

Finishing School Training Program – Student Outreach

on

**‘Life Skill & Employability Skill’
(Batch-3, 2019-20)**

16th Jan to 25th Jan, 2020
(Total Duration: 40 hrs)

Principal

Dr. V. S. Purani

Coordinator

Dr. S. K. Srivastava

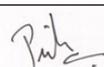
Trainer

Mrs. Priti Zaveri



**Organized by
Chemical Engineering Department
GEC, Valsad**

Training Schedule

Government Engineering College, Valsad								
Module 1 - Life Skills Training Module								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (15 Min)	Rest Time (30 Mins)	Training Session (2hrs)	Interaction (15 Min)	Training Session (1hrs)
			11:00 to 1:00	1:00 to 1:30	1:30 to 2:00	2:00 to 3:00	3:00 to 3:30	3:30 to 4:30
1	16.01.2020	Thursday	Self / Awareness SWOT (2)	Reflection What -So What - Now What	B	Self Esteem (1)	Reflection What -So What - Now What	Self Confidence (1)
2	17.01.2020	Friday	Life Goal & professional Goal Setting (2)		R	Empathy (1)		Team Work (1)
3	18.01.2020	Saturday	Observation & Concentration Skills (2)		E	Team Work (1)		Interpersonal Skills (1)
4	19.01.2020	Sunday	Self Discipline (2) Commitment	Reflection What -So What - Now What	A	Problem Solving & Decision Making (1)	Reflection What -So What - Now What	Problem Solving & Decision Making (1)
5	20.01.2020	Monday	Stress Management (2)		K	Negotiation Skills (1)		Negotiation Skills (1)
								

Government Engineering College, Valsad								
Module 2 - Employability Skills								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (30 Min)	Rest Time (30 Mins)	Training Session (2hrs)	Interaction (30 Min)	Training Session (1hrs)
			11:00 to 1:00	1:00 to 1:30	1:30 to 2:00	2:00 to 3:00	3:00 to 3:30	3:30 to 4:30
1	21.01.2020	Tuesday	Grooming & Personal Hygiene, Body language (2)	Reflection What -So What - Now What	B	Time Management & Punctuality (1)	Reflection What -So What - Now What	Time Management & Punctuality (1)
2	22.01.2020	Wednesday	Interview Skills (2)		R	Interview Skills (1)		Group Discussions (1)
3	23.01.2020	Thursday	Presentation Skills (2)		E	Professional Ethics (1)		Efficiency (1)
4	24.01.2020	Friday	Resume Writing (2)	Reflection What -So What - Now What	A	Cover Letter (1)	Reflection What -So What - Now What	Leadership Skills & Following directions (1)
5	25.01.2020	Saturday	Planning & Organizational Skills (2)		K	Group Discussions (1)		Leadership Skills & Following directions (1)
								

Principal Desk:

Greetings!!!

It is a nice experience to executing this program initiated by Education department, Government of Gujarat. This program is very useful for the final and pre-final year students while grooming themselves towards their endeavor. Student's acceptance to the finishing school program is found amazing. Beyond the curriculum, the designed finishing school lecture hour brilliance necessary skill to the students.

In context to the training given to the students of Government Engineering College, Valsad, I am very much pleased and further opine that the trainers were competent in their domain knowledge. They trained our students very profoundly and professionally. In addition, their cooperation with the coordinator and other supportive staffs was also good.



Coordinator Desk:

Greetings!!

Finishing school is an employability enhancement initiative taken by the Education Department, Government of Gujarat for imparting strategic training and development on student's skill of Higher and Technical Education to make them Industry-ready. It is an excellent move to enhance the employability of students within the global industries in developing countries. Finishing school programs are logical response to that necessity of industries that reduce the skills gap in its current and future employees (specifically focused on fresh graduates) between what was actually taught by academia and the capabilities and skills demanded by the private sector. By definition, finishing schools are non-formal educational institutions designed for short-term training and implemented by institutional academia. Their main objective is to train the fresh under graduates according to specialized industries in order to improve its employability.

