

# GUJARAT TECHNOLOGICAL UNIVERSITY

Chandkheda, Ahmedabad

Affiliated

## Government Engineering College

Sector – 28, Gandhinagar

A Report on



## On Campus Finishing School Program (FSP)-2021

Under Knowledge Consortium of Gujarat

**ELECTRONICS & COMMUNICATION ENGINEERING DEPARTMENT**  
**GOVERNMENT ENGINEERING COLLEGE**  
**SECTOR-28, GANDHINAGAR**  
**CO-CURRICULAR ACTIVITY REPORT**

**(For the use of Faculty after successful completion of Training/Workshop/Any Co-Curricular Activity)**

Name of Activity:	<b>Finishing School Program</b> for EC Students
Type of Activity (Training/Workshop/Seminar etc.)	<b>Training</b>
Broad Area of Co-Curricular Activity:	<ol style="list-style-type: none"> <li>1) Conferences, Seminar, Workshop, STTP, Open House etc.</li> <li>2) Subject area Activity</li> <li>3) Pedagogical Activity</li> <li>4) Student Startup &amp; Innovation (SSIP) Activity</li> <li>5) Industrial Visit</li> <li>6) Management development Activity</li> <li>√ 7) <b>Finishing School Program</b></li> <li>8) Others</li> </ol>
Resource Persons:	<b>Mr. Mehul Soni, Empanelled KCG Trainer</b>
Date & Place:	<b>05/04/21 – 14/04/21</b>
Objectives of Activity:	Self Awareness :- SWOT , Self Esteem & Self Confidence, Life Professional & Goal Setting, Grooming, Office Etiquettes , Resume Writing , Group Discussion , Interview Skills etc.
No. of Participants:	<b>40</b>
Name of Coordinator/s and Team:	<ol style="list-style-type: none"> <li>1) <b>Prof. Nilesh Bankar – Asst. Prof. EC</b></li> <li>2) <b>Prof. Nisha Prajapati– Asst. Prof. EC</b></li> </ol>
Brief Summary of activity with Photographs: (Max. in 150 words)	
<p>Finishing School Program's first day starts with awareness regarding SWOT- Strengths, Weaknesses, Opportunities and Threats. Then participants discussed their Strengths and Weaknesses and trainer gave inputs/solutions and some basic knowledge that how to deal with that. On second day main objective is Goal Setting like Professional Goals and Personal Goals. Then how to make plans like daily, monthly and yearly and learn how to implement in our life. Then discussion on Grooming and types of Etiquette. On third day participants were discussing on Organization Hierarchy like Manager, Assistant Manager, Team-Leader, Supervisor, Senior Executive, Officer, Trainee, Office-Assistant etc., and Different Departments like Marketing, Sales, Administration, Human Resources, Finance etc. Also each participant have prepared their RESUME. Also discussed on Job Requirements. On fourth day first start with checking all of resumes. Then started GROUP DISCUSSION. Like three main parts of Group Discussion – 1) Opening 2) Body and 3) Conclusion. Also participants gain knowledge about importance of Group Discussion. On last day they have started with basic knowledge about INTERVIEW SKILLS. Like which kind of questions prepare and how to reply and also what not to ask the interviews- e.g. About Salary, Leaves in a year, what does your company do? , When will get a Promotion? , etc. Then how interviewers observe body language. Also knowledge regarding Virtual Interview too.</p> <p>In total, overall the FSP program was very informative, beneficial and helpful in terms of getting knowhow of personal as well as professional etiquettes.</p>	

