASE),VALLABH VIDHYANAGAR, VALLABH VIDYANAGAR-38812)	1,25,000=00


Maniben M. P. Shah Mahila Arts Collage, Kadi

NOTICE

This is to inform you all students that IQAC of the collage is Organize Finishing School for 100 hours and initiative of Knowledge Consortium of Gujarat. During Academic Year 2021-22. Those who are interested to get training please do your registration to Co-ordinator Prof. D.K. Chaudhari till to 01/01/2022.

There are Four Component Schedule as per below.

- 1) Component 1 :- Life Skill (04/01/2022 to 13/01/2022)
- 2) Component 2 :- Employability Skill (04/01/2022 to 13/01/2022)
- 3) Component 3 :- English Functional Skills (21/02/2022 to 03/03/2022)
- 4) Component 4 :- English Functional Skills (21/02/2022 to 03/03/2022)



Principal
Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715

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

Maniben M P Shah Mahila Arts College, Kadi

Training Date: 04/01/2022 to 13/01/2022

Batch No.		Date:	06/01/2022
Training Time		To	02:00 PM
Rest Break & Interaction Time		To	12:00 PM

**Topic Covered: Self Awareness - SWOT
Self Esteem & Self Confidence**

Details of Student					
Sr. No.	M/F	Name	Roll No.	Branch	Year(SY/TY)
1	F	GUPTA KHUSHBOO S.	99	ENGLISH	TY
2	F	THAKOR ARATI D.	85	ECONOMICS	TY
3	F	MANSURI SHIFA R.	100	ENGLISH	TY
4	F	SAIYED SAJIYA S	61	PSYCHOLOGY	SY
5	F	DARJI PRIYA N.	71	ECONOMICS	SY
6	F	PATEL KAJAL S.	08	GUJARATI	TY
7	F	DALAWADI HETAL V.	94	SANSKRIT	TY
8	F	THAKOR ASHA A.	63	PSYCHOLOGY	TY
9	F	MODI HENI P.	26	PSYCHOLOGY	TY
10	F	AJMERI MARIYA I.	19	PSYCHOLOGY	TY
11	F	THAKOR NITA J.	86	ECONOMICS	TY
12	F	PRAJAPATI RINA B.	39	PSYCHOLOGY	TY
13	F	RABARI TEAL J.	75	ECONOMICS	TY
14	F	PRAJAPATI ARATI N.	38	PSYCHOLOGY	TY
15	F	PATEL SHRADDHA K.	07	GUJARATI	TY
16	F	RAVAL BHUMIKA K.	50	PSYCHOLOGY	TY
17	F	DABHI NEHALBEN N.	22	PSYCHOLOGY	TY
18	F	RAVAL PRIYANKA K.	12	GUJARATI	TY
19	F	PARMAR PRIYANKA K.	70	ECONOMICS	TY
20	F	MAKWANA PRIYANKA K.	67	ECONOMICS	TY
21	F	PARIKH JANVI J.	35	PSYCHOLOGY	TY
22	F	PRAJAPATI CHETANA B.	37	PSYCHOLOGY	TY
23	F	PRAJAPATI MITAL M.	73	ECONOMICS	TY
24	F	RABARI JINAL B.	77	ECONOMICS	TY

25	F	PATEL HEMI D.	71	ECONOMICS	TY
26	F	DESAI ZINAL K.	23	PSYCHOLOGY	TY
27	F	RABARI NIRALI A.	48	PSYCHOLOGY	TY
28	F	SOLANKI HETALBA A.	56	PSYCHOLOGY	TY
29	F	PARMAR VAISHALI V.	32	PSYCHOLOGY	TY
30	F	THAKOR TEJAL M.	61	PSYCHOLOGY	TY
31	F	THAKOR SONAL S.	62	PSYCHOLOGY	TY
32	F	SODHA ANITA D.	14	GUJARATI	TY
33	F				
34	F				
35	F				

Total Students	
Present	
Absent	

Principal/ Coordinator Name:
Signature:

Trainer's Name: D.K. CHAUDHARI
Signature:

College Stamp
Principal
Maniben M.P. Shah Mahila Arts College
Kadi - (N.G.)-384440

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

Maniben M P Shah Mahila Arts College, Kadi

Training Date: 21/02/2022 to 02/03/2022

Batch No.			Date:	02/03/2022
Training Time		From: 08:30 AM	To	01:30 PM
Rest Break & Interaction Time		From: 10:30 AM	To	11:30 AM

