

MANAGED BY JIVAN JYOT TRUST
J.Z SHAH ARTS & H. P. DESAI
COMMERCE COLLEGE,
AMROLI-SURAT.

Re-Accredited B++ (CGPA 2.94) BY NAAC (3rd Cycle)

Affiliated To Veer Narmad South Gujarat University, Surat



FINISHING SCHOOL



Onehede
PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)
TA. CHORYASI, DIST. SURAT.

Year of Establishment: 2016-17

Introduction:

- Development of skills, employability, and good personality among the students and individuals of the nation is the government's main responsibility. As the medium of education is the main and crucial factor to fulfill this responsibility, the skill enhancement "Finishing School Project" has been initiated by the Higher Education Department of Gujarat State at KCG Office, Ahmedabad, from the year 2016-17.
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Objective:

- The objective of the Finishing School Project is to provide life skills, employability skills, functional and spoken English skill enhancement training to the students of Gujarat state. Which helps in increasing their employability. Under the Finishing School, students are given a total of 80 hours of skill enhancement training by expert trainers. Which is divided into a total of 4 sets/modules.
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Eligibility Criteria:

- Final year college students are trained under the finishing school.
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Achievements:

- A total of 8,150 students have received training in the year 2022-23 (from November to March) under the Finishing School Project. A total of 39.58 crore grants have been given to colleges since 2016-17 under the Finishing School Project and a total of 81,581 students have received training.
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Any Notable Achievements:

- The Finishing School Project received the SKOCH Order of Merit Award in the category of Higher Education in Delhi on September 25, 2019.
 - The Finishing School Project received the SKOCH Order of Merit (SILVER) Award in the category of Higher Education at Delhi on 13, October 2022.
 - A total of 2357 finishing school trained students has got employment in reputed companies in the employment fairs conducted by the state placement cell in the year 2021-22 and a total of 2965 students has gotten employment in the reputed companies in the year 2022-23.
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Future Goals:

- During the next year, the students of TY and SY of the college will be given 80 hours of training in life skills and employability skills, and functional English. The estimated number of beneficiaries is likely to be 30,000.
 - It is planned to start finishing school training in the remaining 256 grant-in-aid colleges and 14 Gram Vidyapith of Gujarat from the next year 2023-24.
-



Managed by Jivan Jyot Trust, Amroli - Surat

J. Z. SHAH ARTS & H. P. DESAI COMMERCE COLLEGE, AMROLI - SURAT



Estd. Year : 1991

Grant in Aid College Affiliated to Veer Narmad South Gujarat University, Surat

B. A. [Principal - Gujarati & Economics] - B. Com. [Eng. & Guj. Medium]

M. A. [Gujarati, English, Economics] - M. Com. [Accountancy - English & Gujarati Medium]

Re-Accredited 'B++' (CGPA 2.94) by National Assessment And Accreditation Council Feb.-2014 Bengaluru
An ISO QMS - 9001 : 2015, EMS - 14001 : 2015 & OHSAS - 18001 : 2007 (IMS) Certified Institute

Out Ref. No. : 955/2019-20

Date : 24/01/2020

TRAINING SCHEDULE FOR J Z SHAH ARTS & COMMERCE COLLEGE, AMROLI EMPLOYABILITY SKILLS – 20 HOURS

Sl. No:	DAY -1(27/01/2020) (4hrs)	Hour	Time
1	Time Management and Punctuality	1	7:30am –8:30am
2	Time Management and Punctuality	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Presentation Skills	1	10:30am – 11:30am
5	Presentation Skills	1	11:30am – 12:30pm
6	Session Ends		12:30pm

Sl. No:	DAY -2(28/01/2020) (4 hrs)	Hour	Time
1	Leadership Skills and Following Directions	1	7:30am –8:30am
2	Leadership Skills and Following Directions	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Planning and Organizational Skills	1	10:30am – 11:30am
5	Planning and Organizational Skills	1	11:30am – 12:30pm
6	Session Ends		12:30pm

Trainer name :-
Ms. Mumta Mehta

K. N. Chavda

PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
AT. & PO. AMROLI, SURAT-394 107.



