

---

# FINISHING SCHOOL TRAINING PROGRAM

---

Academic Year 2018-19

# Finishing School Honorarium Form

Name of College: Government Arts College, Kaprada  
 Address of the College: Government Arts College, Nashik Road, Kaprada, Valsad, Gujarat - 396105.

I Mr. Shorab Negi

Designation: Empanelled Trainer - Finishing School Programme

I have rendered my services as Trainer of Finishing School Training Programme (10 Days - Life & Employability Skills) held at Government Arts College, Kaprada from 31/01/2019 to 09/02/2019

Date	Time	Hours	Name of Topic	Honorarium (Rs.)
31-Jan-19	08:00-09:00	1 Hr	Self Awareness- SWOT	Rs. 1,000
31-Jan-19	09:00- 10:00	1 Hr	Self Awareness- SWOT	Rs. 1,000
31-Jan-19	10:40-11:40	1 Hr	Self Confidence	Rs. 1,000
31-Jan-19	12:30-13:30	1 Hr	Self Confidence	Rs. 1,000
31-Jan-19	14:00-15:00	1 Hr	Interpersonal Skills	Rs. 1,000
01-Feb-19	08:00-09:00	1 Hr	Self Discipline	Rs. 1,000
01-Feb-19	09:00- 10:00	1 Hr	Self Discipline	Rs. 1,000
01-Feb-19	10:40-11:40	1 Hr	Team Work	Rs. 1,000
01-Feb-19	12:30-13:30	1 Hr	Team Work	Rs. 1,000
01-Feb-19	14:00-15:00	1 Hr	Problem Solving & Decision Making	Rs. 1,000
02-Feb-19	08:00-09:00	1 Hr	Stress Management	Rs. 1,000
02-Feb-19	09:00- 10:00	1 Hr	Stress Management	Rs. 1,000
02-Feb-19	10:40-11:40	1 Hr	Empathy	Rs. 1,000
02-Feb-19	12:30-13:30	1 Hr	Empathy	Rs. 1,000
02-Feb-19	14:00-15:00	1 Hr	Self Esteem	Rs. 1,000
03-Feb-19	08:00-09:00	1 Hr	Life Goal Setting	Rs. 1,000
03-Feb-19	09:00- 10:00	1 Hr	Life Goal Setting	Rs. 1,000
03-Feb-19	10:40-11:40	1 Hr	Critical Thinking	Rs. 1,000
03-Feb-19	12:30-13:30	1 Hr	Critical Thinking	Rs. 1,000
03-Feb-19	14:00-15:00	1 Hr	Observation & Concentration Skill	Rs. 1,000
04-Feb-19	08:00-09:00	1 Hr	Commitment	Rs. 1,000
04-Feb-19	09:00- 10:00	1 Hr	Commitment	Rs. 1,000
04-Feb-19	10:40-11:40	1 Hr	Negotiation Skills	Rs. 1,000
04-Feb-19	12:30-13:30	1 Hr	Negotiation Skills	Rs. 1,000
04-Feb-19	14:00-15:00	1 Hr	Observation & Concentration Skill	Rs. 1,000
05-Feb-19	08:00-09:00	1 Hr	Resume Writing	Rs. 1,000
05-Feb-19	09:00- 10:00	1 Hr	Resume Writing	Rs. 1,000
05-Feb-19	10:40-11:40	1 Hr	Body Language	Rs. 1,000
05-Feb-19	12:30-13:30	1 Hr	Body Language	Rs. 1,000
05-Feb-19	14:00-15:00	1 Hr	Interview Skills	Rs. 1,000
06-Feb-19	08:00-09:00	1 Hr	Interview Skills	Rs. 1,000
06-Feb-19	09:00- 10:00	1 Hr	Interview Skills	Rs. 1,000
06-Feb-19	10:40-11:40	1 Hr	Grooming & Personal Hygiene	Rs. 1,000
06-Feb-19	12:30-13:30	1 Hr	Grooming & Personal Hygiene	Rs. 1,000
06-Feb-19	14:00-15:00	1 Hr	Group Discussion	Rs. 1,000

*Shorab Negi*  
09/02/19

07-Feb-19	08:00-09:00	1 Hr	Following Directions	Rs. 1,000
07-Feb-19	09:00-10:00	1 Hr	Following Directions	Rs. 1,000
07-Feb-19	10:40-11:40	1 Hr	Professional Ethics	Rs. 1,000
07-Feb-19	12:30-13:30	1 Hr	Professional Ethics	Rs. 1,000
07-Feb-19	14:00-15:00	1 Hr	Efficiency	Rs. 1,000
08-Feb-19	08:00-09:00	1 Hr	Cover Letter	Rs. 1,000
08-Feb-19	09:00-10:00	1 Hr	Cover Letter	Rs. 1,000
08-Feb-19	10:40-11:40	1 Hr	Professional Goal Setting	Rs. 1,000
08-Feb-19	12:30-13:30	1 Hr	Professional Goal Setting	Rs. 1,000
08-Feb-19	14:00-15:00	1 Hr	Presentation Skill	Rs. 1,000
09-Feb-19	08:00-09:00	1 Hr	Planning & Organisational Skill	Rs. 1,000
09-Feb-19	09:00-10:00	1 Hr	Planning & Organisational Skill	Rs. 1,000
09-Feb-19	10:40-11:40	1 Hr	Leadership Skills	Rs. 1,000
09-Feb-19	12:30-13:30	1 Hr	Leadership Skills	Rs. 1,000
09-Feb-19	14:00-15:00	1 Hr	Time Management & Punctuality	Rs. 1,000
<b>Total</b>				<b>Rs.50,000/-</b>


I have received Rs. 45,000/- (after deducting TDS @10%) (Rs. in words) Fourty Five Thousand Hundred Only as honorarium for rendering my services as Trainer.

H.J. Khosadi  
Checked By  
Co-Ordinator,  
Finishing School

Approved By  
Principal

  
Principal

Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

  
Signature of Receiver  
Trainer 09/02/19

Rs. 1,000

**Knowledge Consortium of Gujarat-Finishing School Training  
Government Arts College, Kaprada**

Date: 22-03-2019 to 31-03-2019

Date: 27/03/2019

Batch: 01	From 08:00 to 03:00 PM	Total Hours: 10
Training Time	From 10:00 AM to 02:00 PM	Total Hours: 4
Rest Break & Interaction Time		

