



॥ संस्कृता स्त्री शिवा शक्तिः ॥  
**SHREE RANG NAVCHETAN**  
**MAHILA ARTS COLLEGE, VALIA**

Since 1994

**1.2.3. - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

## **Finishing School**

**Coordinator: ASSO. Prof. Bhavanaben K. Gothana**

Finishing School is one of the best steps taken by Knowledge Consortium of Gujarat. It improves the abilities of the participants to step forward in corporate culture and day to day life with self-confidence, self-discipline, self-esteem and goal setting by preparing them for resume writing and covering letter writing, group discussion and also other aspects like team work, commitment and negotiation skills required for a bright career and life style. It also enhances the English communication skill with Basic English grammar.

We started Finishing School training since 2021-22 and we have successfully completed 2 batches during

We are pleased to note that we have completed two batches of Finishing School funded by Knowledge Consortium of Gujarat Education Department (KCG) during 2021-22. Information about the all two batches are given bellow:

<b>Sr. No</b>	<b>Name of the Activity / Event</b>	<b>Date</b>	<b>Resource Hours No of Participants SET Person/ Guest lecturer Train</b>	<b>Hours</b>	<b>No of Participants</b>	<b>SET</b>	<b>B A T C H</b>
<b>1</b>	<b>Life Skill and Employability Skills Training : SET - A</b>	<b>1-9-2021 to 6-9-2021</b>	<b>Priti zaveri</b>	<b>20 Hours</b>	<b>50</b>	<b>SET-A</b>	<b>1</b>
<b>2</b>	<b>Life Skill and Employability skill training SET-C</b>	<b>7-9-2021 to 13-9-2021</b>	<b>Priti zaveri</b>	<b>20 Hours</b>	<b>50</b>	<b>SET-C</b>	
<b>3</b>	<b>English Functional Skills :SET-B</b>	<b>14-9-2021 to 18-9-2021</b>	<b>Ms.Pinky Kumari</b>	<b>20 hours</b>	<b>50</b>	<b>SET-B</b>	<b>2</b>
<b>4</b>	<b>English Functional Skills ;SET-D</b>	<b>20-9-2021 to 24-9-2021</b>	<b>Ms.Pinky Kumari</b>	<b>20 Hours</b>	<b>50</b>	<b>SET-D</b>	
<b>5</b>	<b>English Functional Skills :SET-B&amp;D</b>	<b>11-9-2021 to 22-9-2021</b>	<b>Ms.Pinky Kumari</b>	<b>20 Hours</b>	<b>50</b>	<b>SET-B&amp;D</b>	

We are thankful to Shree Rang Navchetan Mahila, Arts College for kind co-operation and giving us an opportunity to conduct Finishing School programme. I am thankful to our Principal Dr. Sharmilaben S. patel for her inspiration and guidance. My special thanks to our office clerk MS.Neetaben V. Bhrambhatt and MS.leenaben C. Chaudhary for continuous support in correspondence with

### **Feedback by Trainers:**

Trainer: **MS. Priti Zaveri:**

It gives me immense pleasure to convey that it has been an incredible journey while contributing towards Enhancing, Developing & Training the amazing students of your esteemed Institution. The students wonderfully participated in the Training and their level of sincerity, dedication, commitment and the urge to learn is truly commendable.

I hereby want to applaud and convey immense gratitude to the Coordinator Ms. Bhavanaben K.Gothana Madam for organizing the training wonderfully and with such dedication .Moreover, Madam has been like a backbone extending great support to the trainers which has helped us conduct the training successfully. Also, a big Thank you to all the staff members of the Institute who have been a great support while conducting the training from start to e

Trainer: **Pinky kumari**

Here I am to pen my thoughts upon the recent conducted training in Sir Shree Rang Navchetan Mahila Arts, College which was aimed to make our youth feel more joyous being what we are born as and with, and to prepare them ready enough to face day by day challenges bravely which was been the same up to much extent while training.

We started with scheduling training with kind cooperation of finishing school college coordinator, a very kind hearted Prof. Bhavanaben K.Gothana who is also very keen to have things in place and organized. Was so delighted to see how the batch was fully equipped with necessary arrangements e.g. spacious room, projector, and open space to do learning activities, microphone and speakers along with meeting all Covid guidelines.

