

**M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR**

**FINISHING SCHOOL REPORT**

**YEAR: - 2016 – 17**

# Finishing School Trainer Report



1. Name of the Trainer: **HITESH PATEL**
2. Name & Place of the College : **M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR**
3. Batch Date : From 01-04-2017 to 04-04-2017
4. Batch Time : From 8:00 AM to 1:20 PM
5. No. of Hours Training Completed: **15 Hours**
6. No. of Students Present Date wise :

| Date           | 01-04-17 | 03-04-17 | 04-04-17 |
|----------------|----------|----------|----------|
| No. of Student | 31       | 29       | 26       |

7. How do you rate student's participation? (Please tick)

| VERY ENTHUSIASTIC                      | ENTHUSIASTIC | INDIFFERENT | NOT INTERESTED |
|--|--------------|-------------|----------------|
| <input checked="" type="checkbox"/> 20 | 15           | 10          | 5              |

8. How do you rate student's Learning? (Please tick)

| EXCELLENT                              | GOOD | AVERAGE | POOR |
|--|------|---------|------|
| <input checked="" type="checkbox"/> 20 | 15   | 10      | 5    |

9. What are the impact/ major improvement seen in the students after attending training programme in the Finishing School?

- STUDENT HAVE STARTED COMMUNICATE IN ENGLISH LANGUAGE.
- AS MANY STUDENTS SHARED THEIR EXPERIENCE, THEY HAVE BEEN STARTED USE CONCEPT & TECHNIQUES OF TANNING CONTENT IN DAY TO DAY LIFE.
- LOTS OF CURIOSITY HAS BEEN SEEN TO FACE OF STUDENTS DURING THE TRAINING.
- SOME FAMILIES ALSO NOTICED BEHAVIOURAL CHANGE IN TRAINEE.

H. V. Patel



# Finishing School Trainer Report



1. Name of the Trainer: **HITESH PATEL**
2. Name & Place of the College: **M. P. SHAH ARTS & SCIENCE COLLEGE, SURENDRANAGAR**
3. Batch Date : From 26-08-2017 to 31-08-2017 & 04-09-17 to 05-09-17
4. Batch Time : From 9:00 AM to 12:00 PM & 8:00 AM to 12:00
5. No. of Hours Training Completed: **25 Hours**
6. No. of Students Present Date wise :

| Date            | 26-08-17<br>(9am to 12am) | 27-08-17<br>(9am to 12am) | 28-08-17<br>(9am to 12am) | 29-08-17<br>(9am to 12am) | 30-08-17<br>(8am to 12Pm) | 31-08-17<br>(8am to 12Pm) | 04-09-17<br>(9am to 12am) | 05-09-17<br>(9am to 11am) |
|-----------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| No. of Students | 44                        | 45                        | 44                        | 44                        | 45                        | 45                        | 43                        | 43                        |

7. How do you rate student's participation? (Please tick)

| VERY ENTHUSIASTIC                      | ENTHUSIASTIC | INDIFFERENT | NOT INTERESTED |
|--|--------------|-------------|----------------|
| <input checked="" type="checkbox"/> 20 | 15           | 10          | 5              |

8. How do you rate student's Learning? (Please tick)

| EXCELLENT                              | GOOD | AVERAGE | POOR |
|--|------|---------|------|
| <input checked="" type="checkbox"/> 20 | 15   | 10      | 5    |

9. What are the impact/ major improvement seen in the students after attending training programme in the Finishing School?

- Students were taking much interest in sessions and activities.
- As many students shared their experience, they have been started use concept & techniques of tanning in day to day life.
- Lots of curiosity has been seen to face of students during the training.

*H. V. Patel*  
Hitesh Patel

*15/08/17*





STATEMENT-2  
KNOWLEDGE CONSORTIUM OF GUJARAT  
EDUCATION DEPARTMENT, GOVERNMENT OF GUJARAT  
FINISHING SCHOOL STATEMENT OF EXPENSES



DETAILS OF THE TRAINER

| Sr. No. | Name of Trainer | Batch No.                 | Training Date                        |                                      | Total No. of hour | Total No. of Students | Total Honorarium paid to Trainer<br>(In Rs.) | Total Accommodation Charge paid to Trainer<br>(In Rs.) | Total T. A. paid to Trainer<br>(In Rs.) | Total Payment Received by Trainer<br>(In Rs.) | Deduction of Tax by College (If any)<br>(In Rs.) | Net Amount Given to Trainer<br>(In Rs.) |
|---------|-----------------|---------------------------|--------------------------------------|--------------------------------------|-------------------|-----------------------|--|--|---|---|--|---|
|         |                 |                           | From                                 | To                                   |                   |                       |  |  |   |   |  |   |
| 1       | Hitesh Patel    | 1- (2016-17)              | 27/03/2017                           | 31/03/2017                           | 25                | 34                    |  |  |   |   |  |   |
| 2       | Hitesh Patel    | 1- (2016-17)              | 01/04/2017 & 15/04/2017              | 04/04/2017 & 16/04/2017              | 25                | 34                    |  |  |   |   |  |   |
| 3       | Hitesh Patel    | 1- (2017-18)<br>Phase - 1 | 26/08/2017 & 04/09/2017 & 18/09/2017 | 31/08/2017 & 09/09/2017 & 20/09/2017 | 50                | 45                    |  |  |   |   |  |   |
| 4       | Hitesh Patel    | 2- (2017-18)<br>Phase - 1 | 26/08/2017 & 04/09/2017 & 20/09/2017 | 31/08/2017 & 09/09/2017 & 23/09/2017 | 50                | 45                    |  |  |   |   |  |   |
| 5       | Uday Dholakia   | 1- (2017-18)<br>Phase - 2 | 08/01/2018 & 29/01/2018              | 11/01/2018 & 31/01/2018              | 21                | 40                    |  |  |   |   |  |   |
| 6       | Uday Dholakia   | 2- (2017-18)<br>Phase - 2 | 08/01/2018 & 29/01/2018              | 11/01/2018 & 31/01/2018              | 21                | 40                    |  |  |   |   |  |   |
| 7       | Irshadali Syad  | 1- (2017-18)<br>Phase - 2 | 19/03/2018                           | 24/03/2018                           | 29                | 40                    |  |  |   |   |  |   |
| 8       | Hitesh Patel    | 2- (2017-18)<br>Phase - 2 | 19/03/2018 &                         | 24/03/2018                           | 29                | 40                    |  |  |   |   |  |   |