E-mail : principal@acs.ac.in Website : www.acs.ac.in Ph. No. : (0261) 2499382-2495288-2495600-2409002

At. & Post : AMROLI-SURAT-394107, STATION : UTRAN (W.R.), TA. CHORYASI, DIST : SURAT, GUJARAT (INDIA) +91 90991 33386

Sl. No:	DAY -3(29/01/2020) (4 hrs)	Hour	Time
1	Efficiency	1	7:30am –8:30am
2	Cover Letter	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Resume Writing	1	10:30am – 11:30am
5	Resume Writing	1	11:30am – 12:30pm
6	Session Ends		12:30pm

Sl. No:	DAY -4(30/01/2020) (4 hrs)	Hour	Time
1	Grooming & Personal Hygiene and Body Language	1	7:30am –8:30am
2	Grooming & Personal Hygiene and Body Language	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Group Discussion	1	10:30am – 11:30am
5	Group Discussion	1	11:30am – 12:30pm
6	Session Ends		12:30pm

Sl. No:	DAY -5(31/01/2020) (4 hrs)	Hour	Time
1	Interview Skills	1	7:30am –8:30am
2	Interview Skills	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Interview Skills	1	10:30am – 11:30am
5	Professional Ethics	1	11:30am – 12:30pm
6	Session Ends		12:30pm



Dr. K. N. Chavda
PRINCIPAL
Dr. K. N. CHAVDA
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AT. & PO. AMROLI, SURAT-394 107.

I, Poonam Y. Soni

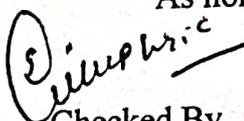
Designation: English Trainer – Finishing School Programme

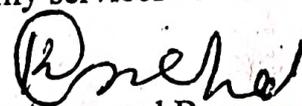
I have rendered my services as Trainer of Finishing School Training Program held at A
COLLEGE Component 4: English Functional Skill from 21/08/2019 to 23/08/2019, 26
27/08/2019

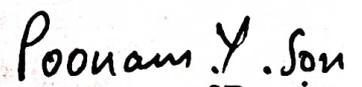
Date	Time	Hours	Name of Topic
21-08-19	07:30 TO 12:45	2	First Step
		2	Framing it right!
22-08-19	07:30 TO 12:45	2	Developing a paragraph
		1	Essential Building Blocks
		1	Hello...
23-08-19	07:30 TO 12:45	1	Hello...
		2	Let's pair up
		1	Speak & Contribute
26-08-19	07:30 TO 12:45	1	Speak & contribute
		2	Effective Communication
		1	Effective Communication
			Let's Discuss in Group
27-08-19	07:30 TO 12:45 As per Time Table	2	
		2	From The Reporter's Desk
			Total
			Tax(10%)

I have received Rs. 18000/- (Rs. in words) **Eighteen Thousand only**

As honorarium for rendering my services as Trainer


Checked By
Co-Ordinator,
Finishing School


Approved By
Principal


Signature of Receive
Trainer

PRINCIPAL,
DR. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
AT. & Po. AMROLI, SURAT-394 107



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Indian Ranking 2017 : College (Rank-band : 151-200)

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TA. CHORYASI, DIST : SURAT, GUJARAT (INDIA)



Estd. Year : 1991

Prin. Dr. K. N. Chavda

M.Com., B.Ed., M.Phil., Ph.D.

Out Ref. No. : 09 / 2019 - 20

Date : 03 / 07 / 2019

Knowledge Consortium of Gujarat

Finishing School

Component : 3 English Functional Skills

Name of Trainer: Poonam Yogeshbhai Soni (Surat)

Name of College: J.Z.Shah Arts and H.P.Desai Commerce College, Amroli.