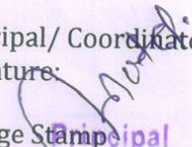
**Topic Covered: Speak and Contribute 2
Let's Discuss in Group**

Details of Student

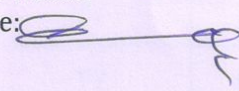
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6	F	PATEL KAJAL S.	08	GUJARATI	TY	
7	F	DALAWADI HETAL V.	94	SANSKRIT	TY	
8	F	THAKOR ASHA A.	63	PSYCHOLOGY	TY	
9	F	MODI HENI P.	26	PSYCHOLOGY	TY	
10	F	AJMERI MARIYA I.	19	PSYCHOLOGY	TY	
11	F	THAKOR NITA J.	86	ECONOMICS	TY	
12	F	PRAJAPATI RINA B.	39	PSYCHOLOGY	TY	
13	F	RABARI TEAL J.	75	ECONOMICS	TY	
14	F	PRAJAPATI ARATI N.	38	PSYCHOLOGY	TY	
15	F	PATEL SHRADDHA K.	07	GUJARATI	TY	
16	F	RAVAL BHUMIKA K.	50	PSYCHOLOGY	TY	
17	F	DABHI NEHALBEN N.	22	PSYCHOLOGY	TY	
18	F	RAVAL PRIYANKA K.	12	GUJARATI	TY	
19	F	PARMAR PRIYANKA K.	70	ECONOMICS	TY	
20	F	MAKWANA PRIYANKA K.	67	ECONOMICS	TY	

21	F	PARIKH JANVI J.	35	PSYCHOLOGY	TY	J. Parikh.
22	F	PRAJAPATI CHETANA B.	37	PSYCHOLOGY	TY	Chetana
23	F	PRAJAPATI MITAL M.	73	ECONOMICS	TY	Mital
24	F	RABARI JINAL B.	77	ECONOMICS	TY	Jinal
25	F	PATEL HEMI D.	71	ECONOMICS	TY	H.D.P.
26	F	DESAI ZINAL K.	23	PSYCHOLOGY	TY	Zonal
27	F	RABARI NIRALI A.	48	PSYCHOLOGY	TY	Nirali
28	F	SOLANKI HETALBA A.	56	PSYCHOLOGY	TY	Hetalba
29	F	PARMAR VAISHALI V.	32	PSYCHOLOGY	TY	V.V. Parmar
30	F	THAKOR TEJAL M.	61	PSYCHOLOGY	TY	T.T. J.
31	F	THAKOR SONAL S.	62	PSYCHOLOGY	TY	S.S. Thakor
32	F	SODHA ANITA D.	14	GUJARATI	TY	A.D. S.
33	F	RABARI KAJAL V.	53	PSYCHOLOGY	TY	K.V. Rabari
34	F					
35	F					

Total Students	
Present	
Absent	

Principal/ Coordinator Name:
Signature: 

College Stamp
Maniben M.P. Shah Mahila Arts College
Kadi - (N.G.)-384440

Trainer's Name: D.K. CHAUDHARI
Signature: 