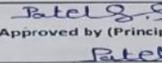
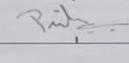
Upon initiation on day 01, was very excited to see the keenness and readiness of students to learn new topics and skills. Students interacted throughout the session with their utmost punctuality, Discipline and Attendance which was resulted in visible positive changes in the overall personality of majority students in the Batch

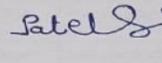
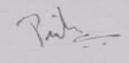
## The Training included the following topics:

- Self-Awareness- SWOT
- Self Esteem and Self Confidence D Life and Professional Goal
- Grooming, Personal Hygiene, Body Language and Office Etiquettes
- Resume Writing and Cover Letter D Job Search and Career Options
- Group Discussion
- Interview Skills, Interpersonal Skills and Empathy

I would like to convey my gratitude to all responsible people for this great initiative taken up by. Education Department, Government of Gujarat, Knowledge Consortium of Gujarat, Finishing School. A special thanks to respected principal of the college and respected college co coordinator. I will look forward to bear more wherein collectively we can contribute in our youthand future of our state and country



Shree Rang Navchetan Mahila Arts College, Valia								
Set A - Life Skills & Employability Skills								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (30 Min)	Rest Time (30 Mins)	Training Session (1 hrs)	Interaction (30 Min)	Training Session (1hrs)
			9:00 to 11:00	11:00 to 11:30	11:30 to 12:00	12:00 to 1:00	1:00 to 1:30 pm	1:30 to 2:30
1	01.09.2021	Wednesday	Self Awareness- SWOT	Reflection What -So What - Now What	B	Self Esteem	Reflection What -So What - Now What	Self Confidence
2	02.09.2021	Thursday	Life & Professional Goal Setting		R	Grooming, Personal Hygiene		Body language (Office Etiquette)
3	03.09.2021	Friday	Resume Writing and Cover Letter		E	Job Search & Career options		Job Search & Career options
4	04.09.2021	Saturday	Group discussions		A	Interview Skills		Interview Skills
5	06.09.2021	Monday	Interpersonal Skills		K	Interview Skills		Empathy
Checked By (co-ordinator, Finishing School)			Approved by (Principal)			Signature of Receiver (Trainer)		
 કે-એડીનેટર શ્રી રંગ નવચેતન મહિલા આર્ટ્સ કોલેજ, વાલીયા, જી.ભરૂચ			 ઉચ્ચાર્જ આચાર્ય શ્રી રંગ નવચેતન મહિલા આર્ટ્સ કોલેજ વાલીયા, જી. ભરૂચ-૩૯૩૧૩૫					

Shree Rang Navchetan Mahila Arts College, Valia								
Set C - Life Skills & Employability Skills								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (30 Min)	Rest Time (30 Mins)	Training Session (1 hrs)	Interaction (30 Min)	Training Session (1hrs)
			9:00 to 11:00	11:00 to 11:30	11:30 to 12:00	12:00 to 1:00	1:00 to 1:30 pm	1:30 to 2:30
1	07.09.2021	Tuesday	Team Work	Reflection What -So What - Now What	B	Leadership Skills	Reflection What -So What - Now What	Leadership Skills
2	08.09.2021	Wednesday	Problem Solving		R	Critical Thinking		Professional Ethics
3	09.09.2021	Thursday	Positive Attitude and Motivation		E	Presentation Skills		Meeting Etiquette
4	11.09.2021	Saturday	Time Management	Reflection What -So What - Now What	A	Self Discipline	Reflection What -So What - Now What	Self Discipline
5	13.09.2021	Monday	Stress Management and Anger Management		K	Social Media		Cyber Etiquette
Checked By (co-ordinator, Finishing School)			Approved by (Principal)			Signature of Receiver (Trainer)		
 કે-એડીનેટર શ્રી રંગ નવચેતન મહિલા આર્ટ્સ કોલેજ, વાલીયા, જી.ભરૂચ			 ઉચ્ચાર્જ આચાર્ય શ્રી રંગ નવચેતન મહિલા આર્ટ્સ કોલેજ વાલીયા, જી. ભરૂચ-૩૯૩૧૩૫					



## Student Attendance sheet

(5)

Knowledge Consortium of Gujarat - Ahmedabad

Finishing School Training

Year 2020 - 2021

Name of College: Shree Rang Nuvchetun Mahila Arts College Vadia

Training Date: 02/09/2022 to 13/09/2022

Total Training Hours: 40 Hours.