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College Stamp

Signature of the Principal



**STATEMENT-3**  
**KNOLEDGE CONSORTIONM OF GUJARAT**  
**EDUCATION DEPARTMENT, GOVERNMENT OF GUJARAT**  
**Details of Finishing School Training**



College Name: M. P. SHAH ARTS & SCIENCE COLLEGE

Address : Bus station Road, Surendranagar.

Details of Finishing School Training (01/02/2017 to 31/03/2018)

| Batch No.                  | Training Date                              |  | Training Hours | No. of Students trained per batch | Name of Trainer | Total No. of hours of training Completed |
|----------------------------|--|--|----------------|-----------------------------------|-----------------|--|
|                            | From                                       | To   |                |                                   |                 |  |
| 1 - (2016-17)              | 27/03/2017                                 | 31/03/2017                                 | 25             | 34                                | Hitesh Patel    | 25                                       |
| 1 - (2016-17)              | 01/04/2017 &<br>15/04/2017                 | 04/04/2017 &<br>16/04/2017                 | 25             | 34                                | Hitesh Patel    | 25                                       |
| 1 - (2017-18)<br>Phase - 1 | 26/08/2017 &<br>04/09/2017 &<br>18/09/2017 | 31/08/2017 &<br>09/09/2017 &<br>20/09/2017 | 50             | 45                                | Hitesh Patel    | 50                                       |
| 2 - (2017-18)<br>Phase - 1 | 26/08/2017 &<br>04/09/2017 &<br>20/09/2017 | 31/08/2017 &<br>09/09/2017 &<br>23/09/2017 | 50             | 45                                | Hitesh Patel    | 50                                       |
| 1 - (2017-18)<br>Phase - 2 | 08/01/2018 &<br>29/01/2018                 | 11/01/2018 &<br>31/01/2018                 | 21             | 40                                | Uday Dholakia   | 21                                       |
| 2 - (2017-18)<br>Phase - 2 | 08/01/2018 &<br>29/01/2018                 | 11/01/2018 &<br>31/01/2018                 | 21             | 40                                | Uday Dholakia   | 21                                       |
| 1 - (2017-18)<br>Phase - 2 | 19/03/2018                                 | 24/03/2018                                 | 29             | 40                                | Irshadali Syad  | 29                                       |
| 2 - (2017-18)<br>Phase - 2 | 19/03/2018 &                               | 24/03/2018                                 | 29             | 40                                | Hitesh Patel    | 29                                       |

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Signature of the Principal



**Finishing School**  
**Knowledge Consortium of Gujarat**  
 Education Department, Government of Gujarat  
**Training Details**

| Batch No                 | Year              | Training Date           |                         | Total no. Hour | Trainer Name | Certificate Received (Yes / No) |
|--------------------------|-------------------|-------------------------|-------------------------|----------------|--------------|---------------------------------|
|                          |                   | From                    | To                      |                |              |                                 |
| Finishing school batch 1 | 2016-17 & 2017-18 | 27/03/2017              | 31/03/2017              |                |              |                                 |
|                          |                   | 01/04/2017 & 15/04/2017 | 04/04/2017 & 16/04/2017 | 25             | Hitesh Patel | Yes                             |
|                          |                   |                         |                         | 25             | Hitesh Patel | Yes                             |

| Batch No                 | Year    | Training Date                        |                                      | Total no. Hour | Trainer Name   | Certificate Received (Yes / No) |
|--------------------------|---------|--------------------------------------|--------------------------------------|----------------|----------------|---------------------------------|
|                          |         | From                                 | To                                   |                |                |                                 |
| Finishing school batch 2 | 2017-18 | 26/08/2017 & 04/09/2017 & 18/09/2017 | 31/08/2017 & 09/09/2017 & 20/09/2017 | 50             | Hitesh Patel   | No                              |
|                          |         | 08/01/2018 & 29/01/2018              | 11/01/2018 & 31/01/2018              | 21             | Uday Dholakia  | No                              |
|                          |         | 19/03/2018                           | 24/03/2018                           | 29             | Irshadali Syad | No                              |
|                          |         |                                      |                                      |                |                |                                 |

| Batch No                 | Year    | Training Date                        |                                      | Total no. Hour | Trainer Name  | Certificate Received (Yes / No) |
|--------------------------|---------|--------------------------------------|--------------------------------------|----------------|---------------|---------------------------------|
|                          |         | From                                 | To                                   |                |               |                                 |
| Finishing school batch 3 | 2017-18 | 26/08/2017 & 04/09/2017 & 20/09/2017 | 31/08/2017 & 09/09/2017 & 23/09/2017 | 50             | Hitesh Patel  | No                              |
|                          |         | 08/01/2018 & 29/01/2018              | 11/01/2018 & 31/01/2018              | 21             | Uday Dholakia | No                              |
|                          |         | 19/03/2018 &                         | 24/03/2018                           | 29             | Hitesh Patel  | No                              |
|                          |         |                                      |                                      |                |               |                                 |

