

**Trainer Schedule Form of Finishing School**  
**Component 1: Life Skill : 23/10/2018 to 27/10/2018**

	Day - 1 (23-10-2018)	Hour	Time
1	Self Awareness - SWOT	1:00	09:00 AM to 10:00 AM
2	Self Awareness - SWOT	1:00	10:00 AM to 11:00 AM
3	Interaction	0:30	11:00 AM to 11:30 AM
4	Short Break	0:15	11:30 AM to 11:45 AM
5	Self Confidence	1:00	11:45 AM to 12:45 PM
6	Self Confidence	1:00	12:45 PM to 01:45 PM
7	Break	0:30	01:45 PM to 02:15 PM
8	Interaction	0.45	02:15 PM to 03:00 PM
9	Self Esteem	1:00	03:00 PM to 4:00 PM
	<b>Day - 2 (24-10-2018)</b>		
10	Empathy	1:00	09:00 AM to 10:00 AM
11	Empathy	1:00	10:00 AM to 11:00 AM
12	Interaction (Student Activity)	0:30	11:00 AM to 11:30 AM
13	Short Break	0:15	11:30 AM to 11:45 AM
14	Team Work	1:00	11:45 AM to 12:45 PM
15	Team Work	1:00	12:45 PM to 01:45 PM
16	Break	0:30	01:45 PM to 02:15 PM
17	Interaction (Student Activity)	0.45	02:15 PM to 03:00 PM
18	Interpersonal Skill	1:00	03:00 PM to 4:00 PM
	<b>Day - 3 (25-10-2018)</b>		
19	Life Goal Setting	1:00	09:00 AM to 10:00 AM
20	Life Goal Setting	1:00	10:00 AM to 11:00 AM
21	Interaction	0:30	11:00 AM to 11:30 AM
22	Short Break	0:15	11:30 AM to 11:45 AM
23	Self Discipline	1:00	11:45 AM to 12:45 PM
24	Self Discipline	1:00	12:45 PM to 01:45 PM
25	Break	0:30	01:45 PM to 02:15 PM
26	Interaction	0.45	02:15 PM to 03:00 PM
27	Commitment	1:00	03:00 PM to 4:00 PM
	<b>Day - 4 (26-10-2018)</b>		
28	Critical Thinking	1:00	09:00 AM to 10:00 AM
29	Critical Thinking	1:00	10:00 AM to 11:00 AM
30	Interaction	0:30	11:00 AM to 11:30 AM
31	Short Break	0:15	11:30 AM to 11:45 AM
32	Observation & Concentration Skills	1:00	11:45 AM to 12:45 PM
33	Observation & Concentration Skills	1:00	12:45 PM to 01:45 PM
34	Break	0:30	01:45 PM to 02:15 PM
35	Interaction	0.45	02:15 PM to 03:00 PM
36	Problem Solving & Decision Making	1:00	03:00 PM to 4:00 PM
	<b>Day - 5 (27-10-2018)</b>		
37	Stress Management	1:00	09:00 AM to 10:00 AM
38	Stress Management	1:00	10:00 AM to 11:00 AM
39	Interaction	0:30	11:00 AM to 11:30 AM
40	Short Break	0:15	11:30 AM to 11:45 AM
41	Negotiation Skills	1:00	11:45 AM to 12:45 PM
42	Negotiation Skills	1:00	12:45 PM to 01:45 PM
43	Break	0:30	01:45 PM to 02:15 PM
44	Interaction (Group Discussion)	0.45	02:15 PM to 03:00 PM
45	Commitment	1:00	03:00 PM to 4:00 PM