## Details of Student

## Batch - 1

Sr.No.	M/F	Name	Roll No	Semester	Degree (B.A./BCOM/B.SC./BE) Diploma (Diploma in Electrical Eng.etc)	Year (SY/T Y)
1	F	Vasava Savitri Madhu			B.A.	
2	F	Vasava Roshani Ramesh			B.A.	
3	F	Vasava Smita Vikram			B.A.	
4	F	Vasava Shveta Jashubhai			B.A.	
5	F	Vasava Snehal Ambubhai			B.A.	
6	F	Vasava Bhavisha Jethabhai			B.A.	
7	F	Vasava Sandhya Satishbhai			B.A.	
8	F	Vasava Shveta Sanmukhbhai			B.A.	
9	F	Vasava Bhavika Jasavantbhai			B.A.	
10	F	Bhagat Meena Navinbhai			B.A.	
11	F	Vasava sejalkumari Vinubhai			B.A.	
12	F	Vasava Sapana Sureshbhai			B.A.	
13	F	Vasava Darshna Ramanbhai			B.A.	
14	F	Vasava Sonam Rajeshbhai			B.A.	
15	F	Vasava Anjana Chandrasing			B.A.	
16	F	Vasava Ankita Ratanbhai			B.A.	
17	F	Vasava Rita Devsingbhai			B.A.	
18	F	Vasava Ankita Ishvarbhai			B.A.	
19	F	Vasava Hiral Dalapatbhai			B.A.	
20	F	Vasava Priyanka Mukeshbhai			B.A.	
21	F	Vasava Jyotsana Parsing			B.A.	
22	F	Vasava Shveta Sanmukhbhai			B.A.	
23	F	Vasava Darshna Harising			B.A.	
24	F	Vasava Priti Amarsing			B.A.	
25	F	Vasava Roma Bhudhiyabhai			B.A.	
26	F	Vasava Kushangi Dadubhai			B.A.	
27	F	Vasava Shilpa Dineshbhai			B.A.	
28	F	Vasava Jinal Ravajibhai			B.A.	
29	F	Vasava Vishakha Rameshbhai			B.A.	
30	F	Vasava Sejal Shantilal			B.A.	
31	F	Vasava Sandhya Subhash			B.A.	
32	F	Vasava Padama Lallu			B.A.	
33	F	Vasava Shveta Babubhai			B.A.	
34	F	Vasava Reva Amarsing			B.A.	
35	F	Vasava Saguna Mansing			B.A.	
36	F	Vasava Bhavika Prakash			B.A.	
37	F	Vasava Ravina Bharatbhai			B.A.	
38	F	Gamit Sonal Suryakumar			B.A.	
39	F	Vasava Asmita Arvind			B.A.	



॥ संस्कृता स्त्री शिवा शक्तिः ॥

☎ : (02643) 271363



# Shree Rang Navchetan Mahila Arts College

( Managed by Shree Navchetan Education Society )

VALIA, Dist. Bharuch - 393 135 (Gujarat)

email : mahilaarts334@gmail.com

web site : <http://mahilaartscollegevalia.org>

Ref. No. ૧૩ / ૨૦૨૨-૨૩

Date : ૦૬-૦૪-૨૦૨૨

પ્રતિ,  
માનનીય સાહેબ  
ફીનીશિંગ સ્કુલ  
કેસીજી, અમદાવાદ.

વિષય : ફીનીશિંગ સ્કુલ અંતર્ગત અત્રેની કોલેજના વર્ષ ૨૦૨૧-૨૨ ના હિસાબો મોકલવા  
બાબત.

માનનીય સાહેબ,

ઉપરોક્ત વિષયના અનુસંધાનમા સવિનય સહ જણાવવાનું કે ફીનીશિંગ સ્કુલ  
અંતર્ગત વર્ષ ૨૦૨૧-૨૨ ના થયેલ ખર્ચના ઓડિટ થયેલા હિસાબોનું ઓડિટર સ્ટેટમેન્ટ  
આ સાથે રજુ કરૂ છું. જે સ્વીકારવા નમ્ર વિનંતી.

આપના સહકારની અપેક્ષા સહ.



*Patel S.S.*  
ઈન્ચાર્જ આચાર્ય  
શ્રી રંગ નવચેતન મહિલા આર્ટસ કોલેજ  
વાલીયા, જી. ભરૂચ-૩૯૩૧૩૫

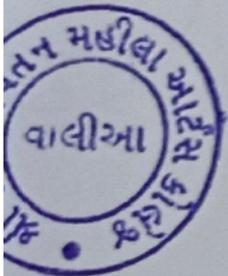
finishingSchool - KCG @ gujgov. edu. in

SHREE RANG NAVCHETAN MAHILA ARTS COLLEGE VALIA DIST: BHARUCH.

Finishing School

Details of Grant and Payments

ક્રમ	તારીખ	સંદર્ભ	વર્ષ ફાળવવામાં આવેલ કુલ અનુદાન રૂ.	વપરાયેલ અનુદાન રૂ.	બચત રૂ.	કુલ બેચ	કુલ લાભાર્થી વિદ્યાર્થીઓ	શૈક્ષણિક વર્ષ
૧	૦૨/૦૨/૨૦૨૧	નં કેસીજી/ફીનીશીંગ સ્કુલ/૨૦૨૧/૨૬૭૯	૧,૦૦,૦૦૦	૯૭૨૫૦	૧૦૨૭૫૦	૪	૫૧	૨૦૨૦-૨૧
૨	૨૬/૦૩/૨૦૨૧	નં કેસીજી/ફીનીશીંગ સ્કુલ/૨૦૨-૨૧/૩૫૧૨	૧,૦૦,૦૦૦					૨૦૨૦-૨૧
		કુલ :	૨,૦૦,૦૦૦	૯૭૨૫૦	૧૦૨૭૫૦			૨૦૨૦-૨૧
		કુલ અનુદાન	૨૦૦૦૦૦					
		વપરાયેલ અનુદાન	૯૭૨૫૦					
		કુલ	૧૦૨૭૫૦					
		બચેલ કુલ અનુદાન	૧૦૨૭૫૦					