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Signature of the Principal



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



**DETAILS OF TRAINING**

Name of the College: M. P. SHAH ARTS AND SCIENCE COLLEGE

Fund Allocation: 17,25,000/-

Training Details:

| Sr. No | Batch No. | Training Date                 |                               | Total No. of Hour | Total No. of Student | Component Name                      | Trainer Name | Total Honorarium paid to Trainer (In Rs.) | Total Accommodation Charges paid to Trainer (In Rs.) | Total T.A paid to Trainer (In Rs.) | Total payment received by Trainer (In Rs.) | Deduction of Tax By Colleges (If any) (In Rs.) | Net Amount Given to Trainer (In Rs.) |
|--------|-----------|-------------------------------|-------------------------------|-------------------|----------------------|-------------------------------------|--------------|---|--|------------------------------------|--|--|--------------------------------------|
|        |           | From                          | To                            |                   |                      |                                     |              |   |  |                                    |  |  |                                      |
| 1      |           | 27/03/2017                    | 31/03/2017                    | 25                | 34                   | Life skills<br>Employability skills | Hitesh Patel |   |  |                                    |  |  |                                      |
| 1      |           | 01/04/2017<br>&<br>15/04/2017 | 04/04/2017<br>&<br>16/04/2017 | 25                | 34                   | Life skills<br>Employability skills | Hitesh Patel | 50000                                     | 7200   | 4000                               | 61200                                      | 00   | 61200                                |

|   |   |  |  |    |    |   |                     |        |      |      |    |      |  |        |
|---|---|--|--|----|----|---|---------------------|--------|------|------|----|------|--|--------|
| 3 | 2 | 26/08/2017<br>&<br>04/09/2017<br>&<br>18/09/2017 | 31/08/2017<br>&<br>09/09/2017<br>&<br>20/09/2017 | 50 | 45 | Life skills<br>Employnility<br>skills     | Hitesh<br>Patel     |        |      |      |    |      |  |        |
| 4 | 3 | 26/08/2017<br>&<br>04/09/2017<br>&<br>20/09/2017 | 31/08/2017<br>&<br>09/09/2017<br>&<br>23/09/2017 | 50 | 45 | Life skills<br>Employnility<br>skills     | Hitesh<br>Patel     | 100000 | 3000 | 582  |    |      |  | 103582 |
| 5 | 2 | 08/01/2018<br>&<br>29/01/2018                    | 11/01/2018<br>&<br>31/01/2018                    | 21 | 40 | Functional<br>English &<br>Communicatin   | Uday,<br>Dholakia   |        |      |      |    |      |  |        |
| 6 | 3 | 08/01/2018<br>&<br>29/01/2018                    | 11/01/2018<br>&<br>31/01/2018                    | 21 | 40 | Functional<br>English &<br>Communicatin   | Uday<br>Dholakia    | 42000  | 00   | 3712 | 00 | 00   |  | 45712  |
| 7 | 2 | 19/03/2018                                       | 24/03/2018                                       | 29 | 40 | Functional<br>English &<br>Communicatin   | Irshadali<br>Syad   | 29000  | 00   | 00   | 00 | 00   |  | 29000  |
|   | 3 | 19/03/2018<br>&                                  | 24/03/2018                                       | 29 | 40 | Functional<br>English &<br>Communicatin   | Hitesh<br>Patel     | 29000  | 3000 | 1000 | 00 | 00   |  | 33000  |
|   | 4 | 27/08/2018<br>&<br>24/09/2018                    | 31/08/2018<br>&<br>29/09/2018                    | 50 | 50 | Life Skills and<br>Employnility<br>skills | Tanveer<br>Loladiya | 50000  | 00   | 00   | 00 | 5000 |  | 45000  |

₹. 9920/-

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Signature of the Principal





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



DETAILS OF TRAINING

Name of the College: M. P. SHAH ARTS AND SCIENCE COLLEGE

and Allocation: 17,25,000/-

Training Details:

| Sr. No. | Batch No. | Training Date                 |                               | Total No. of Hour | Total No. of Student | Component Name                      | Trainer Name | Total Honorarium paid to Trainer (In Rs.) | Total Accommodation Charges paid to Trainer (In Rs.) | Total T.A paid to Trainer (In Rs.) | Total payment Received by Trainer (In Rs.) | Deduction of Tax By Colleges (If any) (In Rs.) | Net Amount Given to Trainer (In Rs.) |
|---------|-----------|-------------------------------|-------------------------------|-------------------|----------------------|-------------------------------------|--------------|---|--|------------------------------------|--|--|--------------------------------------|
|         |           | From                          | To                            |                   |                      |                                     |              |   |  |                                    |  |  |                                      |
| 1       |           | 27/03/2017                    | 31/03/2017                    | 25                | 34                   | Life skills<br>Employability skills | Hitesh Patel |   |  |                                    |  |  |                                      |
| 1       |           | 01/04/2017<br>&<br>15/04/2017 | 04/04/2017<br>&<br>16/04/2017 | 25                | 34                   | Life skills<br>Employability skills | Hitesh Patel | 50000                                     | 7200   | 4000                               | 61200                                      | 00   | 61200                                |