Jagrati Shukla  
Trainer of Finishing School



(DR. N. M. PATEL)  
PRINCIPAL  
SHREE JAYENDRA PURI ARTS &  
SCIENCE COLLEGE, BHARUCH

**Trainer Schedule Form of Finishing School**  
**Component 1: Employability Skill : 03/12/2018 to 07/12/2018**

<b>Day - 1 (03-12-2018)</b>			
		Hour	Time
1	Professional Goal Setting	1:00	09:00 AM to 10:00 AM
2	Professional Goal Setting	1:00	10:00 AM to 11:00 AM
3	<b>Interaction</b>	<b>0:30</b>	<b>11:00 AM to 11:30 AM</b>
4	Short Break	<b>0:15</b>	<b>11:30 AM to 11:45 AM</b>
5	Grooming & Personal Hygiene	1:00	11:45 AM to 12:45 PM
6	Grooming & Personal Hygiene	1:00	12:45 PM to 01:45 PM
7	<b>Break</b>	<b>0:30</b>	<b>01:45 PM to 02:15 PM</b>
8	Interaction	0.45	02:15 PM to 03:00 PM
9	Time Management & Punctuality	<b>1:00</b>	<b>03:00 PM to 4:00 PM</b>
<b>Day - 2 (04-12-2018)</b>			
10	Body Language	1:00	09:00 AM to 10:00 AM
11	Body Language	1:00	10:00 AM to 11:00 AM
12	<b>Interaction (Student Activity)</b>	<b>0:30</b>	<b>11:00 AM to 11:30 AM</b>
13	Short Break	<b>0:15</b>	<b>11:30 AM to 11:45 AM</b>
14	Planning & Organisation Skills	1:00	11:45 AM to 12:45 PM
15	Planning & Organisation Skills	1:00	12:45 PM to 01:45 PM
16	<b>Break</b>	<b>0:30</b>	<b>01:45 PM to 02:15 PM</b>
17	Interaction (Student Activity)	0.45	02:15 PM to 03:00 PM
18	Efficiency	<b>1:00</b>	<b>03:00 PM to 4:00 PM</b>
<b>Day - 3 (05-12-2018)</b>			
19	Resume Writing	1:00	09:00 AM to 10:00 AM
20	Resume Writing	1:00	10:00 AM to 11:00 AM
21	<b>Interaction</b>	<b>0:30</b>	<b>11:00 AM to 11:30 AM</b>
22	Short Break	<b>0:15</b>	<b>11:30 AM to 11:45 AM</b>
23	Cover Letter	1:00	11:45 AM to 12:45 PM
24	Cover Letter	1:00	12:45 PM to 01:45 PM
25	<b>Break</b>	<b>0:30</b>	<b>01:45 PM to 02:15 PM</b>
26	Interaction	0.45	02:15 PM to 03:00 PM
27	Presentation Skills	<b>1:00</b>	<b>03:00 PM to 4:00 PM</b>
<b>Day - 4 (06-12-2018)</b>			
28	Following Directions	1:00	09:00 AM to 10:00 AM
29	Following Directions	1:00	10:00 AM to 11:00 AM
30	<b>Interaction</b>	<b>0:30</b>	<b>11:00 AM to 11:30 AM</b>
31	Short Break	<b>0:15</b>	<b>11:30 AM to 11:45 AM</b>
32	Interview Skills	1:00	11:45 AM to 12:45 PM
33	Interview Skills	1:00	12:45 PM to 01:45 PM
34	<b>Break</b>	<b>0:30</b>	<b>01:45 PM to 02:15 PM</b>
35	Interaction	0.45	02:15 PM to 03:00 PM
36	Interview Skills	<b>1:00</b>	<b>03:00 PM to 4:00 PM</b>
<b>Day - 5 (07-12-2018)</b>			
37	Leadership Skills	1:00	09:00 AM to 10:00 AM
38	Leadership Skills	1:00	10:00 AM to 11:00 AM
39	<b>Interaction</b>	<b>0:30</b>	<b>11:00 AM to 11:30 AM</b>
40	Short Break	<b>0:15</b>	<b>11:30 AM to 11:45 AM</b>
41	Professional Ethics	1:00	11:45 AM to 12:45 PM
42	Professional Ethics	1:00	12:45 PM to 01:45 PM
43	<b>Break</b>	<b>0:30</b>	<b>01:45 PM to 02:15 PM</b>
44	Interaction (Group Discussion)	0.45	02:15 PM to 03:00 PM
45	Group Discussion	<b>1:00</b>	<b>03:00 PM to 4:00 PM</b>

agrati Shukla  
Trainer of Finishing School



**(DR. N. M. PATEL)**  
**PRINCIPAL**

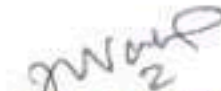
**SHREE JAYENDRAPURI ARTS &  
SCIENCE COLLEGE, BHARUCH**