*Patel S.S.*  
ઈન્ચાર્જ આચાર્ય  
શ્રી રંગ નવચેતન મહિલા આર્ટ્સ કોલેજ  
વાલીયા, જી. ભરૂચ-૩૯૩૧૩૫

**H. N. JADAV & CO.**  
CHARTERED ACCOUNTANTS  
F.R.NO. : 103801W

*Harishchandra N. JADAV*  
CA. HARISHCHANDRA N. JADAV  
Membership No. : 040325

શ્રી રંગ નવચેતન મહિલા આર્ટસ કોલેજ, વાલીઆ

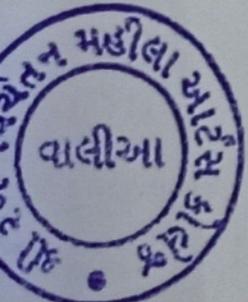
હિસાબી વર્ષ ૨૦૨૧-૨૦૨૨

ફિનીશીંગ સ્કુલ અંતર્ગત આવક અને ખર્ચનું પત્રક (ગ્રાન્ટ મંજૂર ૨૦૨૦-૨૧)

તા:૧/૪/૨૦૨૧ થી તા. ૩૧/૦૩/૨૦૨૨

૨૦૦૦૦૦	ફિનીશીંગ સ્કુલ ગ્રાન્ટ આવક		૨૫૩૦	સ્ટેશનરી એન્ડ પ્રિન્ટીંગ ખર્ચ
			૭૨૦૦૦	ટ્રેનર ઓનેરીયમ ખર્ચ
			૨૨૭૨૦	ટ્રેનર મુસાફરી ખર્ચ
૨૦૦૦૦૦	કુલ આવક		૯૭૨૫૦	કુલ ખર્ચ

ફિનીશીંગ સ્કુલ ગ્રાન્ટ આવક વર્ષ ૨૦૨૦-૨૧	૨૦૦૦૦૦
ફિનીશીંગ સ્કુલ ગ્રાન્ટમાંથી થયેલ કુલ ખર્ચ	૯૭૨૫૦
ફિનીશીંગ સ્કુલ ગ્રાન્ટ બચત	૧૦૨૭૫૦



Patel J.S.  
ઈન્ચાર્જ આચાર્ય  
શ્રી રંગ નવચેતન મહિલા આર્ટસ કોલેજ  
વાલીયા, જી. ભરૂચ-૩૯૩૧૩૫

**H. N. JADAV & CO.**  
CHARTERED ACCOUNTANTS  
F.R.NO. : 103801W

CA. HARISHCHANDRA N. JADAV  
Membership No.: 040525

## FOR CO-ORDINATING COLLEGES

## FORM GFR 19-A

[Sec Government of India's decision [1] below rule 150]

## FORM OF UTILISATION CERTIFICATE

## Finishing School-Higher Grant 2020-21

NAME OF THE COLLEGE : SHREE RANG NAVCHETAN MAHILA ARTS COLLEGE VALIA, DIST:BHARUCH

For UTC Query Contact Person Name & Number: Prof. BHavnaben K. Gothana  
(Mob.No) 9825503804

Installment No	KCG Grant order No. and Date	Amount (in Rs.)
1	Opening Balance	0
2	નં : કેસીબ્રુ/ફીનીશીંગ સ્કુલ /૨૦૨૧/૨૬૭૯ તા. ૦૨/૦૨/૨૦૨૧	1,00,000
3	નં : કેસીબ્રુ/ફીનીશીંગ સ્કુલ /૨૦૨૧/૩૫૧૨ તા. ૨૬/૦૩/૨૦૨૧	1,00,000
	<b>Total Grant received (A):</b>	<b>2,00,000=00</b>

Sr.No.	Details of Grants Utilized	Amount (in Rs.)
1.	2020-21 (02/02/2021 to 31/03/2021)	(B): 00
	Total Unutilized grant as on 31/03/2021	(A-B): 00

1. Certified that out of **Rs.2,00,000** grants-in-aid sanctioned during the year **2020-2021** under **Finishing School Grant** and a sum of Rs. (B) --- only has been utilized for which it was sanctioned and that the balance of Rs. (A-B) **2,00,000/-** remaining unutilized at **31.3.2021**.

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly /are being fulfilled and that I have exercised the following check to see that the money was actually utilized for the purpose for which it was sanctioned .

Date: 26/07/2021

Place: Valia



Signature :

*Patel S.S.*  
**Incharge Principal**  
**Shree Rang Navcheta**  
**Mahila Arts College, Valia**  
**Dist. Bharuch-393 13**



# Finishing School

## Knowledge Consortium of Gujarat

Education Department, Government of Gujarat



Name of the College : SHREE RANG NAVCHETAN MAHILA ARTS COLLEGE VALIA  
Address of the College : VALIA  
Name of the Trainer : MS. PINKY KUMARI  
SET/BATCH : SET-B & SET-D

I have rendered my services as Trainer of Finishing School Training Program held at Shree Rang Navchetan Mahila Arts College Valia at Valia for SET-B from 14.09.2021 to 18.09.2021 and SET-D from 20.09.2021 to 24.09.2021.