Topic Covered: Asking and Answering Questions, Hello, Let's Pair Up

S. No	M/F	Name	Roll No	Sem	Degree(B.A./BCOM/BS C/BE) Diploma(Diploma in Electrical Eng. etc)	Signature
1	F	Chaudhari Chetanaben Shalleshbhai	1	6TH	B.A	[Signature]
2	F	Kamdi Nirmalaben Kakadbhai	2	6TH	B.A	[Signature]
3	F	Patel Meghanaben Gamanbhai	3	6TH	B.A	[Signature]
4	F	Radiya Rashlaben Kashinathbhai	4	6TH	B.A	[Signature]
5	M	Thorat Jaisingbhai bhimabhai	5	6TH	B.A	[Signature]
6	F	Valvi Amishben Sitarambhai	6	6TH	B.A	[Signature]
7	F	Bhusara Dipikaben Bajanbhai	7	6TH	B.A	[Signature]
8	F	Jadav Meenaben Vitthalbhai	8	6TH	B.A	[Signature]
9	F	Navara Jayanben Yeshubhai	9	6TH	B.A	[Signature]
10	F	Vaghara Hetalben Navshubhai	10	6TH	B.A	[Signature]
11	M	Asharya Ajaybhai Mavjibhai	11	6TH	B.A	[Signature]
12	M	Asharya Bistubhai Manjibhai	12	6TH	B.A	[Signature]
13	M	Asharya Chhanabhai Ragubhai	13	6TH	B.A	[Signature]
14	M	Asharya Dhirubhai Tuljibhai	14	6TH	B.A	[Signature]
15	M	Asharya Hasmukhbhai Santubhai	15	6TH	B.A	[Signature]
16	F	Asharya Jagrutiben Sureshbhai	16	6TH	B.A	[Signature]
17	M	Asharya Kismatbhai Lakhmabhai	17	6TH	B.A	[Signature]
18	M	Bhinsara Harehbhai Sonubhai	18	6TH	B.A	[Signature]
19	F	Bhinsara Harshaben Manjibhai	19	6TH	B.A	[Signature]
20	F	Bhoya Mayuriben Bhagubhai	20	6TH	B.A	[Signature]
21	F	Dhum Anshuyaben Lahnubhai	21	6TH	B.A	[Signature]
22	M	Favda Navinbhai somabhai	22	6TH	B.A	[Signature]
23	M	Favda Premabhai Bhaylubhai	23	6TH	B.A	[Signature]
24	F	Gavit Manishaben Shalleshbhai	24	6TH	B.A	[Signature]
25	M	Randhe Vasantbhai Mangalubhai	25	6TH	B.A	[Signature]
26	F	Raut Divyaben Bhaychandbhai	26	6TH	B.A	[Signature]
27	F	Vasava Amitaben Sitarambhai	27	6TH	B.A	[Signature]
28	M	Chaudhari Kamleshbhai Raghayabhai	1	4th	B.A	[Signature]
29	F	Doom Sarikaben Klashanbhai	2	4th	B.A	[Signature]
30	M	Gaykawad Umeshbhai Babanbhai	3	4th	B.A	[Signature]
31	M	Avatar Ankeshbhai Babalabhai	4	4th	B.A	[Signature]
32	F	Avatar Heenaben Jaganbhai	5	4th	B.A	[Signature]
33	F	Bharsat Jayshreeben Kishanbhai	6	4th	B.A	[Signature]
34	M	Bhoya Prakashbhai Devrambhai	7	4th	B.A	[Signature]
35	F	Chaudhari Daxaben Sakarambhai	8	4th	B.A	[Signature]
36	F	Dalvi Savantiben Ramdasbhai	9	4th	B.A	[Signature]
37	F	Dalvi Nirmalaben mohanbhai	10	4th	B.A	[Signature]
38	F	Ganvit Priyankumari Kishanbhai	11	4th	B.A	[Signature]
39	F	Ganvit Raslaben Sureshbhai	12	4th	B.A	[Signature]
40	M	Gaykawad Hrashadbhai Ziparbhai	13	4th	B.A	[Signature]

Total No of Student	Present Student	Absent Student
40	24	16

Dr. Yogesh Yadav  
Officer on Special Duty  
Extension-Finishing School

Principal/Co ordinator Name  
Signature:  
College Stamp: Principal,  
Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

Trainers Name: Vishal Patel  
Signature: [Signature]





# Finishing School Knowledge Consortium of Gujarat

Education Department, Government of Gujarat

## Honorarium Form



Name of College: Government Arts College, Kaprada

Address of the College: Kaprada, Valsad

I, Mr. Vishal A Patel

Designation: Empaneled Trainer – Finishing School Training Programme

I have rendered my services as Trainer of Finishing School Training Program held at Government Arts College, Kaprada from 22 March 2019 to 31 March 2019.

Date	Time	Hours	Name of Topic	Honorarium (Rs.)
<b>Component 3 &amp; 4 Functional and Spoken English</b>				
22.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Introducing Self and Others</li><li>• Let's Name It</li></ul>	Rs. 5000
23.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Describing People</li><li>• Roll, Camera, Action</li></ul>	Rs. 5000
24.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Roll, Camera, Action</li><li>• Everyday English</li></ul>	Rs. 5000
25.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Right Word, Right Place</li><li>• Let's Connect</li><li>• Building Blocks</li></ul>	Rs. 5000
26.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Building Blocks</li><li>• Framing It Right</li><li>• Developing a Paragraph</li></ul>	Rs. 5000
27.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Asking and Answering Questions</li><li>• Hello...</li><li>• Let's Pair Up</li></ul>	Rs. 5000
28.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Let's Pair Up</li><li>• First Step</li><li>• Essential Building Blocks</li></ul>	Rs. 5000
29.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"><li>• Speak and Contribute</li><li>• Effective Communication</li></ul>	Rs. 5000

30.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"> <li>Effective Communication</li> <li>Let's Discuss in Group</li> </ul>	Rs. 5000
31.03.2019	08:00 to 03:00	05	<ul style="list-style-type: none"> <li>From the Reporter's Desk</li> <li>Speak Right</li> </ul>	Rs. 5000
Total				Rs. 50,000
Tax Deduction				Rs. 5000
Amount Received				Rs. 45,000

I have received Rs. 45,000/-

(Rs. in words) Fourty Five Thousand Rupees Only

As honorarium for rendering my services as Trainer

H.J. Kherada  
Checked By  
Co-Ordinator,  
Finishing School

Approved By  
Principal,  
Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.



Signature of Receiver  
Trainer

भारतीय स्टेट बैंक  
State Bank Of India

(10983) KAPRADA  
NEAR GOVT ITI COLLEGE, KAPRADA  
TAL KAPRADA DIST VALSAD GUJARAT 396128  
Tel : 2633 33220036 Fax : IFS Code : SBIN0010983 SWIFT:

3 1 0 3 2 0 1 9  
2 0 0 8 0 7 0 0 0 0

VISHAL ARVINDKUMAR PATEL

RUPEES

Sixty Thousand Eighty Four Only / -

या धारक को OR BEARER

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

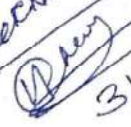
SB ACCOUNT  
PREFIX :  
1515400019

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

  
PRINCIPAL, GOVERNMENT ARTS COLLEGE - K

Principal  
Govt. Arts Collage, Kaparada  
Ta. Kaparada, Dist. Valsad

⑈ 1 1 7 3 9 7 ⑈ 3 9 6 0 0 2 5 0 3 ⑈ 0 0 2 6 9 5 ⑈ 3 ⑈

Received  
  
31/3/19



भारतीय स्टेट बैंक  
State Bank Of India

(10983)-KAPRADA  
NEAR GOVT. ITI COLLEGE, KAPRADA  
TAL. KAPRADA DIST. VALSAD GUJARAT 396126  
Tel: 2633 229028 Fax: IFS Code: SBIN0010983 SWIFT

09 02 20 19  
D D M M Y Y Y Y

PAY SHORAB NEGI को या उनके आदेश पर OR ORDER

₹ 45,000/-  
अदा करे

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX:  
1515400017

Principal  
PRINCIPAL, GOVERNMENT ARTS COLLEGE - K  
Govt. Arts College, Kaparada  
Ta. Kaparada, Dist. Valsad

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

\*583431\* 3960022071: 000500\* 31

Received.  
Shorab Negi  
09/02/19



भारतीय स्टेट बैंक  
State Bank Of India

(10983)-KAPRADA  
NEAR GOVT. ITI COLLEGE, KAPRADA  
TAL. KAPRADA DIST. VALSAD GUJARAT 396126  
Tel: 2633 229028 Fax: IFS Code: SBIN0010983 SWIFT

09 02 20 19  
D D M M Y Y Y Y

PAY SHORAB NEGI को या उनके आदेश पर OR ORDER

₹ 14,728/-  
अदा करे

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX:  
1515400017

Principal  
PRINCIPAL, GOVERNMENT ARTS COLLEGE - K  
Govt. Arts College, Kaparada  
Ta. Kaparada, Dist. Valsad

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

\*583432\* 3960022071: 000500\* 31



FOR CO-ORDINATING COLLEGES

FORM GFR 19-A

(See Government of India's decision (1) below rule 150)

FORM OF UTILISATION CERTIFICATE

Finishing School Grant 2018-19

COLLEGE NAME: Government Arts College Kaparada

CONTACT PERSON NAME AND NUMBER (FOR UTC QUERY): Dr. D. N. Dewari (Principal)  
Mo. 9408355631

Sr. No.	KCG Grant order No. and Date	Amount ( in Rs.)
1	Opening Balance	0
2	કેસીજી/કિનીશીંગ સ્કુલ/આદેશ-૬/૨૦૧૮- ૨૦૧૯/૨૩૯૬, તા.૨૯/૦૯/૨૦૧૮	2,00,000
3	કેસીજી/કિનીશીંગ સ્કુલ/૨૦૧૯/૪૫૩૦, તા.૨૬/૦૨/૨૦૧૯	2,00,000
4	કેસીજી/કિનીશીંગ સ્કુલ/૨૦૧૯/૪૮૫૨, તા.૧૯/૦૩/૨૦૧૯	1,00,000
	<b>Total Grant received(A)</b>	<b>5,00,000</b>

Sr. No.	Details of Grants Utilized	Amount ( in Rs.)
1	1-4-2018 to 31-3-2019 (B)	1,29,812
2	<b>Total Unutilized Amount on 31-3-2019 (A-B)</b>	<b>3,70,188</b>
3	<b>Amount Return to KCG</b>	<b>3,70,188</b>
	Cheque No:- 117473	
	Date: 01/07/2021	
	Bank Name : State Bank of India	
	IFSC Code : SBIN0010983	

1. Certified that out of Rs. 5,00,000 grants-in-aid sanctioned during the year 2018-19 under Finishing School Grant a sum of Rs. Nil is brought forward as a balance of F.Y.2019-20, a sum of Rs. 1,29,812 (B) only has been utilized for which it was sanctioned and that the balance of Rs. 3,70,188 (A-B) remaining unutilized at 31.3.2019.
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: 01/07/2021  
Place: Kaparada



Signature : (Dr. D. N. Dewari)  
Designation: **Principal,**  
Govt. Arts College Kaparada  
Ta. Kaparada, Dist. Valsad.