Batch 01: Schedule [8 July 2019 to 12 July 2019] Component -03

Sr. No	Date	Day	07:30 to 08:30	08:30 to 09:00	09:00 to 10:00	10:00 to 10:30	10:30 to 11:30	11:30 to 12:00	12:00 to 01:00	02:30 to 03:30	Total hours
1	08-07-19	Monday	Self Introduction	Interaction	Self Introduction	Break	Let's Name It	Interaction	Let's Name It	N.A	5.5
2	09-07-19	Tuesday	Let's Name It	Interaction	Describing People	Break	Describing People	Interaction	Roll, Camera & Action	N.A	5.5
3	10-07-19	Wednesday	Roll, Camera & Action	Interaction	Roll, Camera & Action	Break	Roll, Camera & Action	Interaction	Everyday English	N.A	5.5
4	11-07-19	Thursday	Everyday English	Interaction	Everyday English	Break	Everyday English	Interaction	Right Word, Right Place	N.A	5.5
5	12-07-19	Friday	Right Word, Right Place	Interaction	Let's Connect	Break	Let's Connect	Interaction	Building Blocks	N.A	5.5
Total Hours:		20									
Interaction and Rest break:			7.5								

Trainee Sign

POONAM .Y.SONI

Principal Sign & Stamp

K. N. Chavda
PRINCIPAL,

Dr. K. N. CHAVDA

J. Z. SHAH ARTS &

H. P. DESAI COMMERCE COLLEGE

AMROLI - SURAT - 394107



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TA. CHORYASI, DIST : SURAT, GUJARAT (INDIA)

Prin. Dr. K. N. Chavda

M.Com., B.Ed., M.Phil., Ph.D.

Out Ref. No. : 2254/2018-19

Date : 10-06-2019

TRAINING SCHEDULE FOR
J. Z. SHAH ARTS & H.P. DESAI COMMERCE COLLEGE, AMROLI
LIFE SKILLS – 25 HOURS

BATCH-2 2019-20

Sl. No:	DAY -1(15/06/2019) (5 hrs)	Hour	Time
1	Self Confidence	1	8:00am –9:00am
2	Self Confidence	1	9:00am- 10:00am
3	Short Break	15mints	10:00am-10:15am
4	Self Discipline	1	10:15 – 11:15pm
5	Self Discipline	1	11:15 – 12:15pm
6	Interaction	1	12:15pm – 1:15pm
7	Lunch Break	45mints	1:15pm – 2:00pm
8	Self Esteem	1	2:00pm – 3:00pm
9	Session Ends		3:00pm

Sl. No:	DAY -2(17/06/2019) (5 hrs)	Hour	Time
1	Team Work	1	8:00am –9:00am
2	Team Work	1	9:00am- 10:00am
3	Short Break	15mints	10:00am-10:15am
4	Stress Management	1	10:15 – 11:15pm
5	Stress Management	1	11:15 – 12:15pm
6	Interaction	1	12:15pm – 1:15pm
7	Lunch Break	45mints	1:15pm – 2:00pm
8	Commitment	1	2:00pm – 3:00pm
9	Session Ends		3:00pm

Sl. No:	DAY -3(18/06/2019) (5 hrs)	Hour	Time
1	Self Awareness (SWOT)	1	8:00am –9:00am
2	Self Awareness (SWOT)	1	9:00am- 10:00am
3	Short Break	15mints	10:00am-10:15am
4	Life Goal Setting	1	10:15 – 11:15pm
5	Life Goal Setting	1	11:15 – 12:15pm
6	Interaction	1	12:15pm – 1:15pm
7	Lunch Break	45mints	1:15pm – 2:00pm
8	Life Goal Setting	1	2:00pm – 3:00pm
9	Session Ends		3:00pm

Sl. No:	DAY -4(19/06/2019) (5 hrs)	Hour	Time
1	Critical Thinking	1	8:00am -9:00am
2	Critical Thinking	1	9:00am- 10:00am
3	Short Break	15mints	10:00am-10:15am
4	Observation & Concentration Skills	1	10:15 - 11:15pm
5	Observation & Concentration Skills	1	11:15 - 12:15pm
6	Interaction	1	12:15pm - 1:15pm
7	Lunch Break	45mints	1:15pm - 2:00pm
8	Problem Solving & Decision Making	1	2:00pm - 3:00pm
9	Session Ends		3:00pm

Sl. No:	DAY -5(20/06/2019) (5 hrs)	Hour	Time
1	Empathy	1	8:00am -9:00am
2	Empathy	1	9:00am- 10:00am
3	Short Break	15mints	10:00am-10:15am
4	Negotiation Skills	1	10:15 - 11:15pm
5	Negotiation Skills	1	11:15 - 12:15pm
6	Interaction	1	12:15pm - 1:15pm
7	Lunch Break	45mints	1:15pm - 2:00pm
8	Interpersonal Skills	1	2:00pm - 3:00pm
9	Session Ends		3:00pm

Principal Sigh & Stamp

K. N. Chavda

PRINCIPAL
Dr. K. N. CHAVDA
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H. P. DESAI COMMERCE COLLEGE
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TA. CHORYASI, DIST. SURAT.