Since the academic year 2016-17, almost 10 batches (402 students) have been benefitted by this program at Government Engineering College, Valsad. In continuation, Mrs. Priti Zaveri (Empanelled trainer, KCG Finishing School) is chosen to train our students (40nos.) of GEC, Valsad (batch no- 03) through finishing school during **16/01/2020 to 25/01/2020 (total hrs - 40)** for the academic year 2019-20. She is actively trained our students since the first batch of this program started in the year 2016-17. She is amazing and excellent faculty who has used amazing methods/strategy/planning to treat our students. Students always praise her to be part of this program. In addition, for this current session, again I declare that she has successfully trained our students for **Life Skill & Employability Skill** in my coordination. The detailed daily report based on my observation/feedback and student's feedback is given in continuation.

Day 1 (16-01-2020)

The day 1 starts with introduction about KCG – Finishing School, an initiative of Government of Gujarat, Education Department. **Afterwards**, an introduction of trainer and the registered students of finishing school (Batch-3, A. Y. 2019-20) were carried out. The first Session was on Self introduction to identify their Strengths; gradually students were taken through the journey of raising Self Esteem and further guided towards SWOT Analysis.



Fig. 1 (a) Dr. S. K. Srivastava, FS Corodinator with Trainer Mrs. P. Zaveri during an activity on day-1
(b) Students during pre-test

The final session was on building up their self confidence through fun filled Activities. During Interaction After every Training Session Students could build rapport with trainer. What's App group was created for easy communication. Students were able to speak confidently about Self and Friends. Self Esteem Exercise and SWOT Analysis - Strengths / Opportunity Weakness /Threats made them aware about self. During opening activity students learnt singing English Song "I Love my Self". During Interaction students could open up and ask questions about how to gain confidence. Closing of session students performed Chicken dance, which could break the ice completely.

Day 2 (17-01-2020)

The Second day was started with Meditation, Prayer & Recap of previous day learning. The first Session was on exploring the feeling of Empathy through various activities followed by interaction helped participants to reflect what—so what –Now what Facilitation Process to individuals. The Second Session was more challenging for students for visualizing their life goals. But the session sowed the thought process leads them to take the responsibility of their life. Lot of questions were answered even in the interaction session. Last session was on exploring Skills required for Team Work exhibited during outdoor team building activities. Students Could Empathies with their Class-mates while Doing Teamwork and could take the Charge of their life as Driver and started having Vision. Vision Board was created and shared using Technology. Fishing Net and Team Rock Paper Scissors task were allotted to perform and Skills were identified during the debriefing sessions. Even some Professors and coordinator enjoyed and learnt new skills in these outdoor activities



Fig. 2 (a) Interaction between participants (b) Vision board of one of students

Day 3 (18-01-2020)

The Third Day was started with Meditation, Prayer & recap of previous day learning. The first Session was on experiencing the level of Observation and Concentration Skills that they have and created the need for learning new techniques to sharpen their skills. Second Session was on indoor Team Work Activities for practicing the team work Skills. The last Session was on building Interpersonal Skills in personal and professional Scenario. Interaction did motivate to open up and discuss their personal challenges of life. Further, reinforced participants to reflect what-so, what-now what- facilitation processes. Students could get exposure about the opportunity to observe and concentrate by various activities like Mind Gym, Yoga & meditation. Concept of Interpersonal relationships could answer their personal questions using Video and Interactions. Human Synergy was hot cake by adding their own culture in the form of Drum Circle and Claps. After break and during Interactions Motivational Videos were shown followed by free discussions about their learning. Through which students could openly share their knowledge and opinions.



Fig.3 (a & b) Indoor Team Work Activities

Day 4 (19-01-2020)

The Forth day was started with Meditation, Prayer & recap of previous day learning. The first Session was on Self Discipline & Commitment towards one Self / Others and its impact on ones image building. The Second Session was on Problem Solving and Decision Making and further to develop higher order Thinking Skills. Students were given the opportunity to identify their attitude about the problems and steps of Decision making through various activities followed by interaction helped participants to reflect How to think out of box. Students could identify their Self commitments and taught how to be Committed. Students were given the opportunity to identify their attitude about the problems and steps of Decision making were taught by teaching Critical Thinking. Students could identify their own Solution for their own problems for improving Communicative English by increasing their vocabulary through team work and expressed their learning in action by making few commitments and share on what's App group daily.