Attachments: **1.** EC-FSP batch list **2.** Online FSP Photographs

**Signature of the Coordinator/s**

- 1. Prof. Nilesh Bankar**
- 2. Prof. Nisha Prajapati**

**Signature of the Head of Dept.**

**HOD-EC**  
**Prof.(Dr.)K.G.Maradia**

**Knowledge Consortium of Gujarat-On Campus Finishing School  
Program (FSP)-2021**

**Government Engineering College, Sector-28, Gandhinagar**

**EC & IC BATCH-1**

**Tentative On Campus FSP Schedule: MARCH/APRIL-2021**

S. No	M/F	Name	Roll No	Sem	Degree(B.A./BCOM/B.SC./BE ) Diploma(Diploma in Electrical Eng. etc)	CPI TILL DATE
1	Male	Vaghela Tapan	180130111111	6	B.E. (E&C)	7
2	Male	Nishit Patil	180130111074	6	B.E. (E&C)	8.38
3	Male	Jayesh Nair	180130111050	6	B.E. (E&C)	8.51
4	Male	Mishra Kishan	190133111018	6	B.E. (E&C)	6.45
5	Male	AMARTYA SINGH	180130111096	6	B.E. (E&C)	8.21
6	Male	Harsh Raithatha	180130111080	6	B.E. (E&C)	7.61
7	Male	Abdullah Zabuawala	180130111119	6	B.E. (E&C)	8.19
8	Male	JEEL PATEL	180130111062	6	B.E. (E&C)	7.28
9	Male	CHAUHAN ABHISHEK	190133111005	6	B.E. (E&C)	6.7
10	Female	Aayrin Shaikh	180130111092	6	B.E. (E&C)	7.52
11	Female	Riya Rohit	180130111085	6	B.E. (E&C)	6.86
12	Female	Zeel Patel	180130111072	6	B.E. (E&C)	7.6
13	Male	DEVANG MAKWANA	180130111039	6	B.E. (E&C)	6.74
14	Male	PANCHAL ALKESH	180130111054	6	B.E. (E&C)	7.32
15	Male	PARSHWA PATEL	180130111066	6	B.E. (E&C)	6.69
16	Male	VAIBHAV PRAJAPATI	180130111079	6	B.E. (E&C)	8.06
17	Male	PATEL KRUTIK J	190133111023	6	B.E. (E&C)	6.96
18	Female	MISHRA NEESHA	190133111019	6	B.E. (E&C)	6.98
19	Male	Jigar Shah	180130117092	6	B.E.(IC)	6.8
20	Male	Chaudhary Akshaysingh	180130117011	6	B.E.(IC)	8.29
21	Female	Parmar bharvi nareshkumar	180130117052	6	B.E.(IC)	6.42
22	Male	Raj Jentibhai Devvaniya	180130117019	6	B.E.(IC)	8.3
23	Male	Matharu Manmeetsingh.G	180130117042	6	B.E.(IC)	7.36
24	Male	Kukadia shaishav ashokbhai	190133117014	6	B.E.(IC)	7.11
25	Male	GHELANI GOPALBHAI GHANSHYAMBH AI	180130117024	6	B.E.(IC)	7.05
26	Female	AESHA PRAJAPATI	180130117077	6	B.E.(IC)	7.51
27	Female	Patel Parin Rajeshbhai.	180130117064	6	B.E.(IC)	6.64
28	Male	SINDHAVA ANIRUDDH	180130117102	6	B.E.(IC)	6.9
29	Male	Abhyuday Singh	180130117103	6	B.E.(IC)	7
30	Male	HEMIL SHAH	180130117090	6	B.E.(IC)	6.9
31	Male	Trivedi Satyam	180130117114	6	B.E.(IC)	5.81

32	Female	Bhadoriya Ankita Anangpal singh	190133117004	6	B.E.(IC)	6.52
33	Female	Charmi Mehta	180130117043	6	B.E.(IC)	7.81
34	Male	Lambade Nilay Janardanbhai.	180130117038	6	B.E.(IC)	7.69
35	Male	CHAVADA MIT MANISHBHAI	180130117013	6	B.E.(IC)	6.34
36	Female	KHUNTI TEJALBEN NAGABHAI	180130117035	6	B.E.(IC)	7.22
37	Male	Kathan Shah	180130117093	6	B.E.(IC)	7
38	Male	Divy Oza	180130117047	6	B.E.(IC)	6.05
39	Male	Sathvara Kartik Ashokbhai	180130117085	6	B.E.(IC)	5.39
40	Male	Aditya Panchal	180130117048	6	B.E.(IC)	6.5