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M. A. [Gujarati, English, Economics] - M. Com. [Accountancy - English & Gujarati Medium]

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Indian Ranking 2017 : College (Rank-band : 151-200)

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TA. CHORYASI, DIST : SURAT, GUJARAT (INDIA)



Estd. Year : 1991

Prin. Dr. K. N. Chavda

M.Com., B.Ed., M.Phil., Ph.D.

Out Ref. No. : 199/2019-20

Date : 14/08/2019

TRAINING SCHEDULE FOR J Z SHAH ARTS & COMMERCE COLLEGE, AMROLI

EMPLOYABILITY SKILLS – 20 HOURS

Sl. No:	DAY -1(19/08/2019) (4hrs)	Hour	Time
1	Time Management and Punctuality	1	7:30am –8:30am
2	Time Management and Punctuality	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Presentation Skills	1	10:30am – 11:30am
5	Presentation Skills	1	11:30am – 12:30pm
6	Session Ends		12:30pm

Sl. No:	DAY -2(20/08/2019) (4 hrs)	Hour	Time
1	Leadership Skills and Following Directions	1	7:30am –8:30am
2	Leadership Skills and Following Directions	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Planning and Organisational Skills	1	10:30am – 11:30am
5	Planning and Organisational Skills	1	11:30am – 12:30pm
6	Session Ends		12:30pm

Sl. No:	DAY -3(21/08/2019) (4 hrs)	Hour	Time
1	Efficiency	1	7:30am –8:30am
2	Cover Letter	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Resume Writing	1	10:30am – 11:30am
5	Resume Writing	1	11:30am – 12:30pm
6	Session Ends		12:30pm

Principal Sign & Stamp

Prin. Dr. K. N. Chavda

PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
AT. & PO. AMROLI, SURAT-394 107.



Sl. No:	DAY -4(22/08/2019) (4 hrs)	Hour	Time
1	Grooming & Personal Hygiene and Body Language	1	7:30am -8:30am
2	Grooming & Personal Hygiene and Body Language	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Group Discussion	1	10:30am - 11:30am
5	Group Discussion	1	11:30am - 12:30pm
6	Session Ends		12:30pm

Sl. No:	DAY -5(23/08/2019) (4 hrs)	Hour	Time
1	Interview Skills	1	7:30am -8:30am
2	Interview Skills	1	8:30am- 9:30am
3	Interaction	1	9:30am-10:30am
4	Interview Skills	1	10:30am - 11:30am
5	Professional Ethics	1	11:30am - 12:30pm
6	Session Ends		12:30pm

Principal Sign & Stamp

K. N. Chavda
 PRINCIPAL
 Dr. K. N. CHAVDA
 J. Z. SHAH ARTS &
 H. P. DESAI COMMERCE COLLEGE
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Estd. Year : 1991

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Re-Accredited 'B++' (CGPA 2.94) by National Assessment And Accreditation Council Sept.-2019 Bengaluru
 An ISO QMS - 9001 : 2015, EMS - 14001 : 2015 & OHSAS - 18001 : 2007 (IMS) Certified Institute