## Shri Jayendrapuri Arts and Science College, Bharuch

**Time Table\_ Components-Life & Employability Skills | 09<sup>th</sup>-18<sup>th</sup> Oct 2019 | Empanelled – Shri Arup Sinha**

Serial No	Date	Session 1 07:30-09:30	09:30-10:00	Session 2 10:00-12:00	12:00-12:30
1	09 <sup>th</sup>	Self Awareness-SWOT	Interaction	Self-Discipline & Commitment   Interpersonal Skills	Interaction
2	10 <sup>th</sup>	Self Esteem   Self Confidence	Interaction	Self-Discipline & Commitment   Life & Professional Goal Setting	Interaction
3	11 <sup>th</sup>	Life & Professional Goal Setting   Empathy	Interaction	Negotiation Skill	Interaction
4	12 <sup>th</sup>	Observation and Concentration Skills	Interaction	Stress Management	Interaction
5	13 <sup>th</sup>	Problem Solving Decision Making and Critical Thinking	Interaction	Team-Work	Interaction
6	14 <sup>th</sup>	Grooming & Personal Hygiene & Body Language	Interaction	Cover Letter   Group Discussion	Interaction
7	15 <sup>th</sup>	Resume'	Interaction	Professional Ethics   Group Discussion	Interaction
8	16 <sup>th</sup>	Presentation Skills	Interaction	Efficiency   Interview Skill	Interaction
9	17 <sup>th</sup>	Leadership Skills and Following Directions	Interaction	Time Mgt and Punctuality   Interview Skill	Interaction
10	18 <sup>th</sup>	Planning and Organising	Interaction	Time Mgt and Punctuality   Interview Skill	Interaction



  
**(DR. N. M. PATEL)**  
**PRINCIPAL**  
**SHREE JAYENDRAPURI ARTS &**  
**SCIENCE COLLEGE, BHARUCH**  
**20 SEP 2019**

SHRI JAYENDRAPURI ARTS AND SCIENCE COLLEGE  
 OLD NH -8, COLLEGE CAMPUS  
 BHOLAV  
 BHARUCH-392001

FINISHING SCHOOL 2019 TIME TABLE  
**COMPONENT -3 : FUNCTIONAL ENGLISH SKILLS**

DATES: **NOV 26 2019 TO NOV 30 2019**

(TUESDAY TO SATURDAY )

DAILY SESSION HOURS: 20 HOURS SESSION

TRAINER: PINKY KUMARI (M: 7041042929) pinkythetrainer@gmail.com

COORDINATOR: KAILASH CHOUDHARI (09427461726)

	DATE	TRAINING HOURS SESSION -1	TOPICS COVERED	BREAK	TRAINING HOURS SESSION 2	TOPICS COVERED
1	26.11.19	9:00 AM TO 11:00 AM	SELF INTRODUCTION (2)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	LETS NAME IT (2)
2	27.11.19	9:00 AM TO 11:00 AM	LETS NAME IT (1) DESCRIBING PEOPLE (1)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	DESCRIBING PEOPLE (1) ROLL CAMERA ACTION (1)
3	28.11.19	9:00 AM TO 11:00 AM	ROLL CAMERA ACTION (2)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	ROLL CAMERA ACTION (1) EVERYDAY ENGLISH (1)
4	29.11.19	9:00 AM TO 11:00 AM	EVERYDAY ENGLISH (2)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	EVERYDAY ENGLISH (1) RIGHT WORD RIGHT PLACE (1)
5	30.11.19	9:00 AM TO 11:00 AM	RIGHT WORD RIGHT PLACE (1) LETS CONNECT (1)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	LETS CONNECT (1) BUILDING BLOCKS (1)