Training Schedule for Finishing School Training 2021-22

Name of College:- Maniben M.P. Shah Mahila Arts College, Kadi

Batch No 1:- Set A & C

Name of Trainer :- Supreeti Negi

Date :	From	04-Jan-22	To	13-Jan-22	Total Days: 10
					Total hours: 40
Sr. No	DATE & DAY	Time	Topic Name		
1	04-Jan-22	Tuesday	09:00-11:00	Self Awareness - SWOT	2 Hours
			12:00-14:00	Self Esteem & Self Confidence	2 Hours
2	05-Jan-22	Wednesday	09:00-11:00	Resume Writing & Cover Letter	2 Hours
			12:00-14:00	Life & Professional Goal Setting	2 Hours
3	06-Jan-22	Thursday	09:00-11:00	Interview Skills	2 Hours
			12:00-14:00	Empathy	2 Hours
4	07-Jan-22	Friday	09:00-11:00	Grooming, Personal Hygiene & Body	2 Hours
			12:00-14:00	Interpersonal Skills	2 Hours
5	08-Jan-22	Saturday	09:00-11:00	Group Discussions	2 Hours
			12:00-14:00	Job Search & Career Options	2 Hours
6	09-Jan-22	Sunday	09:00-11:00	Team Work	2 Hours
			12:00-14:00	Leadership Skills	2 Hours
7	10-Jan-22	Monday	09:00-11:00	Presentation Skills & Meeting Etiquette	2 Hours
			11:00-13:00	Positive Attitude & Motivation	2 Hours
8	11-Jan-22	Tuesday	09:00-11:00	Problem Solving & Decision Making	2 Hours
			12:00-14:00	Professional Ethics & Critical Thinking	2 Hours
9	12-Jan-22	Wednesday	09:00-11:00	Stress Management & Anger Management	2 Hours
			12:00-14:00	Time Management	2 Hours
10	13-Jan-22	Thursday	09:00-11:00	Self Discipline & Emotional Intelligence	2 Hours
			12:00-14:00	Social Media & Cyber Etiquette	2 Hours

Please note: 11:00 to 12:00 includes 30 minutes of interaction and 30 minutes of break every day.

Principal

Training Schedule for Finishing School Training 2021-22

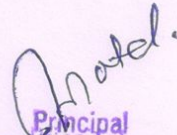
Name of College:- Maniben M.P.Shah Mahila Arts College, Kadi

Batch No:- 2021-22 SET B & D

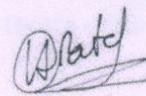
Name of Trainer :- Dr. Vishal Patel

Date :	From	21/02/2022	To	02/03/2022	Total Days: 10
	From	08:30 AM to 10:30 AM	To	11:30 AM to 01:30 PM	Total hours: 40
	From	10:30 AM	To	11:30 AM	Break & Interaction

Sr. No	DATE & DAY	Time	Topic Name	HOURS
1	21/02/2022 Day-1	08:30 to 01:30	<ul style="list-style-type: none"> • Self Introduction and Introducing Others • Nouns and Pronouns 	4 hours (Training) 1 hour (Break + Interaction)
2	22/02/2022 Day-2	08:30 to 01:30	<ul style="list-style-type: none"> • Describing Words • Vocabulary Building 	4 hours (Training) 1 hour (Break + Interaction)
3	23/02/2022 Day-3	08:30 to 01:30	<ul style="list-style-type: none"> • Verbs - 1 • Tenses - 1 	4 hours (Training) 1 hour (Break + Interaction)
4	24/02/2022 Day-4	08:30 to 01:30	<ul style="list-style-type: none"> • Prepositions • Conjunctions and Connectors 	4 hours (Training) 1 hour (Break + Interaction)
5	25/02/2022 Day-5	08:30 to 01:30	<ul style="list-style-type: none"> • Framing it Right • Telephone and Email Etiquette Part 1 	4 hours (Training) 1 hour (Break + Interaction)
6	26/02/2022 Day-6	08:30 to 01:30	<ul style="list-style-type: none"> • Verbs - 2 • Tenses - 2 	4 hours (Training) 1 hour (Break + Interaction)


Principal
 Maniben M. P. Shah Mahila Arts College
 Maniben M. P. Shah Mahila Arts College
 Kadi - (N.G.) - 382 715

7	27/02/2022 Day-7	08:30 to 01:30	<ul style="list-style-type: none"> • Developing a Paragraph • Report Writing 	4 hours (Training) 1 hour (Break + Interaction)
8	28/02/2022 Day-8	08:30 to 01:30	<ul style="list-style-type: none"> • Communication Barriers • Appropriate use of Language in Social Media • Telephone Etiquette Part 2 	4 hours (Training) 1 hour (Break + Interaction)
9	01/03/2022 Day-9	08:30 to 01:30	<ul style="list-style-type: none"> • Email Etiquette Part 2 • Speak and Contribute 1 	4 hours (Training) 1 hour (Break + Interaction)
10	02/03/2022 Day-10	08:30 to 01:30	<ul style="list-style-type: none"> • Speak and Contribute 2 • Let's Discuss in Group 	4 hours (Training) 1 hour (Break + Interaction)



Dr. Vishal Patel
Empanelled Language Trainer

Finishing School Training

(Date: 04/01/2022- 13/01/2022)
Travel Claim Form

Name of Trainer: Supreeti Negi

Name of the Institute: Smt Maniben MP Shah Mahila Arts College, Kadi

Residential Address: G-203, Akash Elegance, Sola Road, Science City, Ahmedabad- 380060 Car Number: GJ01WC6422

This is to certify that I have actually travelled as shown above in conformity with rules of Govt. of Gujarat and certify that I have not claimed this amount from elsewhere. I have attached the copy of the Vehicle RC Book.