Date	Time	Break and Interaction	Hours	Name of Topic	Honorarium (in Rs.)
<b>SET B</b>					
14/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Self-Introduction and Introducing others & Nouns and Pronouns	4000/-
15/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Describing Words & Vocabulary Buildings	4000/-
16/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Verbs – Part 1 & Tenses – Part 1	4000/-
17/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Prepositions & Conjunctions and Connectors	4000/-
18/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Framing it Right & Telephone and Email Etiquette - Part 1	4000/-
<b>SET D</b>					
20/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Verbs Parts 2 & Tenses Part 2	4000/-
21/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Developing Paragraph & Report Writing	4000/-
22/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Email Etiquette & Communication Skill and Barriers	4000/-
23/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Telephonic Etiquettes Part 2 and appropriate use of language in social media & Speak and Contribute 1	4000/-
24/09/2021	09.00 A.M. to 02.00 P.M.	12.00 P.M. to 01.00 P.M.	4	Speak and Contribute 2 & Let's discuss in group (Group Discussion)	4000/-
			Total 40 Hours	Total	Rs. 40,000/-
				Tax Deduction	Rs. 4,000/-
				Amount Received	Rs. 36,000/-

I have received Rs. 36,000/- (Rupees Thirty-Six Thousand Only) as honorarium for rendering my services as Trainer.

(Coordinator)

(Principal)

  
Pinky Kumari  
24-09-2021  
Signature of Receiver (Trainer)



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



**TRAINER'S REPORT OF THE BATCH**

**SET B**

- 1) Name of the Trainer : Ms. Pinky Kumari  
2) College Name : Shree Rang Navchetan Mahila Arts College Valia  
3) Date : From 14.09.2021 to 18.09.2021  
4) Time : From 09:00 A.M. to 02:00 P.M.  
5) Number of Hours of Training : 20 Hours  
6) SET : SET B

- 1) EVALUATION OF THE STUDENTS OF THIS BATCH ON THE BASIS OF FOLLOWING PARAMETERS  
\* [Please award appropriate scores to enable suitable assessment]

Sl. No.	Details	During the START OF TRAINING for this SET Rating (Out of 10 each)	Towards the END OF TRAINING for this SET Rating (Out of 10 each)
1.	Enthusiasm to be a part of Finishing School Training	8	9
2.	Students interaction through comments in the chat box	7	9
3.	Students attitude towards their future and their general awareness of various career options	7	9
4.	Keeness and readiness to learn new topics and skills	9	9
5.	Students efforts to put their learnings into practice	6	9
6.	Innovative initiative for self-development	7	9
7.	Do you see sensitization and improvement in Life Skills of students	8	9
8.	Cooperation with other students in the Batch and visible changes in their Team Spirit	8	9
9.	Punctuality, Discipline and Attendance during the session	7	9
10.	Visible changes in the overall personality of majority students in the Batch	6	9
	Total	73	90

- 2) Average number of students who took MCQs in this SET: 80 %  
3) Average marks of the current Batch in this SET: 8/10  
4) Rate your level of satisfaction on a scale of 0 to 10 in Training this Batch of students: 9

Date : 24.09.2021

*Pinky Kumari*  
Signature of the Trainer



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



**TRAINER'S REPORT OF THE BATCH**

**SET D**

- 1) Name of the Trainer : Ms. Pinky Kumari
- 2) College Name : Shree Rang Navchetan Mahila Arts College Valia
- 3) Date : From 20.09.2021 to 24.09.2021
- 4) Time : From 09:00 A.M. to 02:00 P.M.
- 5) Number of Hours of Training : 20 Hours
- 6) SET : SET D

1) **EVALUATION OF THE STUDENTS OF THIS BATCH ON THE BASIS OF FOLLOWING PARAMETERS \***

\* [Please award appropriate scores to enable suitable assessment]

Sl. No.	Details	During the START OF TRAINING for this SET Rating (Out of 10 each)	Towards the END OF TRAINING for this SET Rating (Out of 10 each)
1.	Enthusiasm to be a part of Finishing School Training	8	9
2.	Students interaction through comments in the chat box	6	9
3.	Students attitude towards their future and their general awareness of various career options	8	9
4.	Keenness and readiness to learn new topics and skills	9	9
5.	Students efforts to put their learnings into practice	7	9
6.	Innovative initiative for self-development	7	9
7.	Do you see sensitization and improvement in Life Skills of students	7	9
8.	Cooperation with other students in the Batch and visible changes in their Team Spirit	8	9
9.	Punctuality, Discipline and Attendance during the session	7	9
10.	Visible changes in the overall personality of majority students in the Batch	6	9
	Total	73	90