**Government Arts College, Kaparada**

**Finishing School Training Program**

**Academic Year : 2018-19**



---

# FINISHING SCHOOL TRAINING PROGRAM

---

Academic Year 2019-20

Student Attendance sheet

Knowledge Consortium of Gujarat-Ahmedabad  
Finishing School Training

Year 2019-20

Name of College: Government Arts College, Kaparada, Ta - Kaparada, Dist - Valsad

Training Date: Functional and Spoken English - From 17/01/2020 to 26/01/2020

Total Training Hours: 40 Hours

Details of Student  
Batch-1

Sr.No	M/F	Name	Roll No	Sem.	Degree(B.A./BCO M/B.SC./BE) Diploma(Diploma in Electrical Eng. etc)	Year (SY/TY)
1	F	Gayakvad Meenaben Rajalebhai	11	6	B.A	T.Y
2	F	Ghutiya Leelaben Kishanbhai	12	6	B.A	T.Y
3	M	Gurav Daxeshbhai Sitarambhai	13	6	B.A	T.Y
4	F	Mishal Shivangiben Aytulbhai	14	6	B.A	T.Y
5	F	Movie Daxaben Hirabhai	15	6	B.A	T.Y
6	F	Padher Damyantiben Navinbhai	16	6	B.A	T.Y
7	M	Vartha Shantarambhai Devubhai	18	6	B.A	T.Y
8	M	Vatas Alandabhai Pandubhai	19	6	B.A	T.Y
9	M	Baraf Dineshbhai Arjunbhai	20	6	B.A	T.Y
10	F	Bathale Vanitaben Motilalbhai	21	6	B.A	T.Y
11	M	Bhadag Jaisingbhai lallubhai	22	6	B.A	T.Y
12	M	Chaudhari Prakashbhai sattarbhai	23	6	B.A	T.Y
13	M	Dalvi Dipakbhai Naranbhai	24	6	B.A	T.Y
14	F	Dhoorn Sangitaben Laxmanbhai	25	6	B.A	T.Y
15	F	Gadar Lataben Madhubhai	27	6	B.A	T.Y
16	M	Gavli Maheshbhai Devrambhai	29	6	B.A	T.Y
17	F	Gayakvad Anuradhaben Rajalebhai	30	6	B.A	T.Y
18	F	Gayakvad Rekhaben Mahdubhai	31	6	B.A	T.Y
19	F	Kodiya Neetaben Sureshbhai	32	6	B.A	T.Y
20	M	Mahla Mahedrakumar Rajirambhai	33	6	B.A	T.Y
21	F	Palva Ratnakumari Ramdasbhai	34	6	B.A	T.Y
22	M	Raut Nileshbhai Kishanbhai	36	6	B.A	T.Y



23	M	Salkar Dinkarbhai Gamanbhai	38	6	BA	T.Y
24	F	Savra Urmilakumari Somiebhai	39	6	BA	T.Y
25	F	Vaghera Lalitaben Kalubhai	40	6	BA	T.Y
26	M	Valvi Navinbhai Ravajbhai	41	6	BA	T.Y
27	M	Vatar Kalpeshbhai Janubhai	42	6	BA	T.Y
28	F	Avtar Geetaben Chendarbhai	1	4	BA	S.Y
29	M	Asharya Pankajbhai Ramabhai	4	4	BA	S.Y
30	M	Chaudhari Ravindrabhai Dineshbhai	13	4	BA	S.Y
31	F	Gavli Chakuben Ramanbhai	16	4	BA	S.Y
32	M	Gayakvad Mukeshbhai Kashinathbhai	17	4	BA	S.Y
33	M	Sahare Jigneshbhai Somabhai	29	4	BA	S.Y
34	M	Shahle Yogeshbhai Navsubhai	32	4	BA	S.Y
35	F	Thorat Rukshmaniben Pravinbhai	34	4	BA	S.Y
36	M	Garvit Ravindrabhai Chetanbhai	39	4	BA	S.Y
37	F	Jadav Manishaben Mukundbhai	41	4	BA	S.Y
38	M	Raut Ankurbhai Babubhai	44	4	BA	S.Y
39	F	Shingada Sandhyakumari Ramubhai	46	4	BA	S.Y
40	F	Tumda Munniben Prabhubhai	49	4	BA	S.Y



Principal  
Govt. Arts Collage, Kaparada  
Kaparada, Dist. Valsad

**KCG Finishing School Training Proposed schedule for:**

**College Name:** Government Arts College, Kaparada-Valsad

**Trainer:** Shakuntala Patel (M): 09819060440; Email: [shakunmca@yahoo.com](mailto:shakunmca@yahoo.com)

**Training Dates:** 23/09/2019 to 27/09/2019 and 30/09/19 to 05/10/19

**Components:** 1. Life Skills (20 hours) & 2. Employability Skills (20 hours) = 40

Day	Date	Training Time	Topics	Hours
1	23/09/19 Monday	09:00 to 11:00	Self-Awareness	2
		11:00 to 12:00	Interaction Break	1
		12:00 to 01:00	Self-esteem	1
2	24/09/19 Tuesday	01:00 to 02:00	Self-Confidence	1
		09:00 to 11:00	Team Work	2
		11:00 to 12:00	Interaction Break	1
3	25/09/19 Wednesday	12:00 to 02:00	Observation and Concentration Skills	2
		09:00 to 11:00	Life & professional Goal Setting	2
		11:00 to 12:00	Interaction Break	1
4	26/09/19 Thursday	12:00 to 01:00	Self-Discipline	1
		01:00 to 02:00	Commitment	1
		09:00 to 11:00	Stress Management	2
5	27/09/19 Friday	11:00 to 12:00	Interaction Break	1
		12:00 to 01:00	Empathy	1
		01:00 to 02:00	Interpersonal Skills	1
6	30/09/19 Monday	09:00 to 11:00	Negotiation Skills	2
		11:00 to 12:00	Interaction Break	1
		12:00 to 01:00	Critical Thinking, Problem Solving	1
7	01/10/19 Tuesday	01:00 to 02:00	Decision Making	1
		09:00 to 11:00	Resume writing	2
		11:00 to 12:00	Interaction Break	1
8	03/10/19 Thursday	12:00 to 01:00	Cover Letter	1
		01:00 to 02:00	Grooming and personal Hygiene	1
		09:00 to 11:00	Time Management & Punctuality	2
9	04/10/19 Friday	11:00 to 12:00	Interaction Break	1
		12:00 to 01:00	Body language	1
		01:00 to 02:00	Interview Skills	1
10	05/10/19 Saturday	09:00 to 11:00	Interview Skills	2
		11:00 to 12:00	Interaction Break	1
		12:00 to 02:00	Group Discussion	2
11	06/10/19 Sunday	09:00 to 11:00	Planning and organizing Skills	2
		11:00 to 12:00	Interaction Break	1
		12:00 to 01:00	Efficiency	1
12	07/10/19 Monday	01:00 to 02:00	Professional Ethics	1
		09:00 to 11:00	Presentation Skills	2
		11:00 to 12:00	Interaction Break	1
13	08/10/19 Tuesday	12:00 to 01:00	Leadership Skills	1
		01:00 to 02:00	Following Direction	1

Trainer's Sign:

*S. N. Patel*

College Principal's Sign



भारतीय स्टेट बैंक  
State Bank Of India

(10983) KAPRADA  
NEAR GOVT ITI COLLEGE, KAPRADA  
TAL. KAPRADA DIST. VALSAD GUJARAT 396126  
Tel: 2633 33220036 Fax: JPS Code: SBIN0010983 SWIFT:

05102019  
D D M M Y Y Y Y

PAY TO THE ORDER OF SHAKUNTALA NILESH PATEL या धारक को OR BEARER

RUPEES Twenty Two Thousand Six Hundred Twenty Six Only /  
अदा करें ₹ 22,626/-

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX:  
1515400019

PRINCIPAL, GOVERNMENT ARTS COLLEGE - K

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

Principal,

Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

⑈ 1 1 7 1 1 1 ⑈ 3 9 6 0 0 2 5 0 3 1 ⑈ 0 0 2 6 9 5 ⑈ 3 1

*S.N. Patel*

Received on 5/10/19

**Knowledge Consortium of Gujarat  
Finishing School  
Component : 3 English Functional Skills**

Name of Trainer: Poonam Yogeshbhai Soni

College name: Government Arts college, Kaporada

Date: 17/1/2020 to 21/01/2020

Sr.No	Date	Day	08:30 to 09:30	09:30 to 10:00	10:00 to 11:00	11:00 to 11:30	11:30 to 12:30	12:30 to 01:00	01:00 to 02:00	Total hours
1	17/01/2020	Friday	Self Introduction	Interaction	Self Introduction Describing People	Break	Let's Name It	Interaction	Let's Name It	5.3
2	18/01/2020	Saturday	Let's Name It	Interaction	Describing People	Break	Roll, Camera & Action	Interaction	Roll, Camera & Action	5.3
3	19/01/2020	Sunday	Roll, Camera & Action	Interaction	Roll, Camera & Action	Break	Everyday English	Interaction	Everyday English	5.3
4	20/01/2020	Monday	Everyday English	Interaction	Everyday English	Break	Right Word, Right Place	Interaction	Right Word, Right Place	5.3
5	21/01/2020	Tuesday	Right Word, Right Place	Interaction	Let's Connect	Break	Let's Connect	Interaction	Building Blocks	5.3
Total Hours:										
Interaction and Rest break:									7.3	

**Trainee Sign**

POONAM, Y.SONI

**Principal Sign & Stamp**

*(Handwritten Signature)*



*(Handwritten Signature)*  
Principal  
Govt. Arts College, Kaporada,  
Ta. Kaporada, Dist. Vatead.  
Cardex Code : 092



**Knowledge Consortium of Gujarat**

**Finishing School**

**Component : 4 English Functional Skills**

Name of Trainer: Poonam Yogeshbhai Soni (Surat)  
 College Name: Government Arts College, Kaporada  
 Batch Schedule: 22/01/2020 to 26/01/2020

Sr.No	Date	Day	08:30 to 09:30	09:30 to 10:00	10:00 to 11:00	11:00 to 11:30	11:30 to 12:30	12:30 to 01:00	01:00 to 02:00	Total hours	
1	22/01/2020	Wednesday	First Step	Interaction	First Step	Break	Framing it right!	Interaction	Framing it right!	5.3	
2	23/01/2020	Thursday	Developing a paragraph	Interaction	Developing a paragraph	Break	Essential Building blocks	Interaction	Hello!	5.3	
3	24/01/2020	Friday	Hello!	Interaction	Let's pair up	Break	Let's pair up	Interaction	Speak & contribute	5.3	
4	25/01/2020	Saturday	Speak & contribute	Interaction	Effective Communication	Break	Effective Communication	Interaction	Effective Communication	5.3	
5	26/01/2020	Sunday	Let's discuss in group	Interaction	Let's discuss in group	Break	From the reporter's desk	Interaction	From the reporter's desk	5.3	
Total Hours:			20								
Interaction and Rest break:			5 hours + 2 hours 30 min								

**Trainees Sign**

POONAM .Y.SONI

**Principal Sign & Stamp**

*(Signature)*



*(Signature)*  
Principal

Govt. Arts College, Kaporada,  
 Ta. Kaporada, Dist. Valsad.  
 Cardex Code : 992

PAYEE'S ONLY  
State Bank of India

(10883)-KAPRADA  
NEAR GOVT ITI COLLEGE, KAPRADA  
TAL KAPRADA DIST VALSAD GUJARAT 396126  
Tel : 2633 33220036 Fax : IFS Code : SBIN0010883 SWIFT :

26 01 2020  
C D M M Y Y Y

Poonam Yogeshbhui Soni

RUPEES Footy Four Thousand one only

या धारक को OR BEARER

अदा करें ₹ 44,001/-

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX :  
1515400019

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

*[Signature]*  
Principal, GOVERNMENT ARTS COLLEGE - K  
Principal  
Govt. Arts Collage, Kaparada  
Ta. Kaparada, Dist. Valsad

⑈ 117418⑈ 396002503⑈ 002695⑈ 31

*Received*  
*[Signature]*  
26/1/2020

FOR CO-ORDINATING COLLEGES

FORM GFR 19-A

(See Government of India's decision (1) below rule 150)

FORM OF UTILISATION CERTIFICATE

Finishing School-Higher Grant 2019-20

College Name: Government Arts College - Kaparada

For UTC Query Contact Person Name & Number: Dr. D. N. Dewari, Mo. 9408355631

Installment No:	KCG Grant order No. and Date	Amount ( in Rs.)
1	Opening Balance	3,70,188
2	नं. डेसीओ/डिनीशींग स्कूल/२०१९/५७४९ दि.११/१२/२०१९	4,25,000
<b>Total Grant received</b>		<b>7,95,188=00</b>

Sr. No.	Details of Grants Utilized	Amount ( in Rs.)
1	2019-20 (01/04/2019 to 31/03/2020)	98,529=00

1. Certified that out of Rs. 4,25,000=00 grants-in-aid sanctioned during the year 2019-2020 under **Finishing School Grant** a sum of Rs. 3,70,188=00 is brought forward as a balance of F.Y.2018-19 and a sum of Rs. 98,529=00 only has been utilized for which it was sanctioned and that the balance of Rs. 6,96,659=00 remaining unutilized at 31.3.2020. will be utilized in the F.Y. 2020-21.
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: 22/06/2020

Place: Kaparada



Signature : (Dr. D. N. Dewari)

Designation:

*[Signature]*  
Principal,  
Govt. Arts College Kaparada  
Ta. Kaparada, Dist. Valsad.

**Government Arts College, Kaparada**

**Finishing School Training Program**

**Academic Year : 2019-20**



---

# FINISHING SCHOOL TRAINING PROGRAM

---

Academic year 2020-21

**List of Students**  
**Knowledge Consortium of Gujarat, Ahmedabad**  
 Finishing School Training

Year : 2020 -21

Name of College : Government Arts College, Kaparada, Ta- Kaparada, Dist - Valsad

Training Date	Set B	<b>Functional and Spoken English Skills (Set - B)</b> From 25/11/2020 to 04/12/2020 (Time 10:00 AM to 12:00 PM) Trainer : Shri Vishal A. Patel, Empanelled Trainer, KCG, Ahmedabad
	Set A	<b>Life Skills &amp; Employability Skills (SET- A)</b> From 24/12/2020 to 04/01/2021 (Time 09:00 AM to 11:00 AM) Trainer : Ms Meghna Soni, Empanelled Trainer, KCG, Ahmedabad