From Station	Departure Date & Time	To Station	Arrival Date & Time	Air/ Railway/ Bus/ Car Fare	Total K.M. From & To	Number of Persons	Total Amount (Rs), Kms* Rate	Remarks
Residence at Science City	04.01.2022 - 13.01.2022 07:40 AM	Smt Maniben MP Shah Mahila Arts College, Kadi	04.01.2022 - 13.01.2022 08:55 AM	Car	450 (45 kms * 10 days)	1	450*8 = Rs 3600	Petrol @ Rs 8 Per km
Smt Maniben MP Shah Mahila Arts College, Kadi	04.01.2022 - 13.01.2022 02:15 PM	Residence at Science City	27.09.2021 - 06.10.2021 03:30 PM	Car	450(45 kms * 10 days)	1	450*8 = Rs 3600	Petrol @ Rs 8 Per km
Total							7200	

I have received sum of Rs. 7200/- (Rs. Seven Thousand Two hundred Only)

Checked By
(Co-ordinator, Finishing School)

Approved by
(Principal)

Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715

Signature of Receiver
(Trainer)

Finishing School Training

(Date: 04/01/2022- 13/01/2022)
Travel Claim Form

Name of Trainer: Supreeti Negi

Name of the Institute: Smt Maniben MP Shah Mahila Arts College, Kadi

Residential Address: G-203, Akash Elegance, Sola Road, Science City, Ahmedabad- 380060 Car Number: GJ01WC6422

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Total							7200	

I have received sum of Rs. 7200/- (Rs. Seven Thousand Two hundred Only)

Checked By
(Co-ordinator, Finishing School)

Approved by
(Principal)

Principal

Maniben M. P. Shah Mahila Arts College

Kadi - (N.G.) - 382 715

Signature of Receiver
(Trainer)

PRE-TEST

Fill in the blanks with an appropriate word or phrase.

1. I him for the past month.
 - ☐ didn't meet
 - ☐ haven't met
 - ☐ Either could be used here
2. The doctor, saw me in the morning, insisted that I should quit smoking.
 - ☐ who
 - ☐ that
 - ☐ whom
3. I don't want to see
 - ☐ anyone
 - ☐ no one
 - ☐ someone
4. This is the house I was born.
 - ☐ where
 - ☐ which
 - ☐ Either could be used here
5. The house *in* I was born in is made of clay.
 - ☐ which
 - ☐ where
 - ☐ Either could be used here
6. His failure didn't bother him the least.
 - ☐ in
 - ☐ at
 - ☐ on
7. She is a pretty girl.
 - ☐ so
 - ☐ such
8. the people invited to the party didn't turn up.
 - ☐ Many
 - ☐ Many of
 - ☐ Either could be used here
9. That is the best film I
 - ☐ ever saw
 - ☐ have ever seen
 - ☐ have never seen
10. Where all this *day* ~~while~~.
 - ☐ were
 - ☐ have you been
 - ☒ have I been

POST- Test English Language
A Choose the best answer

- 1 We..... our homework now.
- ☐ Does
 - ☐ do
 - ☐ is doing
 - ☐ are doing
- 2 My sister doesn't.....snakes.
- ☐ like
 - ☐ liking
 - ☐ likes
 - ☐ to like
- 3 my father work hard last week?
- ☐ Did
 - ☐ Do
 - ☐ Does
 - ☐ Is
- 4 Mr. Paul..... Canada next month.
- ☐ visit
 - ☐ will visit
 - ☐ visits
 - ☐ visiting
- 5 Joe and ~~May~~ *Mary*..... their homework now.
- ☐ is doing
 - ☐ do
 - ☐ does
 - ☐ are doing
- 6 A action verb has _____ forms.
- ☐ two

POST- Test English Language
A Choose the best answer

- 1 We..... our homework now.
- ☐ Does
 - ☐ do
 - ☐ is doing
 - ☐ are doing
- 2 My sister doesn't.....snakes.
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 - ☐ likes
 - ☐ to like
- 3 my father work hard last week?
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 - ☐ Do
 - ☐ Does
 - ☐ Is
- 4 Mr. Paul..... Canada next month.
- ☐ visit
 - ☐ will visit
 - ☐ visits
 - ☐ visiting
- 5 Joe and ~~May~~ ^{Mary}..... their homework now.
- ☐ is doing
 - ☐ do
 - ☐ does
 - ☐ are doing
- 6 A action verb has _____ forms.
- ☐ two

- ☐ three
- ☐ four
- ☐ five

7 _____ are non-productive skills.