# SCHEDULE

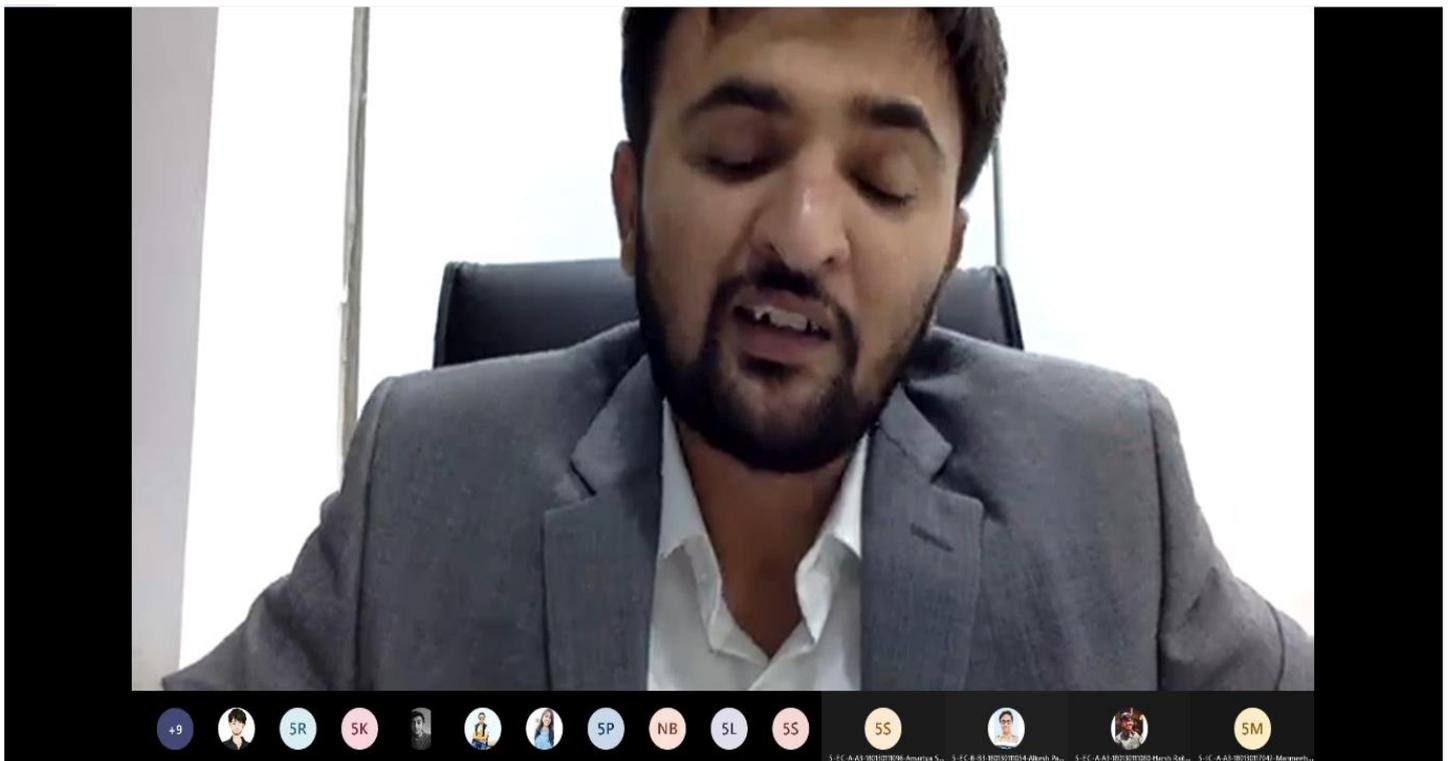
<b>College Name : - Government Engineering College - Gandhinagar</b>			
<b>Proposed Training Scheduled - COMPONENT - A</b>			
<b>Duration : 05<sup>TH</sup> April - 2021 TO 14th April- 2021</b>			
<b>Trainer Name :- Mr. Mehul Soni</b>			
2 Hours	05/04/21	Self-Awareness (Swot)	3 PM To 5 PM
2 Hours	06/04/21	Self Esteem & Self Confidence	3 PM To 5 PM
2 Hours	07/04/21	Life & Professional Goal Setting	3 PM To 5 PM
2 Hours	08/04/21	Grooming, Personal Hygiene & Body Language	3 PM To 5 PM
2 Hours	09/04/21	Resume Writing, Cover Letter	3 PM To 5 PM
2 Hours	10/04/21	Job Search, Career Option	3 PM To 5 PM
2 Hours	11/04/21	Group Discussion,	3 PM To 5 PM
2 Hours	12/04/21	interview Skill	3 PM To 5 PM
2 Hours	13/04/21	Interview Skill & Emotional Quotient	3 PM To 5 PM
2 Hours	14/04/21	Empathy & Interpersonal Skills	3 PM To 5 PM