Total Training : 40 HRS

Sr.	M/F	Name	Roll	Sem.	Degree (BA/BCOM/BSC/BE...)	Year (SY/TY)
1	M	KAKAD DHIRUBHAI DILIPBHAI	2	5	B.A	T.Y
2	M	TUMDA NAVINBHAI RAMANBHAI	3	5	B.A	T.Y
3	M	BHADAGI PARMATBHAI DHAKALBHAI	5	5	B.A	T.Y
4	F	BHADAGI VANDANABEN RAMDASHBHAI	6	5	B.A	T.Y
5	F	BHOYA AASHABEN UTAMBHAI	7	5	B.A	T.Y
6	F	BHOYA RANJANBEN SURESHBHAI	8	5	B.A	T.Y
7	F	BHUSARA SULOCHNABEN RAJESHBHAI	9	5	B.A	T.Y
8	F	CHAUDHARI MANISHABEN SONEBHAI	10	5	B.A	T.Y
9	F	CHAUDHARI MINABEN PRABHUBHAI	11	5	B.A	T.Y
10	M	CHAUDHARI RAHULBHAI VIJAYBHAI	12	5	B.A	T.Y
11	M	DAGALA BHARATBHAI BABURAVBHAI	14	5	B.A	T.Y
12	M	GANGODA KUSHALBHAI DASHARATHBHAI	15	5	B.A	T.Y
13	M	GAYAKWAD ANILBHAI LAXMANBHAI	18	5	B.A	T.Y
14	M	KHADAM BISTUBHAI RAMABHAI	19	5	B.A	T.Y
15	F	KODIYA MANISHABEN DEVAJIBHAI	20	5	B.A	T.Y
16	M	MAHLA MEHULBHAI PANDUBHAI	21	5	B.A	T.Y
17	M	MAHLA SANTOSHBHAI KASHINATHBHAI	22	5	B.A	T.Y
18	F	MANSE ANANDIBEN PANDUBHAI	23	5	B.A	T.Y
19	F	PADHER SUSHILABEN SURESHBHAI	24	5	B.A	T.Y
20	F	RADIYA SONALBEN RAMDASBHAI	26	5	B.A	T.Y

21	M	RADIYA YOGESHBHAI PAMDAS	27	5	B.A	T.Y
22	F	RAUT RADHABEN PANDUBHAI	28	5	B.A	T.Y
23	F	SAVARA YOGITAKUMARI RAJIRAM	30	5	B.A	T.Y
24	F	SHAHALE REKHABEN SHANKARBHAI	31	5	B.A	T.Y
25	F	THAKARYA BHARTIBEN JAMSHUBHAI	33	5	B.A	T.Y
26	M	VANK CHHOTUBHAI LAXUBHAI	35	5	B.A	T.Y
27	F	ASHARYA ASHABEN DASHUBHAI	36	5	B.A	T.Y
28	F	FAVDA JIGISHABEN DEVRAMBHAI	37	5	B.A	T.Y
29	M	FAVDA SUBHASHBHAI GAMANBHAI	38	5	B.A	T.Y
30	F	GAVLI HEENABEN BHAVUBHAI	40	5	B.A	T.Y
31	M	KONTI ASHOKBHAI TULSHIRAMBHAI	42	5	B.A	T.Y
32	F	RATHAD SONALBEN DEVJIBHAI	43	5	B.A	T.Y
33	F	RAUT RAHULIBEN HIRABHAI	45	5	B.A	T.Y
34	M	TALVAREEYA AJITBHAI BHAVALUBHAI	47	5	B.A	T.Y
35	F	BHOYA HEMLATABEN DEVRAMBHAI	48	5	B.A	T.Y
36	F	BHOGIYA JAGRUTIBEN FULJEEBHAI	1	3	B.A	S.Y
37	F	BHOYA MAYURIBEN MAHDUBHAI	2	3	B.A	S.Y
38	F	DHUM LATABEN DHAKALBHAI	3	3	B.A	S.Y
39	F	DHUM SUMITRABEN DEVJIBHAI	4	3	B.A	S.Y
40	F	GAVALI NILAMBEN KETANBHAI	5	3	B.A	S.Y
41	F	KAMDI TEJALBEN RAMABHAI	6	3	B.A	S.Y
42	M	PRAJAPATI DHIRAJKUMAR TINKUBHAI	7	3	B.A	S.Y
43	M	ASHARYA DINESHBHAI MANJIBHAI	8	3	B.A	S.Y
44	M	BHADAGI VIJAYBHAI RAMJUBHAI	9	3	B.A	S.Y
45	F	BHARSAT HASUMATIBEN KISHANBHAI	10	3	B.A	S.Y
46	M	BHOYA SANDIPBHAI LAXMANBHAI	11	3	B.A	S.Y
47	F	BHUSARA SHIVANIBEN GOPALBHAI	12	3	B.A	S.Y
48	F	BIRARI LATABEN MANGLUBHAI	13	3	B.A	S.Y
49	F	CHAUDHARI KUNTABEN LAKSHMANBHAI	14	3	B.A	S.Y
50	F	CHAUDHARI PRAGNESHVARI RASIKBHAI	15	3	B.A	S.Y

H. J. Khosla'

Mr. Hemantkumar J. Kharadi,

Co- Ordinator, Finishing School

Government Arts College, Kaparada, Dist - Valsad

**ONLINE TRAINING SCHEDULE OF FINISHING SCHOOL**  
**Knowledge Consortium of Gujarat, Govt. of Gujarat**  
**Government Arts College Kaprada (Dist- Valsad)**  
(24<sup>th</sup> December 2020 to 4th January 2021)

**Set A (LIFE SKILLS & EMPLOYABILITY SKILLS)- 20 HOURS**  
**Coordinator : Hemantkumar Jashubhai Kharadi**  
**Trainer: Meghna Soni**

Set A

<b>DAY 1 (24/12/2020) 2 HOURS PLAN (with Interaction)</b>		
TOPIC	HOURS / MINUTES	TIME
Self-awareness (SWOT)	45 mins	9.00 am – 9.45 am
Interaction	15mins	9.45am – 10.00am
Self-awareness (SWOT)	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45am –11.00 am
<b>DAY 2 (25/12/2020) 2 HOURS PLAN (with Interaction)</b>		
TOPIC	HOURS / MINUTES	TIME
Self Esteem	45 mins	9.00 am – 9.45 am
Interaction	15mins	9.45am – 10.00am
Self Confidence	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45am –11.00 am
<b>DAY 3 (26/12/2020) 2 HOURS PLAN (with Interaction)</b>		
TOPIC	HOURS / MINUTES	TIME
Life & Professional Goal setting	45 mins	9.00 am – 9.45 am
Interaction	15mins	9.45am – 10.00am
Life & Professional Goal setting	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45am –11.00 am
<b>DAY 4 (28/12/2020) 2 HOURS PLAN (with Interaction)</b>		
TOPIC	HOURS / MINUTES	TIME
Grooming, Personal Hygiene, Body language ( Office Etiquette)	45 mins	9.00 am – 9.45 am
Interaction	15mins	9.45am – 10.00am
Grooming, Personal Hygiene, Body language ( Office Etiquette)	45 mins	10.00 am – 10.45 am
Interaction	15mins	10.45am –11.00 am
<b>DAY 5 (29/12/2020) 2 HOURS PLAN (with Interaction)</b>		
TOPIC	HOURS / MINUTES	TIME
Resume Writing	45 mins	9.00 am – 9.45 am
Interaction	15mins	9.45am – 10.00am



Cover Letter	45 mins	10.00 am - 10.45 am
Interaction	15mins	10.45am -11.00 am

**DAY 6 (30/12/2020) 2 HOURS PLAN (with Interaction)**

TOPIC	HOURS / MINUTES	TIME
Job Search & Career Options	45 mins	9.00 am - 9.45 am
Interaction	15mins	9.45am - 10.00am
Job Search & Career Options	45 mins	10.00 am - 10.45 am
Interaction	15mins	10.45am -11.00 am

**DAY 7 (31/12/2020) 2 HOURS PLAN (with Interaction)**

TOPIC	HOURS / MINUTES	TIME
Group Discussion	45 mins	9.00 am - 9.45 am
Interaction	15mins	9.45am - 10.00am
Group Discussion	45 mins	10.00 am - 10.45 am
Interaction	15mins	10.45am -11.00 am

**DAY 8 (1/1/2021) 2 HOURS PLAN (with Interaction)**

TOPIC	HOURS / MINUTES	TIME
Interview Skills	45 mins	9.00 am - 9.45 am
Interaction	15mins	9.45am - 10.00am
Interview Skills	45 mins	10.00 am - 10.45 am
Interaction	15mins	10.45am -11.00 am

**DAY 9 (2/1/2021) 2 HOURS PLAN (with Interaction)**

TOPIC	HOURS / MINUTES	TIME
Interview Skills	45 mins	9.00 am - 9.45 am
Interaction	15mins	9.45am - 10.00am
Emotional quotient	45 mins	10.00 am - 10.45 am
Interaction	15mins	10.45am -11.00 am

**DAY 10 (4/1/2021) 2 HOURS PLAN (with Interaction)**

TOPIC	HOURS / MINUTES	TIME
Empathy	45 mins	9.00 am - 9.45 am
Interaction	15mins	9.45am - 10.00am
Interpersonal Skills	45 mins	10.00 am - 10.45 am
Interaction	15mins	10.45am -11.00 am

Trainer : Meghna Soni.