*(Signature)*  
 (DR. N. M. MOTELI)  
 PRINCIPAL  
 SHREE JAYENDRAPURI ARTS &  
 SCIENCE COLLEGE, BHARUCH

SHRI JAYENDRAPURI ARTS AND SCIENCE COLLEGE  
 OLD NH -8, COLLEGE CAMPUS  
 BHOLAV  
 BHARUCH-392001

FINISHING SCHOOL 2019 TIME TABLE  
**COMPONENT -4 : FUNCTIONAL ENGLISH SKILLS**

DATES: **01.12.2019 TO 05.12.2019**

(SUNDAY TO THURSDAY )

DAILY SESSION HOURS: 20 HOURS SESSION

TRAINER: PINKY KUMARI (M: 7041042929) pinkythetrainer@gmail.com

COORDINATOR: KAILASH CHOUDHARI (09427461726)

	DATE	TRAINING HOURS SESSION -1	TOPICS COVERED	BREAK	TRAINING HOURS SESSION 2	TOPICS COVERED
1	01.12.19	9:00 AM TO 11:00 AM	First step (2hrs)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	Framing it right (2hrs)
2	02.12.19	9:00 AM TO 11:00 AM	Developing paragraph (2 hrs)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	Essential building blocks (1 hr) Hello (1hr)
3	03.12.19	9:00 AM TO 11:00 AM	Hello (1 hr) Let's Pair up (1 hr)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	Let's Pair up (1 hr) Speak and Contribute (1 hr)
4	04.12.19	9:00 AM TO 11:00 AM	Speak and Contribute (1 hr) Effective Communication (1 hr)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	Effective Communication (2 hrs)
5	05.12.19	9:00 AM TO 11:00 AM	Lets discuss in group (2 hrs)	11:00 AM TO 12:00 NOON	12:00 NOON TO 2:00 PM	From the reporter's Desk (2 hrs)



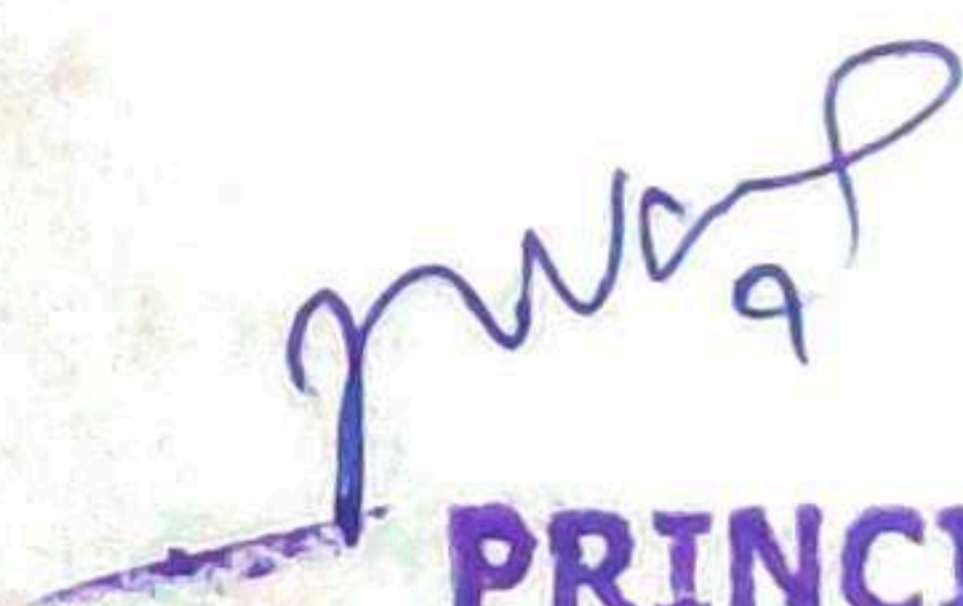
*(Signature)*  
 (DR. N. M. MOTELI)  
 PRINCIPAL  
 SHREE JAYENDRAPURI ARTS &  
 SCIENCE COLLEGE, BHARUCH