|   |  |  |    |    |   |                      |        |      |      |    |      |  |        |
|---|--|--|----|----|---|----------------------|--------|------|------|----|------|--|--------|
|   | 26/08/2017<br>&<br>04/09/2017<br>&<br>18/09/2017 | 31/08/2017<br>&<br>09/09/2017<br>&<br>20/09/2017 | 50 | 45 | Life skills<br>Employnility<br>skills     | Hitesh<br>Patel      |        |      |      |    |      |  |        |
| 3 | 26/08/2017<br>&<br>04/09/2017<br>&<br>20/09/2017 | 31/08/2017<br>&<br>09/09/2017<br>&<br>23/09/2017 | 50 | 45 | Life skills<br>Employnility<br>skills     | Hitesh<br>Patel      | 100000 | 3000 | 582  |    |      |  | 103582 |
| 2 | 08/01/2018<br>&<br>29/01/2018                    | 11/01/2018<br>&<br>31/01/2018                    | 21 | 40 | Functional<br>English &<br>Communicatin   | Uday<br>Dholaki<br>a |        |      |      |    |      |  |        |
| 3 | 08/01/2018<br>&<br>29/01/2018                    | 11/01/2018<br>&<br>31/01/2018                    | 21 | 40 | Functional<br>English &<br>Communicatin   | Uday<br>Dholaki<br>a | 42000  | 00   | 3712 | 00 | 00   |  | 45712  |
| 2 | 19/03/2018                                       | 24/03/2018                                       | 29 | 40 | Functional<br>English &<br>Communicatin   | Irshadali<br>Syad    | 29000  | 00   | 00   | 00 | 00   |  | 29000  |
|   | 19/03/2018<br>&                                  | 24/03/2018                                       | 29 | 40 | Functional<br>English &<br>Communicatin   | Hitesh<br>Patel      | 29000  | 3000 | 1000 | 00 | 00   |  | 33000  |
|   | 27/08/2018<br>&<br>24/09/2018                    | 31/08/2018<br>&<br>29/09/2018                    | 50 | 50 | Life Skills and<br>Employnility<br>skills | Tanveer<br>Loladiya  | 50000  | 00   | 00   | 00 | 5000 |  | 45000  |

₹. 9920/-

₹. 3,32,414/-

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Signature of the Director

# KNOWLEDGE CONSORTIUM OF GUJARAT EDUCATION DEPARTMENT, GOVERNMENT OF GUJARAT

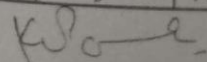
## Finishing School

Name : Shree M. P. Shah Arts and Science College, Surendranagar.

Information : (For year 2016-2017)

| Student Name                   | Certificate Received of Not | Placement Done or Not  | for Which Post           | Job Starting Date | Income           |
|--------------------------------|-----------------------------|------------------------|--------------------------|-------------------|------------------|
| YA HITESH K                    | Yes                         | Done                   | in G.M. OPA              | -                 | As per Gov Rules |
| VIYA HIRALBEN RAMESHBHAI       | Yes                         | No Data                | -                        | -                 | -                |
| KA KISAN S                     | Yes                         | Done                   | Gov Teacher              | 15/07/2017        | 13500/-          |
| AKAMIL S                       | Yes                         | Further study          | -                        | -                 | -                |
| SHAN ANKITA B                  | Yes                         | "                      | -                        | -                 | -                |
| SHAN URVASHI J                 | Yes                         | "                      | -                        | -                 | -                |
| SHILA NAVAGHAN D               | Yes                         | Not                    | -                        | -                 | -                |
| SHI MUKESHBHAI M               | Yes                         | Done                   | GIPS MC                  | 25/04/2018        | 12000/-          |
| SHI RAVI PRADIPBHAI            | Yes                         | Further study          | -                        | -                 | -                |
| SHI VIJAY MANSUKHBHAI          | Yes                         | Further study          | Teacher                  | 19/06/2017        | 4500/-           |
| SHI LAKSHMI NAVDHA K           | Yes                         | Further study          | -                        | -                 | -                |
| SHI VIYA VANDANA B             | Yes                         | -                      | -                        | -                 | -                |
| SHADHAVI BHARATIBA N           | Yes                         | preparing for Gov. Job | -                        | -                 | -                |
| SHAM ANKITA MUKESHBHAI         | Yes                         | No Data                | -                        | -                 | -                |
| SHAV HARAJI GOVINDBHAI         | Yes                         | Done                   | Teacher                  | 22/06/2017        | 10,000/-         |
| SHI KASHYAP M                  | Yes                         | preparing for Gov. Job | -                        | -                 | -                |
| SHI VIVEK K                    | Yes                         | married (Not)          | -                        | -                 | -                |
| SHI TIYA MUMTAJ I              | Yes                         | Further study          | -                        | -                 | -                |
| SHAKVANA VISHAL B              | Yes                         | Further study          | -                        | -                 | -                |
| SHIRZA FAIZAL BAHADURBHAI      | Yes                         | No Data                | -                        | -                 | -                |
| SHADHERIYA MAYA M              | Yes                         | Further study          | -                        | -                 | -                |
| SHINCHAL SHILPA J.             | Yes                         | "                      | -                        | -                 | -                |
| SHARMAR ARTI CHANDRAKANT       | Yes                         | married (Not)          | -                        | -                 | -                |
| SHARMAR DHARMISHTA CHANDRAKANT | Yes                         | "                      | -                        | -                 | -                |
| SHATADIYA CHIRAG G             | Yes                         | Further study          | -                        | -                 | -                |
| SHRATHOD KISHAN J              | Yes                         | Further study          | -                        | -                 | -                |
| SHRATHVI AKASH H               | Yes                         | Further study          | -                        | -                 | -                |
| SHSATIYA SONAL KHETABHAI       | Yes                         | "                      | -                        | -                 | -                |
| SHSOLANKI ANITA P              | Yes                         | No Data                | -                        | -                 | -                |
| SHSOLANKI VIJAYKUMAR DILIPBHAI | Yes                         | Further study          | -                        | -                 | -                |
| SHTAJIYA AARTI J               | Yes                         | "                      | -                        | -                 | -                |
| SHVAGHELA GRISHMA K            | Yes                         | "                      | -                        | -                 | -                |
| SHVASIYANI BIREN P             | Yes                         | Done                   | Sunshine Patena PVT. LTD | 16/05/2017        | 15,100/-         |