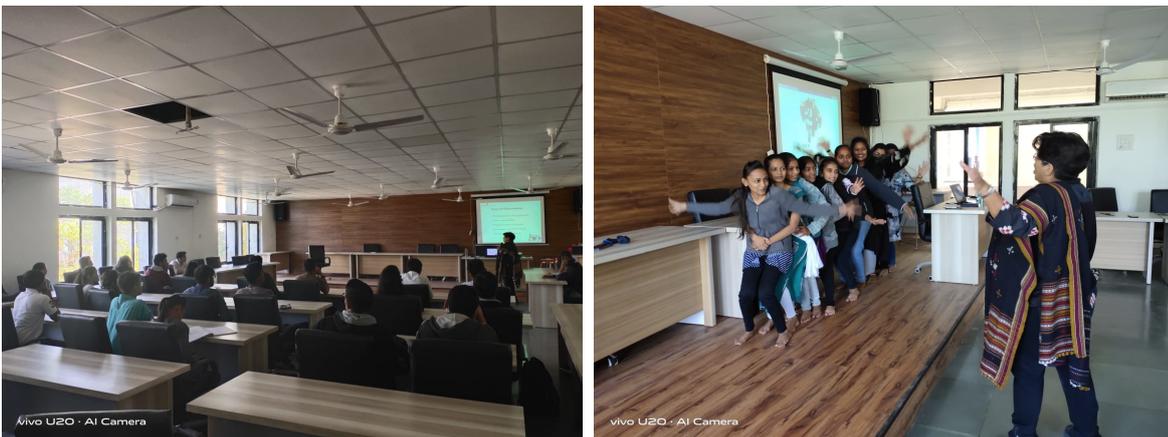


Fig. 4 (a) Learning Self Discipline & Commitment (b) Students started their day-4

Day 5 (20-01-2020)

The Fifth day was started with Meditation, Prayer & recap of previous day learning. The first Session was on introducing stress and techniques to manage it positively. Most of the stress was created due to communication gap or lack of negotiation skills which was dealt in the next sessions on Negotiation Skills and Revised once again previous knowledge of Interpersonal Relationship skills. During negotiation Skills students could come up interesting discussions on marketing and Sales Skills. Since it was completion of Life Skills Training they expressed their Learning by sharing their Mannki Baat. Students were able to open up about their emotional problems which were causing them personal stress. Some students could express their academic stress. During the session they realized thoughts & words cause emotions and now they can manage their stress well using Stress Mgt. Techniques. In the negotiation skills students actually understood the difference between bargaining and negotiation. The activity gave them insight about how art Skills can build a strong foundation between two professionals.



Fig.5 (a) Principal Sir (Dr. V. S. Purani) interacted with students during an activity (b) showcase of art skill

Day 6 (21-01-2020)

The Day Started with Formal Induction about Employability Skills. The first Session was on Grooming and Personal Hygiene. Lot of inputs were given on Professional Etiquettes and Manners during interaction. The session on Body Language which was well received by the Students as they were very curious to learn? Interaction followed by the session was also very interesting in terms of practicing the new learning. The Third session was on Time Management and Punctuality could help them manage their timetable of preparation for exam. Students were able to show big change in their Body Language their Etiquettes and Manners compare to Grooming. Questioning on time management exhibited their Implementation of new learning.



Fig. 6 (a) Talking about Grooming and Personal Hygiene (b) Practicing the new learning

Day 7 (22-01-2020)

The Second day was started with Meditation, Prayer & Recap of previous day learning. The first Session was on interview Skills and different type of Interviews. Students were given an opportunity to explore different stages of interview. This was followed by Group discussion. Students were explained how to put across your point of view in a systematic way and carefully listen to other opinion too. During the every interaction session Lot of questions were discussed and 3 round of practice was given by group assignment. Students were able to continue to show change in their Body Language and putting across their opinions. But all participants were quite comfortable in Hindi / Gujarati. One major change was observed that, they behaved very responsibly and showed maturity during practice. Some students who were left to open up also came forward and showed interest in participating round.