# Online Training Schedule for Finishing School Training 2020-21

Name of the College	SHREE JAYENDRAPURI ARTS AND SCIENCE COLLEGE BHARUCH
Batch Number	(SET B)
Name of the Trainer	MS. PINKY KUMARI
DATE	FROM 30.03.2021 TO 08.04.2021

Sr. No.	Date	Day	Time	Name of Topic	Hours
1.	30/03/2021	Tuesday	4.00 P.M. to 06.00 P.M.	Self-Introduction and Introducing others	2
2.	31/03/2021	Wednesday	4.00 P.M. to 06.00 P.M.	Nouns and Pronouns	2
3.	01/04/2021	Thursday	4.00 P.M. to 06.00 P.M.	Describing words	2
4.	02/04/2021	Friday	4.00 P.M. to 06.00 P.M.	Vocabulary buildings	2
5.	03/04/2021	Saturday	4.00 P.M. to 06.00 P.M.	Verbs – Part 1	2
6.	04/04/2021	Sunday	4.00 P.M. to 06.00 P.M.	Tenses – Part 1	2
7.	05/04/2021	Monday	4.00 P.M. to 06.00 P.M.	Prepositions	2
8.	06/04/2021	Tuesday	4.00 P.M. to 06.00 P.M.	Conjunctions and Connectors	2
9.	07/04/2021	Wednesday	4.00 P.M. to 06.00 P.M.	Framing it Right	2
10.	08/04/2021	Thursday	4.00 P.M. to 06.00 P.M.	Telephone and Email Etiquette - Part 1	2