Out Ref. No. : 652/2019-20

Date : 02/12/2019

Knowledge Consortium of Gujarat										
Finishing School										
Component : 3 English Functional Skills										
Name of Trainer: Poonam Yogeshbhai Soni [Surat]										
College : J.Z. Shah Arts and H.P.Desai commerce college, Amroli, Surat										
Date : 03/12/2019 to 07/12/2019										
Sr. No	Date	Day	07:30 to 08:30	08:30 to 9:00	09:00 to 10:00	10:00 to 10:30	10:30 to 11:30	11:30 to 12:00	12:00 to 01:00	Total hours
1	3/12/2019	Tuesday	Self Introduction	Interaction	Self Introduction	Break	Let's Name It	Interaction	Let's Name It	5.3
2	4/12/2019	Wednesday	Let's Name It	Interaction	Describing People	Break	Describing People	Interaction	Roll, Camera & Action	5.3
3	5/12/2019	Thursday	Roll, Camera & Action	Interaction	Roll, Camera & Action	Break	Roll, Camera & Action	Interaction	Everyday English	5.3
4	6/12/2018	Friday	Everyday English	Interaction	Everyday English	Break	Everyday English	Interaction	Right Word, Right Place	5.3
5	7/12/2019	Saturday	Right Word, Right Place	Interaction	Let's Connect	Break	Let's Connect	Interaction	Building Blocks	5.3
	Total Hours:	20								
	Interaction and Rest break:		7 hours 30 min							
Principal Sign & Stamp										
Trainer Name POONAM .Y.SONI										

Mehar

PRINCIPAL
 Dr. K. N. CHAVDA
 J. Z. SHAH ARTS &
 H. P. DESAI COMMERCE COLLEGE
 AT. & PO. AMROLI, SURAT-394 107.



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Out Ref. No. : 956/2019-20

Date : 24/01/2020

Knowledge Consortium of Gujarat												
Finishing School												
Component : 4 English Functional Skills												
Name of Trainer: Poonam Yogeshbhai Soni [Surat]												
College Name: J.Z.Shah Arts & H.P.Desai commerce college, Amroli, Surat												
Batch Schedule: 27 Aug 2020 to 31 Aug 2020												
Sr. No	Date	Day	7:30 to 08:30	08:30 to 09:00	09:00 to 10:00	10:00 to 10:30	10:30 to 11:30	11:30 to 12:00	12:00 to 01:00	02:30 to 03:30	Total hours	
1	27/01/2020	Monday	First Step	Interaction	First Step	Break	Framing it right!	Interaction	Framing it right!	N.A	5.25	
2	28/01/2020	Tuesday	Developing a paragraph	Interaction	Developing a paragraph	Break	Essential Building blocks	Interaction	Hello!	N.A	5.25	
3	29/01/2020	Wednesday	Hello!	Interaction	Let's pair up	Break	Let's pair up	Interaction	Speak & contribute	N.A	5.25	
4	30/01/2020	Thursday	Speak & contribute	Interaction	Effective Communication	Break	Effective Communication	Interaction	Effective Communication	N.A	5.25	
5	31/01/2020	Friday	Let's discuss in group	Interaction	Let's discuss in group	Break	From the reporter's desk	Interaction	From the reporter's desk	N.A	5.25	
Total Hours:		20										
Interaction and Rest break:			6.25									
Trainer Name: POONAM .Y.SONI												



V. Nehal
Principal Sign & Stamp

E-mail : principal@acs.ac.in Website : www.acs.ac.in Ph. No. : (0261) 2499382-2495288-2495600-2409002

At. & Post : AMROLI-SURAT-394107, STATION : UTRAN (W.R.), TA. CHORYASI, DIST : SURAT, GUJARAT (INDIA) +91 90991 33386

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Estd. Year : 1991

TRAINING SCHEDULE FOR J Z SHAH COLLEGE, AMROLI

LIFE SKILLS – 20 HOURS

Sl. No:	DAY -1(27/12/2019) (4hrs)	Hour	Time
1.	Self Awareness - SWOT	1	7:30am - 8:30am
2.	Self Awareness - SWOT	1	8:30am – 9:30am
3.	Interaction	1	9:30am-10:30am
4.	Self Esteem	1	10:30am- 11:30am
5.	Self Confidence	1	11:30am – 12:30pm
	Session Ends		12:30pm

Sl. No:	DAY -2(28/12/2019) (4 hrs)	Hour	Time
1.	Self Discipline and Commitment	1	7:30am - 8:30am
2.	Self Discipline and Commitment	1	8:30am – 9:30am
3.	Interaction	1	9:30am-10:30am
4.	Team Work	1	10:30am- 11:30am
5.	Team Work	1	11:30am – 12:30pm
	Session Ends		12:30pm

Yours Faithfully,

Principal.