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## DAY 1 : Self-Awareness (Swot):

We have defined about different opportunities, threats, goal . We come to know about our own self . How to find our self. What is good for us . We come to know that it ks very important to know our self , our strength our weakness etc. knowing this thing we help us to set successful



## DAY 2 : Self Esteem & Self Confidence

We come to know about how important is the role of having a high Self Esteem . we also come to know a confident man can achieve anything with an easy. We understand the origin of self-confidence. We get a idea about the difference between self-confidence and self Esteem.



# DAY 3 : Life & Professional Goal Setting

We get to know about life , what is the difference between the vision towards life for a successful person and a unsuccessful person. We got to know what must be the approach for choosing the a goal. Types of goal i.e. personal goal and professional goal. What must be the basic aim for the life.

## Vision Board



Finishing School, KCG, Education Department, Government of Gujarat.

+13

5P

NB

5L

5S



NEHRU SHAR



S-EC-A-A2-8010101072-Zeel Patel



S-EC-A-A3-8010101096-Amartya S.



S-EC-B-B3-8010101054-Akshay Pa.



S-EC-A-A3-8010101080-Harsh Raf.



S-EC-A-A3-8010101042-Mamranta



# DAY 4 : Grooming, Personal Hygiene & Body Language

Role of grooming in our personal life and professional life, how we approach the problem also depend on our Grooming , we got to know about the personal hygiene, its importance, role of body language. Kind of personality that attract other .

The image displays a grid of 12 circular icons, each representing a different personality trait or concept. The icons are arranged in a 3x4 grid. The top row contains 'E', a photo of Hemil Shah, and a photo of Harsh Rathbha. The middle row contains '5S', a photo of Akshay Singh Chaudhary, and '5M'. The bottom row contains '5L', '5P', and '5G'. At the bottom of the grid, there are five smaller icons: a photo of Nilay Limbade, a dark circle, 'PP', 'PP', and 'NB'. Each icon is accompanied by a small text label below it.

 E Expert5	 HEMIL SHAH	 5-EC-A-A3-18013011080-Harsh Rathbha		
 5S 5-EC-A-A3-18013011096-Amartya Singh	 5-IC-A-A1-180130117011-Akshay Singh Chaudhary	 5M 5-IC-A-A3-18013011704B-Charmi Mehta		
 5L 5-IC-A-A2-180130117038-Nilay Limbade	 5P 5-EC-A-A3-180130117079-Vishav Pragasati	 5G 5-IC-A-A2-180130117024-Gopalbhai Ghelani		
 5-EC-B-B1-18013011074-Nishit Patel	 Pradeep Patel	 PP PARSHWA PATEL	 PP	 NB Nileshkumar Bankar

## DAY 5 : Resume Writing, Cover Letter

We come to know the difference between resume vs biodata. We also came to know about visume. We Also know about the procedure followed to shortlist resume. After this session we have also made a proper resume.