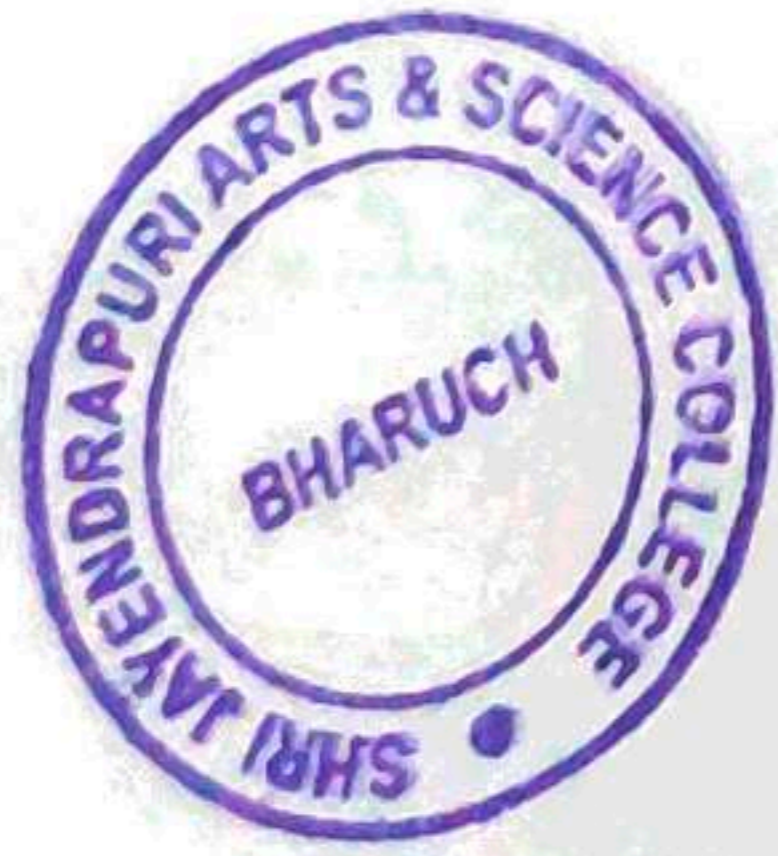


  
**PRINCIPAL**  
**SHRI JAYENDRAPURI ARTS & SCIENCE COLLEGE, BHARUCH.**

# Online Training Schedule for Finishing School Training 2020-21

Name of the College	SHREE JAYENDRAPURI ARTS AND SCIENCE COLLEGE BHARUCH
Batch Number	(SET D)
Name of the Trainer	MS. PINKY KUMARI
DATE	FROM 09.04.2021 TO 18.04.2021

Sr. No.	Date	Day	Time	Name of Topic	Hours
1.	09/04/2021	Friday	4.00 P.M. to 06.00 P.M.	Verbs Parts 2	2
2.	10/04/2021	Saturday	4.00 P.M. to 06.00 P.M.	Tenses Part 2	2
3.	11/04/2021	Sunday	4.00 P.M. to 06.00 P.M.	Developing Paragraph	2
4.	12/04/2021	Monday	4.00 P.M. to 06.00 P.M.	Report Writing	2
5.	13/04/2021	Tuesday	4.00 P.M. to 06.00 P.M.	Email Etiquette	2
6.	14/04/2021	Wednesday	4.00 P.M. to 06.00 P.M.	Communication skill and barriers	2
7.	15/04/2021	Thursday	4.00 P.M. to 06.00 P.M.	Telephonic etiquettes part 2 and appropriate use of language in social media.	2
8.	16/04/2021	Friday	4.00 P.M. to 06.00 P.M.	Speak and Contribute 1	2
9.	17/04/2021	Saturday	4.00 P.M. to 06.00 P.M.	Speak and Contribute 1	2
10.	18/04/2021	Sunday	4.00 P.M. to 06.00 P.M.	Let's discuss in group (Group Discussion)	2



*[Signature]*  
**PRINCIPAL**  
 SHRI JAYENDRAPURI ARTS &  
 SCIENCE COLLEGE, BHARUCH.

# Finishing School Honorary Form

Name of College: **Shree Jayendrapuri Arts & Science College - Bharuch**

Address of the College: Bharuch

I. Mr. Paresh Bhatt

Designation: Empanelled Trainer – Finishing School Programme



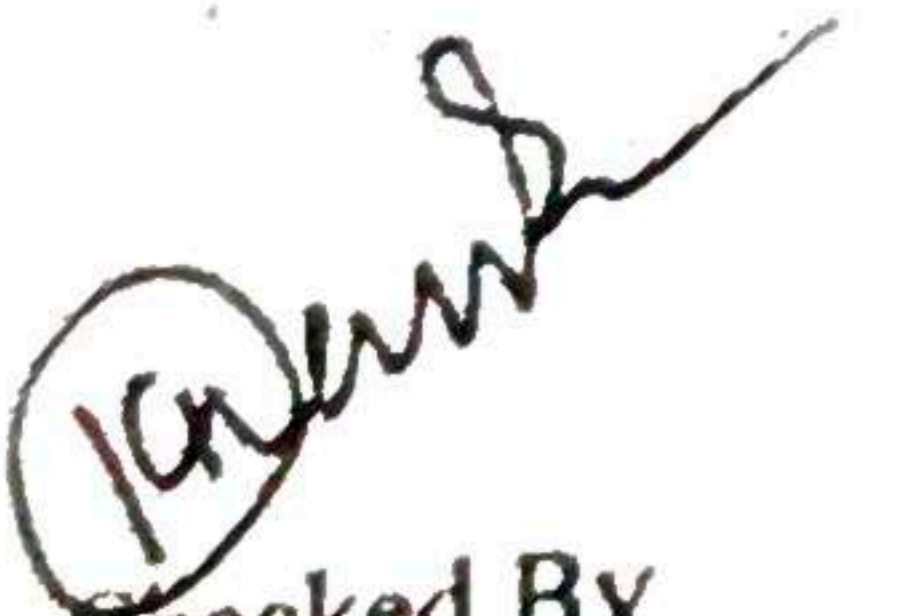
I have rendered my services as Trainer of Finishing School Training Program held at **Shree Jayendrapuri Arts & Science College - Bharuch** from 22/02/22 to 26/02/22