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Sl. No:	DAY -3(30/12/2019) (4 hrs)	Hour	Time
1.	Stress Management	1	7:30am - 8:30am
2.	Stress Management	1	8:30am – 9:30am
3.	Interaction	1	9:30am-10:30am
	Observation & Concentration Skills	1	10:30am- 11:30am
4.	Observation & Concentration Skills	1	11:30am – 12:30pm
	Session Ends		12:30pm

Sl. No:	DAY -4(31/12/2019) (4 hrs)	Hour	Time
1.	Life & Professional Goal Setting	1	7:30am - 8:30am
2.	Life & Professional Goal Setting	1	8:30am – 9:30am
3.	Interaction	1	9:30am-10:30am
4.	Problem Solving and Decision Making	1	10:30am- 11:30am
5.	Problem Solving and Decision Making	1	11:30am – 12:30pm
	Session Ends		12:30pm

Sl. No:	DAY -5(1/1/2020) (4 hrs)	Hour	Time
1.	Negotiation Skills	1	7:30am - 8:30am
2.	Negotiation Skills	1	8:30am – 9:30am
3.	Interaction	1	9:30am-10:30am
4.	Interpersonal Skills	1	10:30am- 11:30am
5.	Empathy	1	11:30am – 12:30pm
	Session Ends		12:30pm



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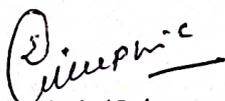
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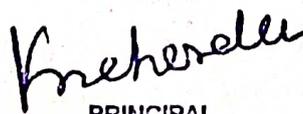
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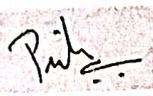
Out Ref. No. : 1010/2020

Date : 03/02/2020

J. Z. Shah Arts & H. P. Desai Commerce College - Amrolli, Surat								
Module 2- Employability Training Module								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (30 Min)	Rest Time (30 Mins)	Training Session (1hrs)	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	10.02.2020	Monday	Grooming & Personal Hygiene, Body language (2)	What So What Now What	B	Time Management & Punctuality (1)	What So What Now What	Time Management & Punctuality (1)
2	11.02.2020	Tuesday	Interview Skills (2)		R	Interview Skills (1)		Group Discussions (1)
3	14.02.2020	Friday	Presentation Skills (2)		E	Professional Ethics (1)		Cover Letter (1)
4	15.02.2020	Saturday	Resume Writing (2)	What So What Now What	A	Efficiency (1)	What So What Now What	Leadership Skills & Following directions (1)
5	17.02.2020	Monday	Planning & Organizational Skills (2)		K	Group Discussions (1)		Leadership Skills & Following directions (1)


Checked By (co-ordinator, Finishing School)


PRINCIPAL
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
AMROLI-394 107, (SURAT)
PH. NO. 0261-2499382, 2495283
Approved by (Principal)


Signature of Receiver



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J. Z. SHAH ARTS & H. P. DESAI COMMERCE COLLEGE, AMROLI - SURAT



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Out Ref. No. : /010/2020

Date : 03/02/2020

J. Z. Shah Arts & H. P. Desai Commerce College - Amroli, Surat								
Module 1 –Life Skills Training Module								
Sr.No.	Date	Day	Training Session (2hrs)	Interaction (30 Min)	Rest Time (30 Mins)	Training Session (1hr.)	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	03.02.2020	Monday	Self / Awareness SWOT (2)	Reflection	B	Self Esteem (1)	Reflection	Self Confidence (1)
2	04.02.2020	Tuesday	Life Goal & professional Goal Setting (2)	What -So What - Now What	R	Empathy (1)	What -So What - Now What	Team Work (1)
3	05.02.2020	Wednesday	Observation & Concentration Skills (2)		E	Team Work (1)		Interpersonal Skills (1)
4	06.02.2020	Thursday	Self Discipline (2) Commitment		A	Problem Solving & Decision Making (1)		Reflection What -So What - Now What
5	07.02.2020	Friday	Stress Management (2)		K	Negotiation Skills (1)		Negotiation Skills (1)

Chimphic
 Checked By (co-ordinator, Finishing School)

K. K. Kherdole
 PRINCIPAL,
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 AMROLI-394107, (SURAT)
 PH. NO. 0261-2499382, 2495288
 Approved by (Principal)

P. K. K.
 Signature of Receiver