## DAY 6 : Job Search, Career Option

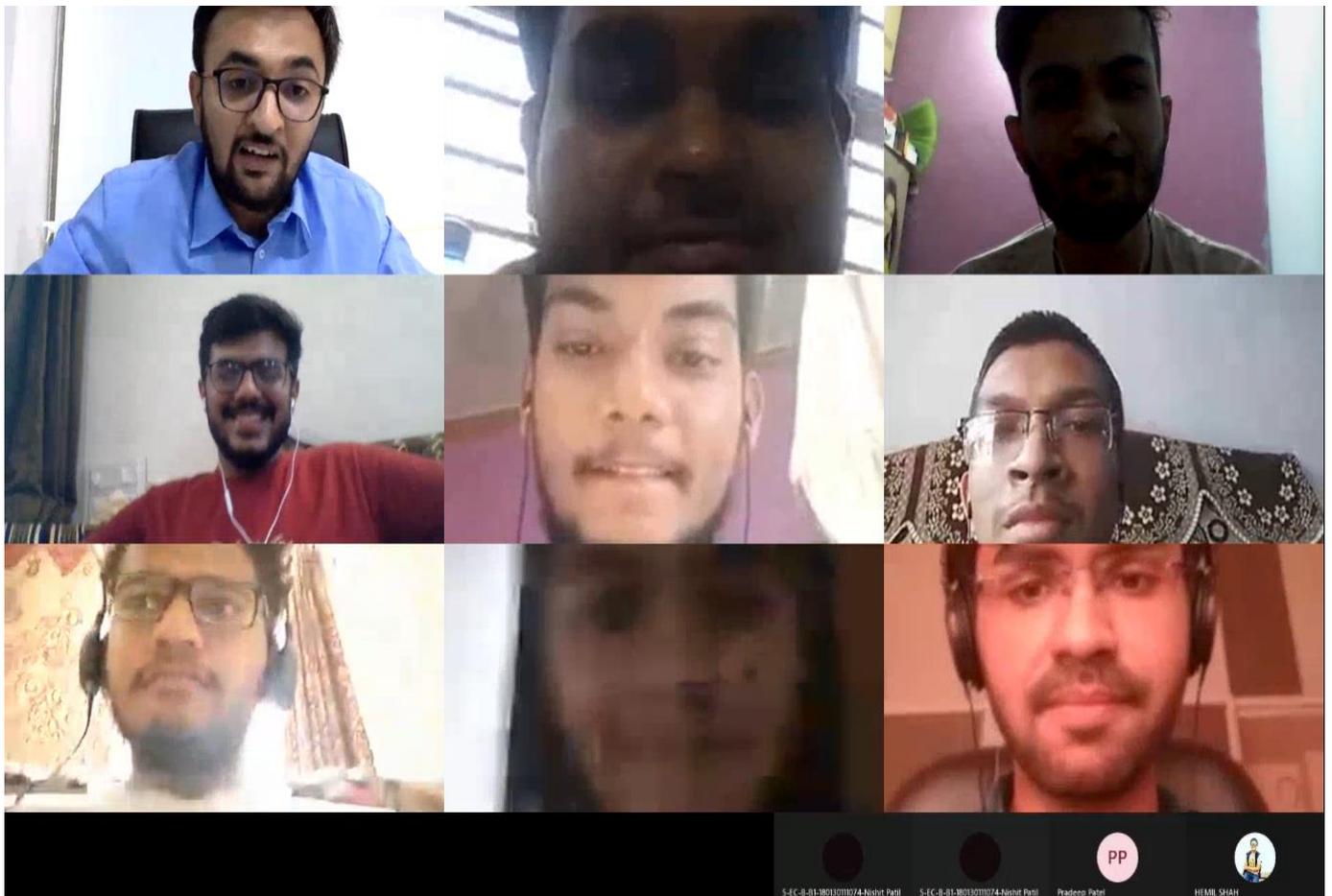
We have also come to know about the various platform that provide us job this which are need to kept in mind before applying to a job.