- ☐ Listening and reading skills
- ☐ Speaking skills
- ☐ Writing skills
- ☐ b & c

8 He..... his homework last night.

- ☐ does
- ☐ have
- ☐ did
- ☐ do

9 My mother..... early morning.

- ☐ gets in
- ☐ gets out
- ☐ gets down
- ☐ gets up

10 Please give me a of chalk.

- ☐ plate
- ☐ cup
- ☐ bottle
- ☐ piece

B Identify the different types of sentences (Assertive, imperative, exclamatory or interrogative)

1. Leave this place at once.
2. Can you solve this sum?
3. I get up early in the morning cases.
4. What a lovely mountain!
5. Speak the truth.

C Underline the proper noun and circle the common noun

1. Newton was a great scientist.

2. The Gita is a holy book.

3. Hari made twenty runs.

D Underline the abstract noun

1. Cleanliness is next to giddiness.

2. The class is studying grammar.

3. Always speak the truth.

4. I believe in his innocence.

godliness

E Classify the countable or uncountable nouns

1. The boy is drinking water.

2. Please give me a sheet of paper.

3. There is no ink in this pen.

F Present Continuous Tense

1. They (sit) in the hall.

2. The telephone (ring).

3. You (drive) very fast.

4. I (meet) marry this evening.

5. We (listen) to the radio.

G Write the correct form (Simple Present Tense) of the verb given in brackets

1. We always (arrive) at school on time.

2. He (like) Shyam very much

3. I (often) (play) badminton.

4. They (go) to school regularly.

5. There (be) two girls in the picture.



Finishing School

Knowledge Consortium of Gujarat

Education Department, Government of Gujarat

Student Feedback Form-Component 1: Life 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./B.COM/B.SC./BE)/Diploma (Diploma in Electrical Eng. etc):

3. Training started Date:

Training end Date:

9. Evaluation of Component: Life Skill

NO	Topic Name	Hours	Date	Time Duration (From-To)	Evaluation Out of 10(0-lowest 10-Highest)
1	Self-Awareness- SWOT	2			
2	Self Esteem	1			
3	Self Confidence	2			
4	Empathy	2			
5	Team Work	2			
6	Life Goal Setting	2			
7	Observation & Concentration Skills	2			
8	Self-Discipline	2			
9	Commitment	2			
10	Critical Thinking	2			
11	Stress Management	2			
12	Problem Solving & Decision Making	1			
13	Interpersonal Skills	1			
14	Negotiation Skills	2			
		25		Total	

10. Evaluation of Training content:

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

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?

Sl. No.	Module Name	Hours	Date	Time Duration (From-To)	Evaluation Out of 100 (Score)
1	Self-Introduction	2			
2	Self-Reflection	2			
3	Group Formation	2			
4	Team Building	2			
5	Self-Goal Setting	2			
6	Observation & Concentration Skills	2			
7	Self-Motivation	2			
8	Communication	2			
9	Critical Thinking	2			
10	Stress Management	2			
11	Problem Solving & Decision Making	1			
12	Interpersonal Skills	1			
13	Negotiation Skills	1			
		45			
		Total			

Signature of the Student

15. Evaluation of Training content

Sl. No.	Trainer Name	Date	Relevance (25)	Usefulness (25)	Quality of Content (25)	Trainer Skills (25)	Total (100)
1							
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4							
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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	

10. Evaluation of Training content:

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

1. 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

TOTAL

10. Evaluation of Training contents

Sl. No.	Trainer Name	Date	Relevance	Usefulness	Quality of Input	Trainer's Rating	Total
1			05	20	100	100	100



Finishing School

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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	

10. Evaluation of Training content:

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

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?