  
 Signature of the Principal  
 M. P. Shah Arts/Sc. College  
 SURENDRANAGAR



# Finishing School - Trainer Report



Name of the Trainer : Ershad Ali Syed  
 Name & Place of the College : M.P. Shah Arts & Science College - Surendranagar  
 Batch Date : From 19/03/2018 to 24 / 03 / 2018  
 Batch Time : From 9 AM to 2.30 PM

No. of Hours Training Completed : 29

No. of Students Present Date wise :

| Date           | 19 <sup>th</sup> | 20 <sup>th</sup> | 21 <sup>st</sup> | 22 <sup>nd</sup> | 23 <sup>rd</sup> | 24 <sup>th</sup> |  |  |  |
|----------------|------------------|------------------|------------------|------------------|------------------|------------------|--|--|--|
| No. of Student | 27               | 26               | 26               | 26               | 26               | 26               |  |  |  |

How do you rate student's participation? (Please tick)

| VERY ENTHUSIASTIC | ENTHUSIASTIC | INDIFFERENT | NOT INTERESTED |
|-------------------|--------------|-------------|----------------|
| 20                | 07           |             |                |

How do you rate student's Learning? (Please tick)

| EXCELLENT | GOOD | AVERAGE | POOR |
|-----------|------|---------|------|
| 15        | 10   | 2       |      |

## Evaluation of Students

| 1  | 2                          | 3                              | 4   | 5                 | 6                                       | 7                                   | 8           |
|----|----------------------------|--------------------------------|---|-------------------|---|-------------------------------------|-------------|
|    | Name of Student            | Total Attending Hours (In No.) | Total Attending Hours of Training (50)<br>20 % Attendance =10<br>40 % Attendance= 20<br>60 % Attendance=30<br>80 % Attendance=40<br>100 % Attendance=50 | Enthusiastic (15) | Overall Participation in the Class (20) | Overall Changes after Training (15) | Total (100) |
| 1  | Anil Hargovind Dhabhi      | 29                             | 50  | 10                | 15                                      | 10                                  | 85          |
| 2  | Bhavik Baldev Kansari      | 29                             | 50  | 10                | 15                                      | 10                                  | 85          |
| 3  | Bhumika Harjivan Kandla    | 29                             | 50  | 12                | 18                                      | 10                                  | 90          |
| 4  | Dhirubai Dharamsi Paraliya | 29                             | 50  | 15                | 20                                      | 10                                  | 95          |
| 5  | Ishwar Labubhai Kaliya     | 29                             | 50  | 10                | 15                                      | 10                                  | 85          |
| 6  | Janhvi Ashok Rami          | 29                             | 50  | 10                | 10                                      | 10                                  | 80          |
| 7  | Jaydeep Narsi Parmar       | 29                             | 50  | 10                | 15                                      | 10                                  | 85          |
| 8  | Jaydeep Pravin Chouhan     | 29                             | 50  | 10                | 15                                      | 10                                  | 85          |
| 9  | Kalpesh Hansraj Rethaliya  | 29                             | 50  | 12                | 15                                      | 10                                  | 87          |
| 10 | Khusbu Maheboobhai Makrani | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 11 | Mansi Dhirajlal Rathod     | 29                             | 50  | 12                | 15                                      | 15                                  | 92          |

|    |                             |    |    |    |    |    |     |
|----|-----------------------------|----|----|----|----|----|-----|
| 12 | Maithri Mukesh Pattani      | 20 | 35 | 15 | 20 | 15 | 85  |
| 13 | Nilesh Velsi Gohil          | 29 | 50 | 15 | 20 | 10 | 95  |
| 14 | Pintu Vikram Kaliya         | 29 | 50 | 12 | 15 | 10 | 87  |
| 15 | Pooja Bavesh sheth          | 5  | 10 |    |    |    | 10  |
| 16 | Pratiksha Hitesh Sarvaliya  | 29 | 50 | 15 | 20 | 12 | 97  |
| 17 | Priyanka Hitesh Sarvaliya   | 29 | 50 | 10 | 15 | 10 | 85  |
| 18 | Priyanka Ramnik Patel       | 29 | 50 | 10 | 10 | 10 | 80  |
| 19 | Rachna Ratilal Dalsaniya    | 29 | 50 | 12 | 15 | 12 | 89  |
| 20 | Rahul Kumar Ramesh Chavda   | 29 | 50 | 10 | 10 | 10 | 80  |
| 21 | Rekha Prabu Tank            | 29 | 50 | 12 | 12 | 10 | 84  |
| 22 | Ridhi Danaji Makwana        | 29 | 50 | 12 | 15 | 12 | 89  |
| 23 | Sayanabanu Satarkhan Pathan | 29 | 50 | 10 | 15 | 15 | 90  |
| 24 | Shreeraj Ashok Sharma       | 29 | 50 | 15 | 15 | 15 | 95  |
| 25 | Vanraj Vihabai Talsaniya    | 29 | 50 | 15 | 20 | 15 | 100 |
| 26 | Vipul Kanji Rathod          | 29 | 50 | 15 | 15 | 15 | 95  |
| 27 | Vishal Ashok Kanzariya      | 29 | 50 | 10 | 15 | 10 | 85  |





# Finishing School

## Knowledge Consortium of Gujarat

Education Department, Government of Gujarat

### Trainer Report



1. Name of the Trainer : Dr. Hitesh Patel
2. College Name : M. P. Shah Arts & Science College, Surendranagar
3. Batch Date: From 19-03-18 to 24-03-18 Time: From 9:00 AM to 2:30 PM
4. No. of Hours Training : 29 Hours