## DAY 7 : Group Discussion

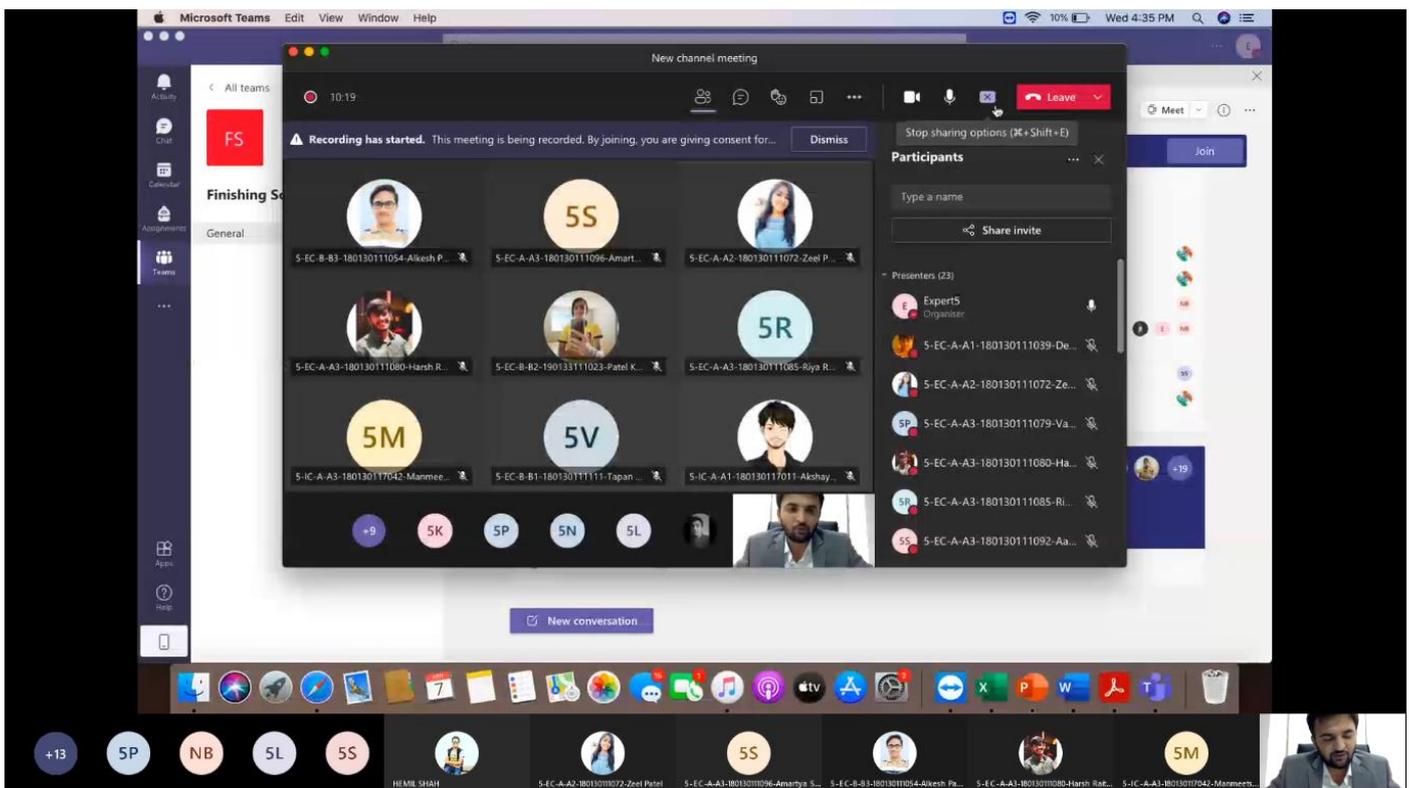
We have got an idea why group discussion is conducted in interviews process, we also got to know the do and don'ts of group discussion. We have also Performed group discussion on the topic

**“Is youth of India confused or confident”**



## DAY 8 : Interview Skill

A job interview is a formal consultation for evaluating the qualifications of the interviewee for a specific position. One type of job interview is a case interview in which the applicant is presented with a question or task or challenge, and asked to resolve the situation. We got to know about different interview skill.



## **DAY 9 : Interview Skill & Emotional Quotient**

Emotional intelligence (otherwise known as emotional quotient or EQ) is the ability to understand, use, and manage your own emotions in positive ways to relieve stress, communicate effectively, empathize with others

## **DAY 10: Empathy & Interpersonal Skills**

We come to know the difference between having empathy and having sympathy for someone. Empathy is the ability to recognize emotions and to share perspectives with other people. It was continuity of previous day



# STUDENT FEEDBACK

**What value you got form this training?**

**AMARTYA SINGH**  
**EC-6TH SEM**

- We also got to different skill which will help us to performe great in professional as wellas personal life.
- improved our interview skill.

**MANMEETSINGH**  
**IC-6TH SEM**

- WORK FOR GOAL
- HOW TO APPROCH DIFFERENT PROBLEM

**VAIBHAV PRAJAPATI**  
**EC-6TH SEM**

- VISION AND SHOOT EVERYDAY GOAL
- HAVE FAITH IN YOURSELF

**ALKESH PANCHAL**  
**EC-6TH SEM**

- SELF CONFIDENCE

**TAPAN**  
**EC- 6TH SEM**

- EMOTIONAL INTELLIGENCE

**PARSHWA PATEL**  
**EC-6TH SEM**

- PERSONALITY DEVELOPMENT
- COMMUNICATION SKILL

**HEMIL SHAH**  
**IC-6TH SEM**

- That if once your goal is decided try it till you succeed..  
Change the way of approach but dont change the goal