Fig. 7 Showcase of Group discussion & interview skill

Day 8 (23-01-2020)

The Third Day was started with Meditation, Prayer & recap of previous day learning. The first Session was on Presentation Skills. Students were given Inputs on how to make your presentation more interesting as per the need of the Audience. The second Session was on Professional ethics which was discussed through interaction by giving examples in college and corporate Setup followed by showing a Video. The third session was quite challenging for participants as they were supposed to show their efficacy by preparing an artefacts or some social message for the society.



Fig. 8 (a) Professional ethics was discussed through interaction by giving examples in college (b) Preparing an artefacts or some social message for the society

Day 9 (24-01-2020)

The Forth day was started with Meditation, Prayer & recap of previous day learning. The first session was started with the Cover Letter followed by Resume Writing. Though all the sessions were important but it was quite challenging for me as trainer as no computer Lab was free yet most of students had to finish the task on Mobile. The professional CV word template was sent to all on the WhatsApp group. The last session was blessing in disguised as Students actually showed individual Leadership while preparing CV on mobile, and experienced Following direction while working in groups. Students could prepare professional CV and Learnt how to write Cover letter. Each one of them even explored to prepare CV and Cover letter using Mobile application and submitted in given time Slot. The common mistakes were Checked and further discussed in large group during Interaction. Mainly mistakes were of Spellings and grammar or Statement formation.



Fig. 9 Students were enjoying during day-9 activities

Day 10 (25-01-2020)

The last day was started with Meditation, Prayer & recap of previous day learning. The first session was started with group task was given to exhibit leadership styles and later on during interaction through Group discussion it was extracted that following Direction is equally important along with Leadership. During this session, students planned and executed an “**EK NAYI SURUAAT**” An Invitation was prepared and extempore speech and Role Play, Feed backs about Finishing schools were shared for the second year students.

As part of show casing learnt skills a group discussion about Finishing School was presented in Front of Staff and Principal Sir. Some of the following Suggestions were made by the students are:

- The project should be introduced as compulsory subject in first year
- This can be made compulsory for all teachers too.





Ek Nayi Shuruaat
Invites You
VENUE
Admin block
B-201
2:15 pm onwards

Finishing school	GEC Valsad 2020	25 jan 2020
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REQUESTING YOUR PRESENCE IN THIS SPECIAL DAY



Fig. 10 Valedictory function “**EK NAYI SURUAAT**” of 10 days finishing school at GEC, Valsad

Student's Outcomes:

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

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



વલસાડ સરકારી ઇજનેરી કોલેજમાં વ્યવસાયલક્ષી કૌશલ્ય તાલીમ યોજાઈ

વલસાડ: વલસાડ સરકારી ઇજનેરી કોલેજમાં Knowledge Consortium of Gujarat, અમદાવાદનાં સંયુક્ત ઉપક્રમે સંસ્થાની વિવિધ ઇજનેરી શાખાઓમાં અભ્યાસ કરતા ૪૦ જેટલા વિદ્યાર્થીઓને અદ્યતન



માહિતી અને કૌશલ્યોથી સજ્જ કરવા ૧૦ દિવસીય તાલીમનું આયોજન કરવામાં આવ્યું હતું. આ તાલીમ અંતર્ગત કે.સી.જી. અમદાવાદના એપેડેલડ ટ્રેઈનર પ્રીતિ ઝવેરી દ્વારા વિદ્યાર્થીઓને વિવિધ પ્રકારની પ્રવૃત્તિઓ અને વિડીયો લેક્ટર્સનું આયોજન કરવામાં આવ્યું હતું. કાર્યક્રમનો મુખ્ય હેતુ વિદ્યાર્થીઓ ઔદ્યોગિક એકમોમાં સફળતાપૂર્વક કાર્ય કરી શકવાનાં કૌશલ્યોનો વિકાસ કરી રોજગારીની તકોમાં વધારો કરવાનો હતો. સંસ્થાના આચાર્ય ડો.વી.એસ.પુરાણીના માર્ગદર્શન હેઠળ કાર્યક્રમનું સમગ્ર સંચાલન સંસ્થાના અધ્યાપક ડો. સંબય શ્રીવાસ્તવે કર્યું હતું.

Fig. 11 Finishing School Training at GEC, Valsad in Media reports (a) Divya Bhaskar (b) Gujarat Mitra on 07-02-2020