#### Evaluation of Students

| 1       | 2                                  | 3                              | 4   | 5                 | 6                                       | 7                                   | 8           |
|---------|------------------------------------|--------------------------------|---|-------------------|---|-------------------------------------|-------------|
| Sr. no. | Name of Student                    | Total Attending Hours (In No.) | Total Attending Hours of Training (29)<br>20 % Attendance = 10<br>40 % Attendance = 20<br>60 % Attendance = 30<br>80 % Attendance = 40<br>100 % Attendance = 50 | Enthusiastic (15) | Overall Participation in the Class (20) | Overall Changes after Training (15) | Total (100) |
| 1.      | Aditya Jaykumar Pandya             | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 2.      | Anil Danjibhai Parmar              | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 3.      | Bhavanaben Jayantibhai Makwana     | 0                              | 0   | 0                 | 0                                       | 0                                   | 0           |
| 4.      | Harshad Dilipbhai Dabhi            | 29                             | 50  | 10                | 10                                      | 10                                  | 80          |
| 5.      | Hiren Harjivanbhai Solanki         | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 6.      | Hitesh Kalyanbhai Rathod           | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 7.      | Hiteshbhai Velshibhai Jidiya       | 29                             | 50  | 15                | 20                                      | 13                                  | 98          |
| 8.      | Jagdish Rameshbhai Rathod          | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 9.      | Jagrutiben Ambarambhai Makwana     | 24                             | 40  | 10                | 15                                      | 15                                  | 80          |
| 10.     | Jaydeep Sureshbhai Solanki         | 19                             | 60  | 15                | 20                                      | 15                                  | 110         |
| 11.     | Jigneshbhai Kanjibhai Vaghela      | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 12.     | Kamla Valjibhai Vaghela            | 29                             | 50  | 15                | 15                                      | 15                                  | 95          |
| 13.     | Karan Dineshbhai Nangha            | 0                              | 0   | 0                 | 0                                       | 0                                   | 0           |
| 14.     | Khushbu Rajeshbhai Gosaliya        | 0                              | 0   | 0                 | 0                                       | 0                                   | 0           |
| 15.     | Madhaviben Ghansyambhai Panchasara | 29                             | 50  | 15                | 20                                      | 0                                   | 0           |
| 16.     | Mukeshbhai Manasukhbhai Kanazariya | 29                             | 50  | 15                | 20                                      | 13                                  | 98          |
| 17.     | Neha Rajeshkumar Makawana          | 29                             | 50  | 15                | 20                                      | 13                                  | 98          |
| 18.     | Nidhi Rajeshkumar Makawana         | 29                             | 50  | 15                | 20                                      | 15                                  | 100         |
| 19.     | Nimisha Gunvatbhai Rathod          | 24                             | 40  | 15                | 20                                      | 15                                  | 100         |
| 20.     | Paresh Tapubhai Detroja            | 29                             | 50  | 15                | 20                                      | 15                                  | 90          |
|         |                                    |                                |   | 15                | 20                                      | 15                                  | 100         |

|     |                                 |    |    |    |    |    |     |
|-----|---------------------------------|----|----|----|----|----|-----|
| 21. | Parinbanu Rajubhai Rathod       | 29 | 50 | 15 | 20 | 15 | 100 |
| 22. | Parulben Jivanbhai Parmar       | 29 | 50 | 10 | 10 | 12 | 82  |
| 23. | Parvez nazirbhai Chauhan        | 29 | 50 | 15 | 20 | 15 | 100 |
| 24. | Pratapbhai Motibhai Solanki     | 29 | 50 | 15 | 20 | 12 | 67  |
| 25. | Raj Chandubhai Kudesha          | 9  | 20 | 10 | 10 | 12 | 82  |
| 26. | Rimpal Mahasukhbhai Kothari     | 29 | 50 | 10 | 10 | 10 | 90  |
| 27. | Rukashadbanu Dilavarbhai Pathan | 20 | 60 | 15 | 20 | 13 | 98  |
| 28. | Rutu Kirtikumar Halari          | 29 | 50 | 0  | 0  | 0  | 0   |
| 29. | Sangitaba Mahipatshinh Mori     | 0  | 0  | 0  | 0  | 0  | 0   |
| 30. | Shruti Kantilal Mandli          | 0  | 0  | 15 | 20 | 12 | 97  |
| 31. | Vaibhavi Jayantbhai Rathod      | 24 | 50 | 15 | 20 | 13 | 108 |
| 32. | Vaishali Khimjibhai Rathod      | 19 | 60 | 15 | 20 | 12 | 97  |
| 33. | Vandana Pravinbhai Solanki      | 29 | 50 | 15 | 20 | 15 | 100 |
| 34. | Vishal Hasmukhbhai Hadiyal      | 29 | 50 | 15 | 20 | 15 | 100 |
| 35. | Vishal Manilal Rathod           | 29 | 50 | 15 | 20 | 12 | 97  |
| 36. | Vishnubhai Bhailalbai Upadala   | 29 | 50 | 15 | 20 | 15 | 100 |
| 37. | Dharmeshbhai Narayanbhai Vaniya | 29 | 50 | 0  | 0  | 0  | 0   |
| 38. | Chandrakant Ramniklal           | 0  | 0  | 15 | 20 | 15 | 100 |
| 39. | Ganesh Narshibhai               | 29 | 50 | 10 | 10 | 12 | 82  |
| 40. | Rekhaben Naritambhai            | 29 | 50 | 10 | 10 | 12 | 82  |

5. What are the impact/ major improvement seen in the students after attending training programme in the Finishing School?

- Students are confident to speak on stage.
- Found creative thinking, adaptability and accessibility in students.
- Many of the students started following dress code.