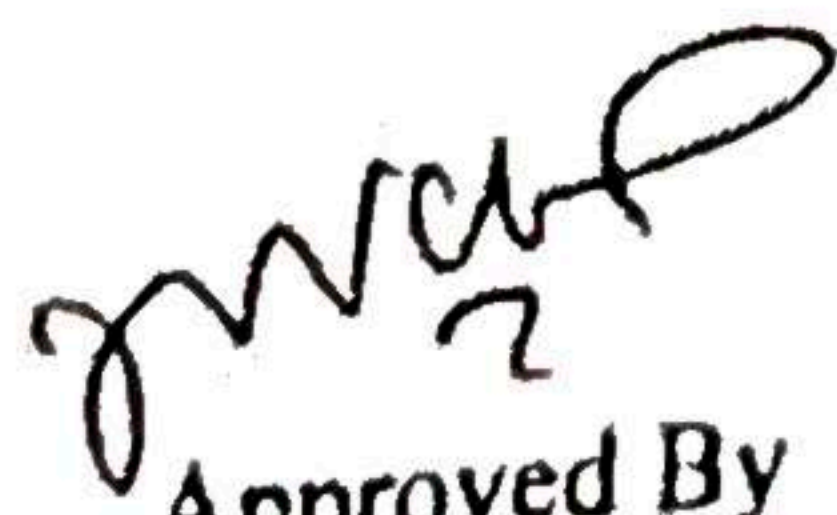
Date	Time	Hours	Name of Topic	Honorarium (Rs.)
22/02/22	11.00 am to 4.30 pm	4+1	SWOT, Self Esteem and Self Confidence	4000/-
23/02/22	11.00 am to 4.30 pm	4+1	Life & Professional Goal Setting, Office Etiquette	4000/-
24/02/22	11.00 am to 4.30 pm	4+1	Resume Writing and Cover Letter Job Search and Career Options	4000/-
25/02/22	11.00 am to 4.30 pm	4+1	Group Discussion, Interview Skills	4000/-
26/02/22	11.00 am to 4.30 pm	4+1	Interview Skills & Emotional Quotient Empathy & Interpersonal Skills	4000/-
			Total	20,000/-

I have received Rs. 20,000/-

(Rs. in words) Twenty Thousand Only

As honorarium for rendering my services as Trainer

  
Checked By  
Co-Ordinator,  
Finishing School

  
Approved By  
Principal  
**(DR. N. M. PATEL)**  
**PRINCIPAL**

  
Signature of Receiver  
Trainer

**SHREE JAYENDRAPURI ARTS &  
SCIENCE COLLEGE, BHARUCH**



# Finishing School

## Knowledge Consortium of Gujarat

Education Department, Government of Gujarat



Name of the College : SHREE JAYENDRAPURI ARTS AND SCIENCE COLLEGE BHARUCH  
 Address of the College : BHARUCH  
 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 Jayendrapuri Arts and Science College at Bharuch for SET-B from 11.03.2022 to 14.03.2022 & SET-D from 16.03.2022 to 21.03.2022.