Government Arts College, Kaprada | Component B  
Functional and Spoken English | Trainer- Vishal A. Patel, Patan  
Duration: 25/11/2020 to 04/12/2020

Date	Topic	Hrs.	Time
25/11/2020	• Self-Introduction and Introducing Others	2	10:00AM - 12:00 PM
26/11/2020	• Nouns and Pronouns	2	10:00AM - 12:00 PM
27/11/2020	• Describing Words	2	10:00AM - 12:00 PM
28/11/2020	• Vocabulary Building	2	10:00AM - 12:00 PM
29/11/2020	• Verbs - Part 1	2	10:00AM - 12:00 PM
30/11/2020	• Tenses - Part 1	2	10:00AM - 12:00 PM
01/12/2020	• Prepositions	2	10:00AM - 12:00 PM
02/12/2020	• Conjunctions and Connectors	2	10:00AM - 12:00 PM
03/12/2020	• Framing it right!	2	10:00AM - 12:00 PM
04/12/2020	• Telephone and Email Etiquette	2	10:00AM - 12:00 PM



Vishal Patel  
Empanelled Language Trainer  
Finishing School, KCG  
Ahmedabad

PAYEE'S ONLY

राज्य स्टेट बैंक  
State Bank Of India

(10083)-KAPRADA  
NEAR GOVT ITI COLLEGE, KAPRADA  
TAL. KAPRADA DIST VALSAD GUJARAT 390126  
Tel : 2633 35220038 Fax : IPB Code : SBIN0010083 SWIFT :

11012021  
DDMMYYYY

या धारक को OR BEARER

Meghna R Sani

RUPEES Eighteen Thousand Five Hundred  
only \_\_\_\_\_ x \_\_\_\_\_

अवा करे ₹ 18,500/-

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX :  
1515400019

*Syl*  
Principal,  
PRINCIPAL, GOVERNMENT ARTS COLLEGE - K  
Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

⑈ 1 6 7 4 5 0 ⑈ 3 9 6 0 0 2 5 0 3 ⑈ 0 0 2 6 9 5 ⑈ 3 1



State Bank of India

(10983)-KAPRADA  
NEAR GOVT ITI COLLEGE, KAPRADA  
TAL KAPRADA DIST VALSAD GUJARAT 396126  
Tel : 2633 33220038 Fax : IFS Code : SBIN0010983 SWIFT :

02012021  
DDMMYY

Nishal A Patel

या धारक को OR BEARER

RUPEES Eighteen Thousand Five Hundred

Only

अदा करें

₹ 18,500/-

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT

PREFIX :  
1515400019

Principal, GOVERNMENT ARTS COLLEGE - K

Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

117449 3960025031 002695 31

**Finishing school Training- Online Mode (2020-2021)**  
**Name of the College: Govt. Arts College, Kaparada, Dist.- Valsad, Gujarat**

**Date: 3/5/2021 to 7/5/2021**

**Time: (9:00 AM to 1:30 PM)**

**SET D FUNCTIONAL ENGLISH SKILLS**

**Break: 11:00 to 11:30: Trainer: Dr. Elizabeth Christian**

Sr No	Topics	SET D	Hours	Date	Time
1	Verbs -- Part 2		02	3/5/21	9:00 AM to 11:00 AM
2	Tenses - Part 2		02	3/5/21	11:30 AM to 1:30 PM
3	Developing A Paragraph		02	4/5/21	9:00 AM to 11:00 AM
4	Report Writing		02	4/5/21	11:30 AM to 1:30 PM
5	Email Etiquette - Part 2		02	5/5/21	9:00 AM to 11:00 AM
6	Communication Skills and Barriers		02	5/5/21	11:30 AM to 1:30 PM
7	Telephone Etiquette - Part 2		01	6/5/21	9:00 AM to 11:00 AM
	Appropriate use of language in Social		01		
8	Speak & Contribute 1		02	6/5/21	11:30 AM to 1:30 PM
9	Speak & Contribute 2		02	7/5/21	9:00 AM to 11:00 AM
10	Let's Discuss in Group (Group Discussion)		02	7/5/21	11:30 AM to 1:30 PM
<b>Total</b>			<b>20</b>	<b>5 Days</b>	<b>20 hours</b>

**TRAINER: Dr. Elizabeth P. Christian**

**Date: 29/4/21**



PAYEE'S ONLY

भारतीय स्टेट बैंक  
State Bank Of India

(10883)-KAPRADA  
NEAR GOVT (TI) COLLEGE, KAPRADA  
TAL KAPRADA DIST VALSAD, GUJARAT 388126  
Tel : 2633 32290038 Fax : IFS Code : SBIN0010663 SWIFT :

13052021

Dr. Elizabeth P Christian

RUPEES

Eighteen thousand only  
— x —

18,000/-

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX :  
1815400018

*[Signature]*  
PRINCIPAL, GOVERNMENT ARTS COLLEGE - K  
Principal,  
Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

⑈ 117464⑈ 396002503⑈ 002695⑈ 3⑈

# Training Schedule for Finishing School Training

Name of College:- Government Arts College Kaprada (Dist- Valsad)  
SET C

Batch No:-

Name of Trainer :- Meghna Soni

Date :	From	26th March 2021	T o	1 <sup>st</sup> April 2021	Total Days: 5 Total hours: 20
Set C					
1	26/3/2021	9.00 – 1.00		Positive Attitude/ Motivation	2 hours
				Self Discipline	2 hours
2	27/3/2021	9.00 – 1.00		Team work	2 hours
				Leadership skills	2 hours
3	30/3/2021	9.00 – 1.00		Professional ethics/ Critical thinking	2 hours
				Problem solving/ Decision making	2 hours
4	31/3/2021	9.00 – 1.00		Presentation skills /Etiquette	2 hours
				Social media/ Cyber etiquette	2 hours
5	1/4/2021	9.00 – 1.00		Stress & anger management	2 hours
				Time Management	2 hours



  
Principal,  
Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

NEFT ONLY

State Bank of India

(1985)-KAPRADA  
NEAR GOVT ITI COLLEGE, KAPRADA  
TAL KAPRADA DIST VALSAD, GUJARAT 396126  
Tel : 2633 3329638 Fax : IFS Code : SBIN0019853 SWIFT :

16042021

Meghna Soni

OR BEARER

Eighteen Thousand Five Hundred

₹ 18,500/-

only

32358868326

VALID UP TO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX :  
1515400019

*[Signature]*  
PRINCIPAL, GOVERNMENT ARTS COLLEGE - K  
Govt. Arts College Kaprada  
Ta. Kaprada, Dist. Valsad.

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

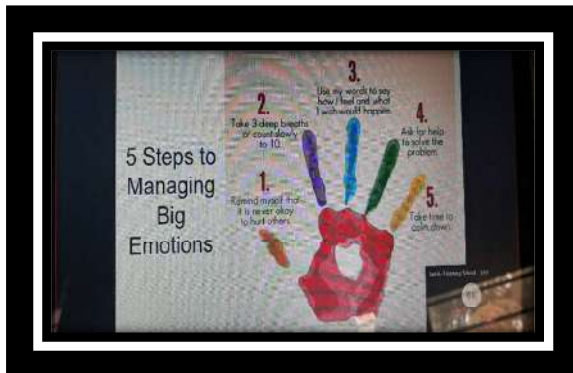
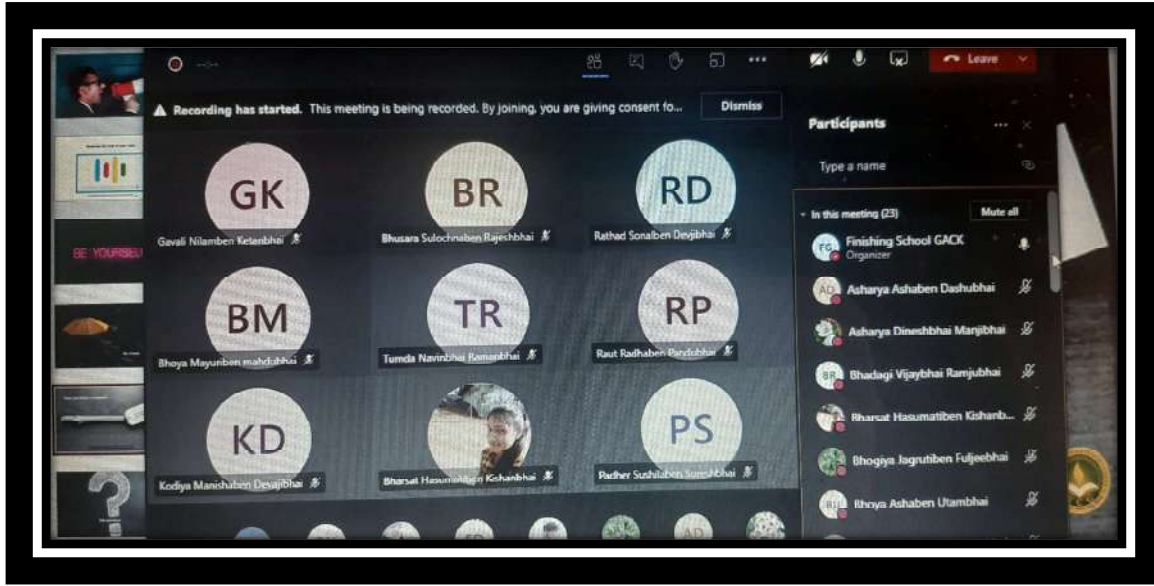
⑈ 117460⑈ 396002503⑈ 002695⑈ 3⑈