- 2) Average number of students who took MCQs in this SET: 80 %
- 3) Average marks of the current Batch in this SET: 9/10
- 4) Rate your level of satisfaction on a scale of 0 to 10 in Training this Batch of students: 9

*Pinky Kumari*  
Signature of the Trainer

Date : 24.09.2021

# Online Training Schedule for Finishing School Training 2021-22

Name of the College	SHREE RANG NAVCHETAN MAHILA ARTS COLLEGE VALIA
Batch Number/SET	(SET-B AND SET-D)
Name of the Trainer	MS. PINKY KUMARI
Date	SET-B FROM 14.09.2021 TO 18.09.2021 AND SET-D FROM 20.09.2021 TO 24.09.2021

## SET B

Sr. No.	Date	Day	Time	Break and Interaction	Name of Topic	Hours
1.	14/09/2021	Tuesday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Self-Introduction and Introducing others & Nouns and Pronouns	4
2.	15/09/2021	Wednesday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Describing Words & Vocabulary Buildings	4
3.	16/09/2021	Thursday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Verbs – Part 1 & Tenses – Part 1	4
4.	17/09/2021	Friday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Prepositions & Conjunctions and Connectors	4
5.	18/09/2021	Saturday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Framing it Right & Telephone and Email Etiquette - Part 1	4

## SET D

Sr. No.	Date	Day	Time	Break and Interaction	Name of Topic	Hours
1.	20/09/2021	Monday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Verbs Parts 2 & Tenses Part 2	4
2.	21/09/2021	Tuesday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Developing Paragraph & Report Writing	4
3.	22/09/2021	Wednesday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Email Etiquette & Communication Skill and Barriers	4
4.	23/09/2021	Thursday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Telephonic etiquettes part 2 and appropriate use of language in social media & Speak and Contribute 1	4
5.	24/09/2021	Friday	09.00 A.M. to 02.00 P.M.	01.00 P.M. to 02.00 P.M.	Speak and Contribute 1 & Let's discuss in group (Group Discussion)	4

*Pinky-kumari*  
24.09.2021

# KCG - FINISHING SCHOOL TRAINING REPORT

TRAINER NAME : MS. PINKY KUMARI  
COLLEGE NAME : SHREE RANG NAVCHETAN MAHILA ARTS COLLEGE VALIA  
DATE : FROM 14.09.2021 TO 18.09.2021 (20 HOURS)  
SET & BATCH : SET-B

## DAY 1 : SELF INTRODUCTIONS/HOW TO INTRODUCE OTHERS

**Theory :** Students were motivated to give their introduction in a particular hierarchical manner. The importance of introducing oneself was explained. They were also taught to introduce someone else in both formal and informal scenarios.

**Activity :** Students were told to introduce themselves, their friends and relatives to others in different situations.

## NOUNS AND PRONOUNS

**Theory :** Students learned about Nouns and Pronouns and their types and their usage in real life situations. An activity was executed to explain the identification of noun and its types.

**Activity :** A list was prepared by the students of various names of People, Places, Animals/Birds and Things starting with different English Alphabets and form an story using those words.

## DAY 2 : DESCRIBING WORDS

**Theory :** The importance of Adjectives was explained. Students were able to understand the use of Adjectives as well as its placement. They were also able to figure out the different types of Adjectives and its usage.

**Activity :** Students were asked to describe some famous personalities and their characteristics.

## VOCABULARY BUILDING

**Theory :** The use of essential word building was explained and a detailed discussion was done on how to build up Vocabulary. Vocabulary building and its tips were explained which can help the students in language proficiency.

**Activity :** Different word games were played.

## DAY 3 : VERBS

**Theory :** Different types of verbs and its uses were also explained through various examples.

**Activity :** Students prepared a list of verbs used by them in different situations.

# KCG - FINISHING SCHOOL TRAINING REPORT

## TENSES

**Theory :** Tenses play an important role in sentence formation. The importance and application of Tenses were explained to the students. Also, its transformation from one form to another was taught.

**Activity :** Students were asked to explain their daily routine actions using simple present tense. Further students were supposed to imagine themselves in a particular place for ex zoo, park etc. and explain what is happening around them using present continuous tense.

## DAY 4 : PREPOSITIONS

**Theory :** Prepositions and its usage was discussed. All the three types of Prepositions were explained to students.

**Activity :** Students were asked to give directions using prepositions in real life situation.

## CONJUNCTIONS

**Theory :** Different types of conjunctions and its usage was explained to the students. They were taught the importance of connectors while drafting documents in professional life like e-mails, report writing etc.

**Activity :** Students were given one opening sentence and they were asked to apply their mind to form one story from it using conjunctions.

## DAY 5 : FRAMING IT RIGHT

**Theory :** Different types of Sentences and its transformation was explained to the students.

**Activity :** Students were given Jumbled words which they had to transform into a particular type of sentence.

## TELEPHONE ETIQUETTES AND E-MAIL WRITING (PART 1)

**Theory :** For written communication E-mail writing is the most important in formal communication. All the different features of E-mail writing were explained. They were explained all the essential characteristics of telephonic communication.