Sl. 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	Boil, 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	

Signature of the Student

15. Evaluation of Training content:

Sl. No.	Trainer Name	Date	Relevance (25)	Usefulness (25)	Quality of Input (25)	Trainer Skills (25)	Total (100)



Finishing School

Knowledge Consortium of Gujarat

Education Department, Government of Gujarat



Student Feedback Form- Component 4: 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 4: English Functional Skills

NO	Topic Name	Hours	Date	Time Duration (From-To)	Evaluation Out of 10(0- lowest 10-Highest)
1	Asking & Answering Questions	2			
2	Hello.....	2			
3	Let's pair up	2			
4	First step	2			
5	Essential building blocks	2			
6	Speak and contribute	3			
7	Effective Communication	3			
8	Let's discuss in group	4			
9	From the reporter's desk	2			
10	Speak right!	3			
		25		TOTAL	

10. Evaluation of Training content:

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

Finishing School

Bridge Consortium of Gujarat

Education Department, Government of Gujarat

Student Feedback Form- Component-4: English Functional Skills

2. Semester

11. Most interesting Session/topic:

12. Suggestions to Add or Delete any Topic :

3. Name of the College :

4. Student's Enrollment No.:

5. Year (SY/TY):

6. Degree/Diploma/BA/BSC/BEL/Diploma (Diploma in Electrical Eng. etc.):

13. Comments/suggestions on Trainer regarding Training:

Training and Date:

8. Evaluation of component 4: English Functional Skills

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

Evaluation
Out of 100
(lowest
10-100/highest)

Sl. No.	Topic Name	Hours	Date	Time Duration (From-To)	
1	Asking & Answering Questions	2			
2	Role....	2			
3	Let's pair up	2			
4	First step	2			
5	Essential building blocks	2			
6	Speak and contribute	3			
7	Effective Communication	3			
8	Let's discuss in group	4			
9	From the reporter's desk	2			
10	Speak right!	3			
		25			TOTAL

Signature of the Student

10. Evaluation of Training content:

Sl. No.	Trainer Name	Date	Relevance (25)	Usefulness (25)	Quality of Input (25)	Trainer Skills (25)	Total (100)
1							
2							
3							
4							
5							



Finishing School

Knowledge Consortium of Gujarat
Education Department, Government of Gujarat

TRAINER'S REPORT OF THE BATCH SET A/C & B/D



- 1) Name of the Trainer : Supreeti Negi
- 2) College Name : Maniben M.P Shah Mahila Arts College, Kadi
- 3) Batch Date : From 04.01.2022 to 08.01.2022
- 4) Time : From 09:00 AM to 02:00 PM
- 5) No. of Hours of Training : 20 hours
- 6) SET: A
- 7) EVALUATION OF THE STUDENTS OF THIS BATCH ON THE BASIS OF FOLLOWING PARAMETERS*

*[Please award appropriate scores to enable suitable assessment]

S. No	Details	During the START OF TRAINING for this SET (A & C)Rating (Out of 10each)	Towards the END OF TRAINING for this SET (A & C)Rating (Out of 10each)
1	Enthusiasm to be a part of Finishing School Training	6	8
2	Students interaction through comments in the chatbox (WhatsApp Group)	5	8
3	Students attitude towards their future and their general awareness of various career options	6	8
4	Keenness and readiness to learn new topics and skills	7	9
5	Students efforts to put their learnings into practice	5	8
6	Innovative initiative for self-development	7	8
7	Do you see sensitization and improvement in Life Skills of students	4	8
8	Cooperation with other students in the Batch and visible changes in their Team Spirit	5	8
9	Punctuality, Discipline and Attendance during the session	4	7
10	Visible changes in the overall personality of majority students in the Batch	4	8
	Total	53	80

- 8) Average number of students who took MCQs in this SET: 22
 9) Average marks of the current Batch in this SET: 8
 10) Rate your level of satisfaction on a scale of 0 to 10 in Training this Batch of students: 8.5



Date: 17.01.2022

Signature of the Trainer

	At the START OF THIS SET (A & C) (Rating out of 10)	Towards the END OF TRAINING for the SET (A & C) (Rating out of 10)
1) Satisfaction in a part of finishing this training	8	8
2) Improving relationship through communication the students (WhatsApp Group)	3	8
3) Student attitude towards their future and their general awareness of various career options	6	8
4) Awareness about various skills and how they can be used	7	8
5) Students ability to put their learnings into practice	5	8
6) Creative initiative for self development	7	8
7) Students' confidence in and self-esteem in life skills of students	4	8
8) Cooperation with other students in the batch and various changes in their Team spirit	5	8
9) Regularity, discipline and attendance during the session	4	7
10) Visible changes in the overall personality of majority students in the Batch	6	8
	53	69