Date	Time	Break and Interaction	Hours	Name of Topic	Honorarium (In Rs.)
<b>SET B</b>					
11/03/2022	11.00 A.M. to 05.00 P.M.	1.00 P.M. to 2.00 P.M.	5	Self-Introduction and Introducing others (2 Hours) & Nouns and Pronouns (2 Hours) & Describing Words (1 Hour)	5000/-
12/03/2022	11.00 A.M. to 05.00 P.M.	1.00 P.M. to 2.00 P.M.	5	Describing Words (1 Hour) & Vocabulary Buildings (2 Hours) & Verbs - Part 1 (2 Hours)	5000/-
13/03/2022	11.00 A.M. to 05.00 P.M.	1.00 P.M. to 2.00 P.M.	5	Tenses - Part-1 (2 Hours) & Prepositions (2 Hours) & Conjunctions (1 Hour)	5000/-
14/03/2022	11.00 A.M. to 05.00 P.M.	1.00 P.M. to 2.00 P.M.	5	Conjunctions (1 Hour) & Framing it Right (2 Hours) & Telephone Etiquette and E-mail Writing - Part 1 (2 Hours)	5000/-
<b>SET D</b>					
16/03/2022	6:00 P.M. to 8:00 P.M.	No break	2	Verbs Parts-2 (2 Hours)	2000/-
17/03/2022	10.00 A.M. to 12:00 Noon & 12:30 P.M. to 02:30 P.M.	12:00 Noon to 12:30 P.M.	4	Tenses Part 2 (2 Hours) & Developing Paragraph (2 Hours)	4000/-
18/03/2022	10.00 A.M. to 12:00 Noon	No break	2	Report Writing (2 Hours)	2000/-
19/03/2022	10.00 A.M. to 12:00 Noon & 12:30 P.M. to 02:30 P.M.	12:00 Noon to 12:30 P.M.	4	Email Etiquette (2 Hours) & Communication Skill and Barriers (2 Hours)	4000/-
20/03/2022	10.00 A.M. to 12:00 Noon & 12:30 P.M. to 02:30 P.M.	12:00 Noon to 12:30 P.M.	4	Telephonic Etiquettes Part 2 and Appropriate use of language in Social Media (2 Hours) & Speak and Contribute Part 1 (2 Hours)	4000/-
21/03/2022	10.00 A.M. to 12:00 Noon & 12:30 P.M. to 02:30 P.M.	12:00 Noon to 12:30 P.M.	4	Speak and Contribute Part 2 (2 Hours) & Let's discuss in group (Group Discussion) (2 Hours)	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)

(DR. N. M. PATEL)  
PRINCIPAL  
SHREE JAYENDRAPURI ARTS &  
SCIENCE COLLEGE, BHARUCH

Pinky Kumari  
21-03-2022  
Signature of Receiver (Trainer)



## Activities conducted under different MoUs at our College

### **MoU with “Jigar Foundation” (AY: 2019-2020 to 2021-2022)**

- Career Guidance Activity for the bright and assured career of the students.
- Activity which develops a strong sense of Entrepreneurship among the students.
- Activity to bring awareness and cultivate interest for the Student Start-up and Innovation Policy.

### **MoU with “The Advice & Assist” (AY: 2020-2021 to 2021-2022)**

- Soft skill Development of the students
- Activity on enhancing self-confidence among students
- Lectures on Employability

### **MoU with “Mansa, Child Development and Counselling Centre”**

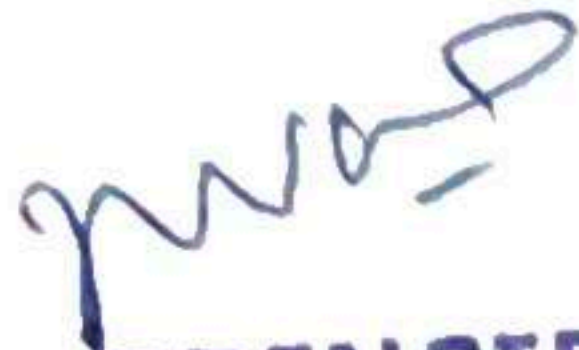
**(AY: 2020-2021 to 2021-2022)**

- Career Counselling Activity
- Activity to overcome the exam phobia of students
- Activity on Stress Management

### **MoU with “N D Creative” (AY: 2020-2021 to 2021-2022)**

- Lectures on Competitive Exams
- Mock tests for Competitive Exams



  
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