**Activity :** Students were given tips of E-mail writing. An activity was conducted where jumbled sentences of a sample E-mail was given and students were supposed to rearrange it in proper order to understand the contents of an E-mail. her a mock drill telephonic conversation was conducted.

Pinkey - kumari

24.09.2021

## KCG - FINISHING SCHOOL TRAINING REPORT

---

TRAINER NAME : MS. PINKY KUMARI  
COLLEGE NAME : SHREE RANG NAVCHETAN MAHILA ARTS COLLEGE VALIA  
DATE : FROM 20.09.2021 TO 24.09.2021 (20 HOURS)  
SET & BATCH : SET-D

---

### DAY 1 : VERBS - PART 2

**Theory :** Students were taught about transitive and intransitive verbs. They were also introduced about Gerunds, Infinitives and Participles. Further they were also taught about different kinds of adverbs.

**Activity :** Students were given different sentences to identify transitive and intransitive verbs. They were asked to give examples of Gerunds, Infinitives and Participles from their real life situations.

### TENSES - PART 2

**Theory :** Students learned about Present, Past and Future perfect tenses. They also learned about present, past and Future perfect continuous tenses. Various examples were given to identify these tenses in their real life situations. An activity was executed to explain the identification of Tenses.

**Activity :** An activity was conducted in which students were asked to change the tenses of the sentences.

### DAY 2 : DEVELOPING PARAGRAPH

**Theory :** A detailed explanation about writing different kinds of paragraph was given. Students were told about importance of written communication in different instances.

**Activity :** Students were given topics to write a paragraph by doing brain storming.

### REPORT WRITING

**Theory :** The importance of Report writing was explained to students. The different format and features of report writing was explained.

**Activity :** They were asked to write a report on their own keeping in mind all the important features of Report writing.

### DAY 3 : E-MAIL ETIQUETTE

**Theory :** Students were introduced how to create an e-mail id and how to compose an e-mail. They were introduced with the most important expressions used in e-mail writing.

**Activity :** Students were asked to prepare sample e-mails for both formal and informal situations.

# KCG - FINISHING SCHOOL TRAINING REPORT

## COMMUNICATION SKILLS AND BARRIER

**Theory :** Students were explained that communication is an effective tool for personality development. Issues related to communication skill were discussed in detail. Students were explained about active and empathetic listening skills. Barriers to effective communication skills were also discussed.

**Activity :** Students were asked to quote an instance from their life when they were able to successfully make an effective communication with someone.

## DAY 4 : TELEPHONE ETIQUETTE AND APPROPRIATE USE OF LANGUAGE IN SOCIAL MEDIA

**Theory :** Students were explained about Formal telephone etiquettes and its importance in professional world. Students learned how to receive and make telephonic calls confidently, professionally and enthusiastically. Students were explained about the role of English language in social media and all the important vocabulary related with it were discussed in detail.

**Activity:** Students were made to do mock telephonic conversation in both formal and informal scenarios required in real life situations.

## SPEAK AND CONTRIBUTE PART 1

**Theory :** Students were explained about importance of LSRW Skills to gain proficiency in English language. Students were explained about common interview questions.

**Activity :** Students were made to do mock interview in the form of question - answer session in order to develop confidence among the students.

## DAY 5 : SPEAK AND CONTRIBUTE PART 2

**Theory :** Students were explained how to express their ideas clearly and be a contributor while communicating with their peer group.

**Activity :** Students were asked to create stories through pictures. Different Role plays activities were also conducted.

## LETS DISCUSS IN GROUP (GROUP DISCUSSION)

**Theory :** The importance of group discussion was explained. They were explained all the essential characteristics of group discussion. They were given guidelines about do's and donot's of group discussions.

**Activity :** Students were given few topics and group discussions were conducted on the same.

Pinky-Icumaei  
24-09-2021



**Finishing School**  
**Knowledge Consortium of Gujarat**  
**Education Department, Government of Gujarat**  
**PRINCIPAL'S / COORDINATOR'S FEEDBACK ON THE TRAINER**  
 (SET A/C & SET B/D) \*Please submit separate Feedback for different Trainers



1. Name of the Principal/Coordinator: Prof. Bhavendra K. Gothand
2. College Name: S. R. N. Mahila Arts college, Valia
3. Batch Number ( 1<sup>st</sup> /2<sup>nd</sup> ...) I
4. Set ( Please ✓ ) A / B / C / D
5. Batch Date: From 14/9/21 to 24/9/21
6. Time: From 9:00 am to 2:00 pm Total Hours of Training: 04
7. NAME OF THE TRAINER: Mrs. Pinky Kumari