6. Total remuneration to be received: 29000

7. Total Travel Allowances to be received: 1000

8. Total Accommodation Charges to be received: 3000



तालीम लीघेल कुल विद्यार्थीओनी संख्या तथा यादी

| Sr. No. | Student Name                  | Faculty Arts/ Science/ | Enroll Ment No./ Roll No. | OPEN / OBC / ST / SC / PH | Contact No. | Atten ded Hour s | Tot al no. Hou rs |
|---------|-------------------------------|------------------------|---------------------------|---------------------------|-------------|------------------|-------------------|
| 1       | ADVALIYA HITESH K             | B. Sc.                 | 4                         | SEBC                      | 9586094600  | 50               | 50                |
| 2       | BAIDANIYA HIRALBEN RAMESHBHAI | B.A.                   | 3                         | SEBC                      | 7041655467  | 05               | 50                |
| 3       | BARAIYA KISAN S               | B.A.                   | 318                       | SC                        | 8469120615  | 05               | 50                |
| 4       | BLOCH KAMIL S                 | B. Sc.                 | 257                       | SEBC                      | 9033486996  | 20               | 50                |
| 5       | CHAUHAN ANKITA B              | Commerce               | 34                        | SEBC                      | 9979444322  | 40               | 50                |
| 6       | CHAUHAN URVASHI J             | Commerce               | 30                        | SEBC                      | 7096687997  | 40               | 50                |
| 7       | CHOHLA NAVAGHAN D             | B.A.                   | 583                       | SEBC                      | 8153860841  | 50               | 50                |
| 8       | DABHI MUKESHBHAI M            | B.A.                   | 277                       | SEBC                      | 8154855991  | 30               | 50                |
| 9       | DABHI RAVI PRADIPBHAI         | B. Sc.                 | 26                        | SEBC                      | 9712741120  | 41               | 50                |
| 10      | DAIYA VIJAY MANSUKHBHAI       | B.A.                   | 547                       | SC                        | 8141905313  | 50               | 50                |
| 11      | DHOLAVIYA NAVDHA K            | B.A.                   | 24                        | SEBC                      | 9879091093  | 50               | 50                |
| 12      | DORIYA VANDANA B              | Commerce               | 33                        | SEBC                      | 9737554315  | 40               | 50                |
| 13      | GHADHAVI BHARATIBA N          | B.A.                   | 32                        | SEBC                      | 9726107716  | 50               | 50                |
| 14      | HEJAM ANKITA MUKESHBHAI       | B.A.                   | 38                        | SC                        | 8487846364  | 50               | 50                |
| 15      | JADAV HARAJI GOVINDBHAI       | B.A.                   | 516                       | SEBC                      | 8238691935  | 35               | 50                |
| 16      | JOSHI KASHYAP M               | B. Sc.                 | 59                        | OPEN                      | 9429864020  | 11               | 50                |
| 17      | JOSHI VIVEK K                 | B.A.                   | 165                       | OPEN                      | 9725980681  | 50               | 50                |
| 18      | KATIYA MUMTAJ I               | B.A.                   | 47                        | SEBC                      | 9726282631  | 40               | 50                |
| 19      | MAKVANA VISHAL B              | B.A.                   | 71                        | SEBC                      | 9723120178  | 50               | 50                |
| 20      | MIRZA FAIZAL BAHADURBHAI      | B. Sc.                 | 281                       | SEBC                      | 9157841470  | 40               | 50                |
| 21      | MUNJAPARA BUTALAL B           | B.A.                   | 361                       | SEBC                      | 9687584316  | 05               | 50                |
| 22      | PADHERIYA MAYA M              | B.A.                   | 86                        | SEBC                      | 9723496080  | 50               | 50                |



|    |                               |          |     |      |            |    |    |
|----|-------------------------------|----------|-----|------|------------|----|----|
| 23 | PANCHARA SHILPABEN J          | B.A.     | 88  | SEBC | 8878490645 | 80 | 80 |
| 24 | PARMAR ARTI CHANDRAKANT       | B. Sc.   | 118 | SC   | 8835817873 | 44 | 50 |
| 25 | PARMAR DHARMISHTA CHANDRAKANT | B.A.     | 236 | SC   | 8835817873 | 38 | 80 |
| 26 | PATADIYA CHIRAG G             | B. Sc.   | 134 | SEBC | 8888231186 | 38 | 80 |
| 27 | RATHOD KISHAN J               | Commerce | 29  | SC   | 8460073768 | 50 | 50 |
| 28 | RATHVI AKASH H                | B. Sc.   | 150 | SEBC | 8558881705 | 12 | 50 |
| 29 | SATIYA SONAL KHETABHAI        | B.A.     | 117 | SEBC | 8601572877 | 50 | 50 |
| 30 | SOLANKI ANITA P               | B.A.     | 120 | SC   | 8428003873 | 40 | 50 |
| 31 | SOLANKI VIJAYKUMAR GILIPBHAI  | B.A.     | 602 | SEBC | 8737617288 | 50 | 50 |
| 32 | THIYA AARTI J                 | Commerce | 28  | OPEN | 8904467461 | 40 | 50 |
| 33 | GHELA GRISHMA K               | Commerce | 31  | OPEN | 7884714646 | 40 | 50 |
| 34 | SIYANI BIREN P                | B. Sc.   | 178 | OPEN | 7777964863 | 50 | 50 |