# Government Arts College, Kaparada

## Finishing School Training Program

Academic Year : 2020-21



---

# FINISHING SCHOOL TRAINING PROGRAM

---

Academic year 2021-22

**Student Details**  
**Knowledge Consortium of Gujarat-Ahmedabad**  
 Year 2021-22

Name of College: Government Arts College, Kaprada, Dist - Valsad  
 Name of Trainer: Ms. Ankita Dave  
 Training Date: From 11/12/2021 to 16/12/2021  
 Set No: Set B  
 Total Training Hours: 20 HRS

**Details of Student**  
 Batch-1

Sr.No	M/F	Name	Enrollment /Roll No	Semester	Degree(B.A./BCOM /B.SC./BE) Diploma(Diploma in Electrical Eng. etc)	Year (SY/TY)	Mobile Number
1	M	Divya Vijaybhai Gopalbhai	16	5th	B.A	TY	9537945063
2	M	Gayakwad Prabhudasbhai Ravjibbhai	17	5th	B.A	TY	7069318832
3	F	Jadav Sunitaben Chendarbhai	18	5th	B.A	TY	9687757646
4	F	Jadav Susmitaben Parsotbhai	19	5th	B.A	TY	8238530400
5	F	Movie Bhagiben Dhavlubhai	20	5th	B.A	TY	9726389173
6	F	Movie Geetaben Hirabhai	21	5th	B.A	TY	9727233049
7	F	Movie Priyankaben Devubhai	22	5th	B.A	TY	9874882930
8	F	Sarnayak Amunaben Namdevbhai	23	5th	B.A	TY	9913989778



Sl. No.	Gender	Name	Age	5th	B.A	TY	8980353526
9	F	Udar Bhartiben Tukarambhai	24	5th	B.A	TY	8980353526
10	M	Vaghariya Maheshbhai Dharmabhai	25	5th	B.A	TY	7069370357
11	F	Bharsat Manishaben Rajalbhai	26	5th	B.A	TY	7573874807
12	M	Bhoya Mineshkumar Mahdubhai	27	5th	B.A	TY	7069196406
13	M	Bhoya Naineshbhai mohanbhai	28	5th	B.A	TY	9537518236
14	M	Bhoya Ravindrabhai Janubhai	29	5th	B.A	TY	6359471959
15	F	Chaudhari Radhaben Chendarbhai	30	5th	B.A	TY	8980364955
16	M	Chaudhari Vithalbhai Shankarbhai	31	5th	B.A	TY	9712585099
17	F	Ganvit Kanchanben Ramanbhai	32	5th	B.A	TY	9687803162
18	M	Gavli Dipakbhai Devrambhai	33	5th	B.A	TY	9825660917
19	M	Gavli Sunilbhai Budhiyabhai	34	5th	B.A	TY	7874944737
20	M	Gayakwad Jaydipkumar Bhaylubhai	35	5th	B.A	TY	7574080351
21	F	Karmdee Vaishaliben Tulsheeramabhai	36	5th	B.A	TY	9537122964
22	F	Mahla Ashaben Kishanbhai	37	5th	B.A	TY	8238191023
23	M	Navatara Vineshbhai Arjunbhai	38	5th	B.A	TY	8980762050
24	M	Palva Piyushbhai Devjibhai	39	5th	B.A	TY	9537129748
25	F	Pavar Ulkaben Chendarbhai	40	5th	B.A	TY	9512997326
26	F	Sambhar Priyankaben Nasirbhai	41	5th	B.A	TY	7874749266
27	M	Thorat Vishnubhai motiramabhai	42	5th	B.A	TY	7435888125



Sl. No.	Gender	Name	1	3rd	B.A	SY	Roll No.
28	F	BHOYA PRIYANKABEN GANESHBHAI	1	3rd	B.A	SY	87581890405
29	M	KAMDI HARDIKKUMAR HARISHBHAI	2	3rd	B.A	SY	9510364569
30	M	KHANJODIYA MANISHBHAI DHAKALBHAI	3	3rd	B.A	SY	9727858693
31	F	NIKULIYA PANNABEN RAMESHBHAI	4	3rd	B.A	SY	8140151624
32	M	RATHAD JIGNESHBHAI SATISHBHAI	5	3rd	B.A	SY	9586659451
33	F	SHAHRE MIRABEN RAMESHBHAI	6	3rd	B.A	SY	5016499751
34	F	VAGHAT SWETABEN RUPJIBHAI	7	3rd	B.A	SY	8141922983
35	M	BHOYA ANANDBHAI SUMANBHAI	8	3rd	B.A	SY	9904119946
36	F	BHOYA NILAMBEN YOGESHBHAI	9	3rd	B.A	SY	9624994368
37	F	BORSA ANKITABEN BABUBHAI	10	3rd	B.A	SY	9537308427
38	M	DAHWARD EKNATHBHAI LAXMANBHAI	11	3rd	B.A	SY	9537703172
39	F	DHOOM MANISHABEN MANGLUBHAI	12	3rd	B.A	SY	9638301886
40	M	GAYAKWAD VUAYBHAI MAGANBHAI	13	3rd	B.A	SY	9979076457

Principal  
Govt. Arts College, Kaprada  
Ta- Kaprada, Dist - Valsad



H. J. Khosla  
Co-Ordinator  
Finishing School  
Govt. Arts College, Kaprada

**Finishing School Training Plan**

**Government Arts College, Kaprada**

**December 11, 2021- December 16, 2021 | Trainer: Ankita Dave**

**20 Hours - Functional English Skills SET B**

Sr. No.	Date	Day	Topic	Timings	Hours
1	11-12-21	Saturday	Vocabulary building	08:30 am - 10:30 am	2
2	11-12-21	Saturday	Nouns and Pronouns	11:30 am - 01:30 pm	2
3	13-12-21	Monday	Describing words	08:30 am - 10:30 am	2
4	13-12-21	Monday	Verbs - Part 1	11:30 am - 01:30 pm	2
5	14-12-21	Tuesday	Tenses - Part 1	08:30 am - 10:30 am	2
6	14-12-21	Tuesday	Self-Introduction & Introducing Others	11:30 am - 01:30 pm	2
7	15-12-21	Wednesday	Prepositions	08:30 am - 10:30 am	2
8	15-12-21	Wednesday	Conjunctions and Connectors	11:30 am - 01:30 pm	2
9	16-12-21	Thursday	Framing it right!	08:30 am - 10:30 am	2
10	16-12-21	Thursday	Telephone and Email Etiquette - Part 1	11:30 am - 01:30 pm	2
<b>Total Hours</b>					<b>20</b>

Note: As per the new Online FS Program Format every 2-hour session will include - 1 hour 30 minutes of Training Delivery and 30 minutes of Discussion and MCQ that shall be counted as part of the daily 2 hours training session.