- 8) Average number of students who took MCQs in this SET: 22
 9) Average marks of the current Batch in this SET: 8
 10) Rate your level of satisfaction on a scale of 0 to 10 in Training this Batch of students: 8.5



Date: 17.01.2022

Signature of the Trainer

	At the START OF THIS BATCH (A & C) (Rating out of 10)	Towards the END OF TRAINING for the SET (A & C) (Rating out of 10)
1) Satisfaction as a part of finishing this training	8	8
2) Increase in interaction through WhatsApp in the class (WhatsApp Group)	3	8
3) Student attitude towards their future and their general awareness of various career options	6	8
4) Increase in knowledge of various new computer skills	7	8
5) Students ability to put their learnings into practice	5	8
6) Creative initiative for self development	7	8
7) Increase in confidence and self-esteem in life skills of students	4	8
8) Cooperation with other students in the batch and various changes in their Team spirit	5	8
9) Regularity, discipline and attendance during the session	4	7
10) Visible changes in the overall personality of majority students in the Batch	6	8
	53	80



Finishing School Knowledge Consortium of Gujarat

Education Department, Government of Gujarat

Honorarium Form



Name of College: Maniben M.P.Shah Mahila Arts College, Kadi

Address of the College: Kadi

I, Dr. Vishal A Patel

Designation: Empaneled Trainer – Finishing School Training Programme

I have rendered my services as Trainer of Finishing School Training Program held at Maniben M.P.Shah Mahila Arts College, Kadi from 21 February 2022 to 02 March 2022.

Date	Time	Hours	Name of Topic	Honorarium (Rs.)
SET B & D Functional and Spoken English				
21/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Self Introduction and Introducing OthersNouns and Pronouns	Rs. 4000
22/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Describing PeopleVocabulary Building	Rs. 4000
23/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Verbs 1Tenses 1	Rs. 4000
24/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">PrepositionsConjunctions and Connectors	Rs. 4000
25/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Framing It RightEmail and Telephone Etiquette 1	Rs. 4000
26/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Verbs 2Tenses 2	Rs. 4000
27/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Developing a ParagraphReport Writing	Rs. 4000
28/02/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Telephone Etiquette Part 2Communication BarriersAppropriate Use of language in Social Media	Rs. 4000
01/03/2022	08:30 to 01:30	04	<ul style="list-style-type: none">Email Etiquette Part 2Speak and Contribute 1	Rs. 4000

02/03/2022	08:30 to 01:30	04	<ul style="list-style-type: none"> • Speak and Contribute 2 • Group Discussion (Let's Discuss in Group) 	Rs. 4000
Total				Rs. 40,000
Tax Deduction				Rs. 4000
Amount Received				Rs. 36,000

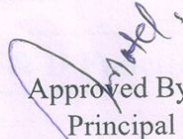
I have received Rs. 36,000/-

(Rs. in words) Thirty Six Thousand Rupees Only

As honorarium for rendering my services as Trainer.

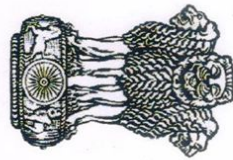


Checked By
Co-Ordinator,
Finishing School



Approved By
Principal
Maniben M.P.Shah Mahila Arts College
Kadi - (N.G.)-384440

Signature of Receiver
Trainer



KNOWLEDGE CONSORTIUM OF GUJARAT
EDUCATION DEPARTMENT, GOVERNMENT OF GUJARAT
FINISHING SCHOOL PROGRAMME



Certificate of Participation

This is to Certify Mr./Ms. _____
of _____ Faculty, Semester _____ Roll No. _____ of _____
_____ has Participated in _____ hours of _____ hours
Employability Skills, Life Skills Training and Functional English Skills From _____ to _____
_____ under Finishing School as part of the Extension initiative of KCG, Education
Department, Government of Gujarat.

Place :

Co-Ordinator

Dr.Hina M. Patel

Date :

Smt. M. M. Shah Mahila Arts College, Kadi

Principal

Smt. M. M. Shah Mahila Arts College, Kadi