4 दीर्घा 98 विद्यार्थी/वर्ग संख्या - 34

*(Handwritten Signature)*

सहायक  
 अधीक्षक, उच्च माध्यमिक  
 विद्यालय, अहमदाबाद  
 380 015

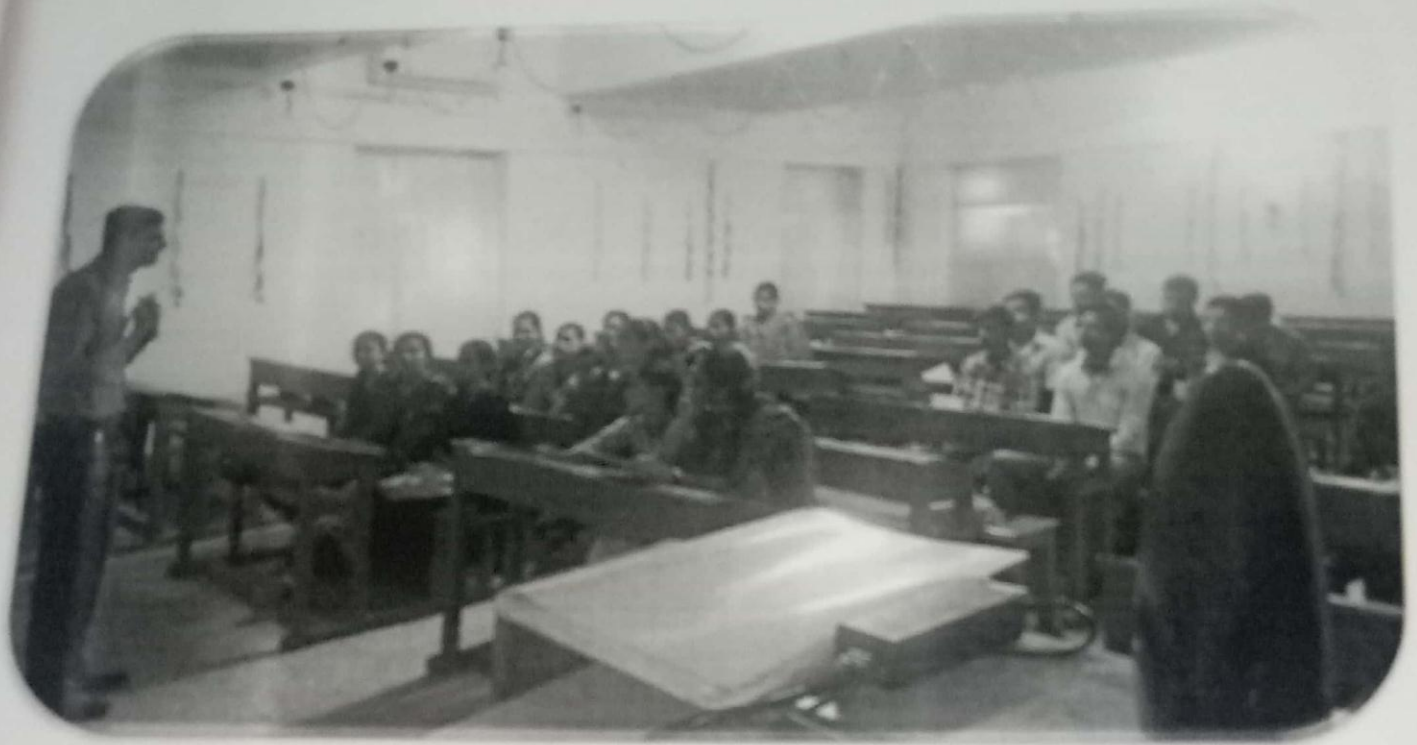
## પૂર્ણ થયેલ ફિનિશિંગ સ્કૂલ તાલીમની વિગતો - સમય-પત્રક

તાલીમના કલાક - પ્રતિદિન 5 કલાક (કુલ - 50 કલાક)

તારીખ - 27/03/2017 થી 04/04/2017 અને 15/04/2017 થી 16/04/2017

દ્રેષનરનું નામ - શ્રી હિતેશ પટેલ

| ક્રમ | તાલીમની તારીખ | તાલીમનો સમય                                      | તાલીમના વિષય   | ભાગ લેનાર વિદ્યાર્થીઓની વિગત |
|------|---------------|--|--|------------------------------|
| 1    | 27-03-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Describing Self and Education<br>2. Asking Questions<br>3. Articulating Life Plan 1&2                                 | 33                           |
| 2    | 28-03-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Speaking English<br>2. Everyday English & Vocabulary<br>3. Confidence and Fluency                                     | 29                           |
| 3    | 29-03-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Daily Use of English & Vocabulary<br>2. Articles<br>3. Tenses   | 28                           |
| 4    | 30-03-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Being Positive<br>2. Self-Motivation<br>3. Professional Decorum   | 26                           |
| 5    | 31-03-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Grooming<br>2. Formal Clothing & Professional Accessories<br>3. Cleanliness and Hygiene                               | 31                           |
| 6    | 01-04-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Grooming<br>2. Body Language<br>3. Etiquettes   | 30                           |
| 7    | 03-04-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Interview<br>2. Group discussion<br>3. Effective Presentation   | 29                           |
| 8    | 04-04-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Resume Writing<br>2. Email and Formal Message Writing<br>3. Time Management   | 26                           |
| 9    | 15-04-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Telephone-e-mail Etiquettes, Team work<br>2. Professional Etiquettes, Seating Profession Goal<br>3. Stress Management | 18                           |
| 10   | 16-04-17      | 8:00 to 10:00<br>10:15 to 12:15<br>12:20 to 1:20 | 1. Assertiveness Empathy<br>2. Planning 1, Planning 2<br>3. Self Esteem  | 18                           |



## Be Careful for some details

### Word of Caution!

- *When you are describing your education in a formal setting (like an interview), it is inappropriate to use abbreviations (short forms) such as B.E. /B.Tech. GU/SU etc. (Gujarat University/Saurashtra University) or undergrad.*

### Remember:

*Be extremely polite in your response. Don't sound arrogant about your qualifications or your past achievements.*