*Ankita Dave*  
Ankita Dave

Finishing School Training Plan

Government Arts College, Kaprada

January 07 2022- January 12 2022 | Trainer: Ankita Dave

20 Hours - Functional English Skills SET D

Sr. No.	Date	Day	Topic	Timings	Hours
1	07-01-22	Friday	Verbs - Part 2	08:30 am - 10:30 am	2
2	07-01-22	Friday	Tenses - Part 2	11:00 am - 01:00 pm	2
3	08-01-22	Saturday	Developing a Paragraph	08:30 am - 10:30 am	2
4	08-01-22	Saturday	Report Writing	11:00 am - 01:00 pm	2
5	10-01-22	Monday	Email Etiquette - Part 2	08:30 am - 10:30 am	2
6	10-01-22	Monday	Communication Skills and Barriers	11:00 am - 01:00 pm	2
7	11-01-22	Tuesday	Telephone Etiquette - Part 2 & Appropriate use of Language in Social Media	08:30 am - 10:30 am	2
8	11-01-22	Tuesday	Speak & Contribute 1	11:00 am - 01:00 pm	2
9	12-01-22	Wednesday	Speak & Contribute 2	08:30 am - 10:30 am	2
10	12-01-22	Wednesday	Let's Discuss in Group (Group Discussion)	11:00 am - 01:00 pm	2
<b>Total Hours</b>					<b>20</b>

Note: As per the new Online FS Program Format every 2-hour session will include - 1 hour 30 minutes of Training, Delivery and 30 minutes of Discussion and MCQ that shall be counted as part of the daily 2 hours training session.



## Training Schedule for Finishing School Training 2021-2022

Name of College: Government Arts College, Kaprada

Batch No: 1 (Set A & Set C)

Name of Trainer: Shorab Negi

Date: From 27.12.2021 To 06.01.2022 Total Days: 10  
Total hours: 40

Sr. No	Date & Day	Time	Topic Name	Hours	
1	27-Dec-21	Monday	08:30-09:30	Self Awareness - SWOT	1 Hour
			09:30-10:30	Self Awareness - SWOT	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Self Esteem & Self Confidence	1 Hour
			12:30-13:30	Self Esteem & Self Confidence	1 Hour
2	28-Dec-21	Tuesday	08:30-09:30	Resume Writing & Cover Letter	1 Hour
			09:30-10:30	Resume Writing & Cover Letter	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Interpersonal Skills	1 Hour
			12:30-13:30	Interpersonal Skills	1 Hour
3	29-Dec-21	Wednesday	08:30-09:30	Group Discussions	1 Hour
			09:30-10:30	Group Discussions	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Life & Professional Goal Setting	1 Hour
			12:30-13:30	Life & Professional Goal Setting	1 Hour
4	30-Dec-21	Thursday	08:30-09:30	Interview Skills	1 Hour
			09:30-10:30	Interview Skills	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Interview Skills	1 Hour
			12:30-13:30	Empathy	1 Hour
5	31-Dec-21	Friday	08:30-09:30	Grooming, Personal Hygiene & Body Language	1 Hour
			09:30-10:30	Grooming, Personal Hygiene & Body Language	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Job Search & Career Options	1 Hour
			12:30-13:30	Job Search & Career Options	1 Hour
6	01-Jan-22	Saturday	08:30-09:30	Presentation Skills & Meeting Etiquette	1 Hour
			09:30-10:30	Presentation Skills & Meeting Etiquette	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Self Discipline & Emotional Intelligence (EI)	1 Hour
			12:30-13:30	Self Discipline & Emotional Intelligence (EI)	1 Hour
7	03-Jan-22	Monday	08:30-09:30	Team Work	1 Hour
			09:30-10:30	Team Work	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Leadership Skills	1 Hour
			12:30-13:30	Leadership Skills	1 Hour
8	04-Jan-22	Tuesday	08:30-09:30	Problem Solving & Decision Making	1 Hour
			09:30-10:30	Problem Solving & Decision Making	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Professional Ethics & Critical Thinking	1 Hour
			12:30-13:30	Professional Ethics & Critical Thinking	1 Hour
9	05-Jan-22	Wednesday	08:30-09:30	Stress Management & Anger Management	1 Hour
			09:30-10:30	Stress Management & Anger Management	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Time Management	1 Hour
			12:30-13:30	Time Management	1 Hour
10	06-Jan-22	Thursday	08:30-09:30	Positive Attitude & Motivation	1 Hour
			09:30-10:30	Positive Attitude & Motivation	1 Hour
			10:30-11:00	Student Interaction/ Discussion	30 Minutes
			11:00-11:30	Break	30 Minutes
			11:30-12:30	Social Media & Cyber Etiquette	1 Hour
			12:30-13:30	Social Media & Cyber Etiquette	1 Hour



Principal,  
Govt. Arts College Kaprada  
Ta. Kaprada Dist. Veer



भारतीय स्टेट बैंक  
State Bank Of India

(10983)-KAPRADA  
NEAR GOVT ITI COLLEGE, KAPRADA  
TAL. KAPRADA DIST VALSAD, GUJARAT 396128  
Tel : 2633 33220036 Fax : IFS Code : SBIN0010983 SWIFT :

27 01 2022  
D D M M Y Y Y Y

Ankita Dave

RUPEES Thirty Six Thousand only

या धारक को OR BEARER


अदा करें ₹ 36,000/-

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT  
PREFIX :  
1515400019

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

  
Principal,  
Govt. Arts College Kaprada - K  
Ta. Kaprada, Dist. Valsad.

⑈ 117489⑈ 396002503⑈ 002695⑈ 31



भारतीय स्टेट बैंक  
State Bank Of India

(10983)-KAPRAPDA  
NEAR GOVT ITI COLLEGE, KAPRAPDA  
TAL. KAPRAPDA DIST. VALSAD, GUJARAT 396126  
Tel : 2633 33220036 Fax : IFS Code : SBIN0010983 SWIFT :

1001202  
DOMM

PAY *Shorub Negi*

या पावक को OR BEARER

RUPEES *Forty Eight Thousand Six Hundred*

*fifty one only*

अदा करे ₹ *48,6511-*

32358868326

VALID UPTO ₹ 10 LACS AT NON-HOME BRANCH

SB ACCOUNT

PREFIX :  
1515400019

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

*[Signature]*  
PRINCIPAL, GOVERNMENT ARTS COLLEGE - K  
Govt. Arts College Kaprapda  
Ta. Kaprapda, Dist. Valsad.

⑈ 117485⑈ 396002503⑈ 002695⑈ 3⑈

*Received*

*Shorub Negi*  
*13/01/2022*

FOR CO-ORDINATING COLLEGES

FORM GFR 19-A

(See Government of India's decision (1) below rule 150)

FORM OF UTILISATION CERTIFICATE

Finishing School-Higher Grant 2021-22

College Name: Government Arts College - Kaparada

For UTC Query Contact Person Name & Number: Dr. D. N. Dewari, Mo. 9408355631

Installment No:	KCG Grant order No. and Date	Amount ( in Rs.)
1	Opening Balance as on 01/04/2021	781659
2	Return Amount	370188
3	नं. डेसीय/डिनीसलल डुल/२०२१-२२/१५२२ नल.२०/१०/२०२१	225000
4	नं. डेसीय/डिनीसलल डुल/२०२१-२२/२३५३ नल.२८/०३/२०२२	175000
<b>Total Grant (A)</b>		<b>811471</b>

Sr. No.	Details of Grants Utilized	Amount ( in Rs.)
1	1-4-2021 to 31-3-2022	(B): 132651
<b>Unutilized grant as on 31/03/2022</b>		<b>(A-B): 678820</b>

1. Certified that out of Rs. 4,00,000=00 grant sanctioned during the year 2021-2022 under Finishing School Grant a sum of Rs. 7,81,659=00 is brought forward as a balance of F.Y.2020-21, a sum of Rs. 3,70,188=00 is returned during the year 2021-22 and a sum of Rs.(B) 1,32,651=00 only has been utilized for which it was sanctioned and that the balance of Rs. (A-B): 6,78,820=00 remaining unutilized at 31.3.2022. Will be utilized in the F.Y. 2022-23.
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: 26/04/2022

Place: Kaparada



Signature : (Dr. D. N. Dewari)

Designation: Principal,  
Govt. Arts College Kaparada  
Ta. Kaparada, Dist. Valsad.

**Government Arts College, Kaparada**

**Finishing School Training Program**

**Academic Year : 2021-22**