NO	Details	Evaluation 0 to 10 (0-lowest 10-Highest)
1	Cooperation of the Trainer in scheduling Training and his/her regularity in following the schedule	10
2	Positive impact of the Trainer on students	10
3	Language proficiency, tone and communication skills of the Trainer	10
4	Trainer's ability to adapt and use online mode of Training with students during the session	09
5	Trainer's effective use of Innovative and Interactive Methods to keep students engaged in Training	10
6	Use of Examples, Case Studies, Videos and Activities by the Trainer during Training	09
7	General behaviour and attitude of the Trainer towards the students during the Training	10
8	Trainer's ability to answer questions and address queries of students	09
9	Trainer's overall appearance in terms of Dressing, Grooming and Etiquette	08
10	Overall behavior and administrative compliances of Finishing school Guidelines	10
	Total	95/10

\* Please award appropriate scores to enable suitable assessment

Patel J.J.  
**Incharge Principal**  
**Shree Rang Navchetan**  
**Mahila Arts College, Valia,**  
**Dist. Bharuch-393 135**



Bhavendra K. Gothand  
 Signature of the Principal/Coordinator

Bhavendra K. Gothand  
 શ્રી રંગ નવચેતન મહીલા આર્ટ્સ કોલેજ  
 વાલિયા, જી. ભરૂચ-૩૯૩૧૩૫

# Shree Rang Navchetan Mahila Arts Colle

( Managed by Shree Navchetan Education Society )

VALIA, Dist. Bharuch - 393 135 (Gujarat)



Email : mahilaarts334@gmail.com

Web site : <http://mahilaartscollegevalia>

No.

Date: 24-09-

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mrs. PinkyKumari an empanelled trainer from Department of Education Knowledge Consortium of Gujarat (KCG), conducted training of English Functional Skills for students of Bachelors in Education final year at our college i.e. Shree Rang Navchetan Mahila Arts College Valia Dist:Bharuch Gujarat.

The session commenced on 14.09.2021 and completed on 24.09.2021. The entire training session boosted the confidence level of students and developed their interest towards learning English. The session was attended by the students with full enthusiasm and participating spirit was outstanding. She introduced the students with many topics which focused on improving listening, speaking, reading and writing skills of the students.

In the 40 hours of training students learnt Basic English Skills and were able to make sentences.

A closing ceremony was also organised at the end of the session.

We at Shree Rang Navchetan Mahila Arts College Valia Dist:Bharuch Gujarat thank her and wish her all the very best for future endeavours.



Patel S.S. 24/9/21  
**Incharge Principal**  
Shree Rang Navchetan  
Mahila Arts College, Valia,  
Dist. Bharuch-393 135

॥ संस्कृता स्त्री शिवा शक्तिः ॥

Ph.: (02643) 271363

# Shree Rang Navchetan Mahila Arts College

( Managed by Shree Navchetan Education Society )

VALIA, Dist. Bharuch - 393 135 (Gujarat)

Email : mahilaarts334@gmail.com

Web site : http://mahilaartscollegevalia.org



Ref. No.

૧૩૭ / ૨૦૨૧-૨૨

Date : ૨૭. ૮. ૨૦૨૧

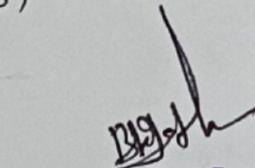
પ્રતિ,  
માનનીય સાહેબ  
ફીનીશિંગ સ્કુલ  
કેસીજી.અમદાવાદ.

વિષય : ફીનીશિંગ સ્કુલ અંતર્ગત અત્રેની કોલેજના ટ્રેનર્સ, સમયપત્રક અને વિદ્યાર્થીઓની યાદી મોકલવા બાબત.

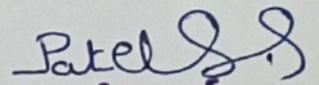
માનનીય સાહેબ,

ઉપરોક્ત વિષયના અનુદાનમા સવિનય સહ જણાવવાનું કે તા. ૦૧/૦૮/૨૦૨૧થી ફીનીશિંગ સ્કુલ અંતર્ગત શરૂ થતા સ્કીલ અભ્યાસ હેઠળ ચાલનાર અત્રેની કોલેજના ટ્રેનર્સ, સમયપત્રક અને વિદ્યાર્થીઓની યાદી આ સાથે મોકલું છું જે સ્વીકારવા નમ્ર વિનંતી. આપના હકારની અપેક્ષા હ.

- ૧) ટ્રેનર્સના નામ : ૧. સોફ્ટ સ્કીલ : પ્રિતિબેન ઝવેરી  
૨. અંગ્રેજી સ્કીલ : પિન્કી કુમારી
- ૨) સમયપત્રક : સામેલ છે.
- ૩) વિદ્યાર્થીઓની યાદી : સામેલ છે.

  
પ્રિન્સિપલ  
શ્રી રંગ નવચેતન મહિલા આર્ટ્સ કોલેજ,  
વાલીયા, જી. ભરૂચ



  
ઈન્ચાર્જ આચાર્ય  
શ્રી રંગ નવચેતન મહિલા આર્ટ્સ કોલેજ  
વાલીયા, જી. ભરૂચ-૩૯૩૧૩૫