

**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:	Finishing School Program for EC Students
Type of Activity (Training/Workshop/Seminar etc.)	Training
Broad Area of Co-Curricular Activity:	1) Conferences, Seminar, Workshop, STTP, Open House etc. 2) Subject area Activity 3) Pedagogical Activity 4) Student Startup & Innovation (SSIP) Activity 5) Industrial Visit 6) Management development Activity ✓ 7) Finishing School Program 8) Others
Resource Persons:	Mr. Ershad Ali Syed, Empanelled KCG Trainer
Date & Place:	01/04/2021 to 05/04/2021
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:	34
Name of Coordinator/s and Team:	1) Prof. Nilesh Bankar – Asst. Prof. EC 2) Prof. Nisha Prajapati – Asst. Prof. EC
<b>Brief Summary of activity with Photographs: (Max. in 150 words)</b>  <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

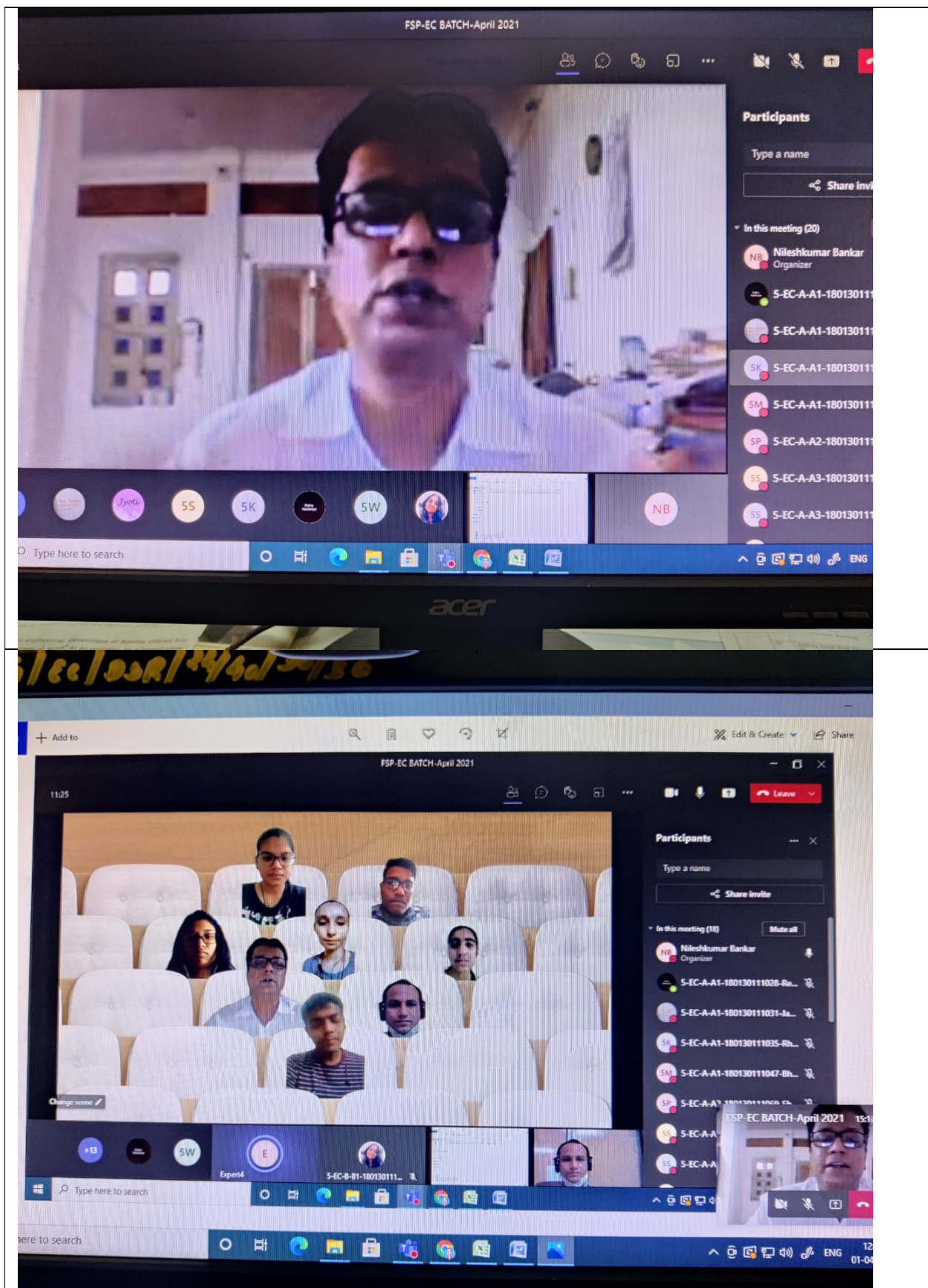
**Government Engineering College, Sector-28, Gandhinagar**

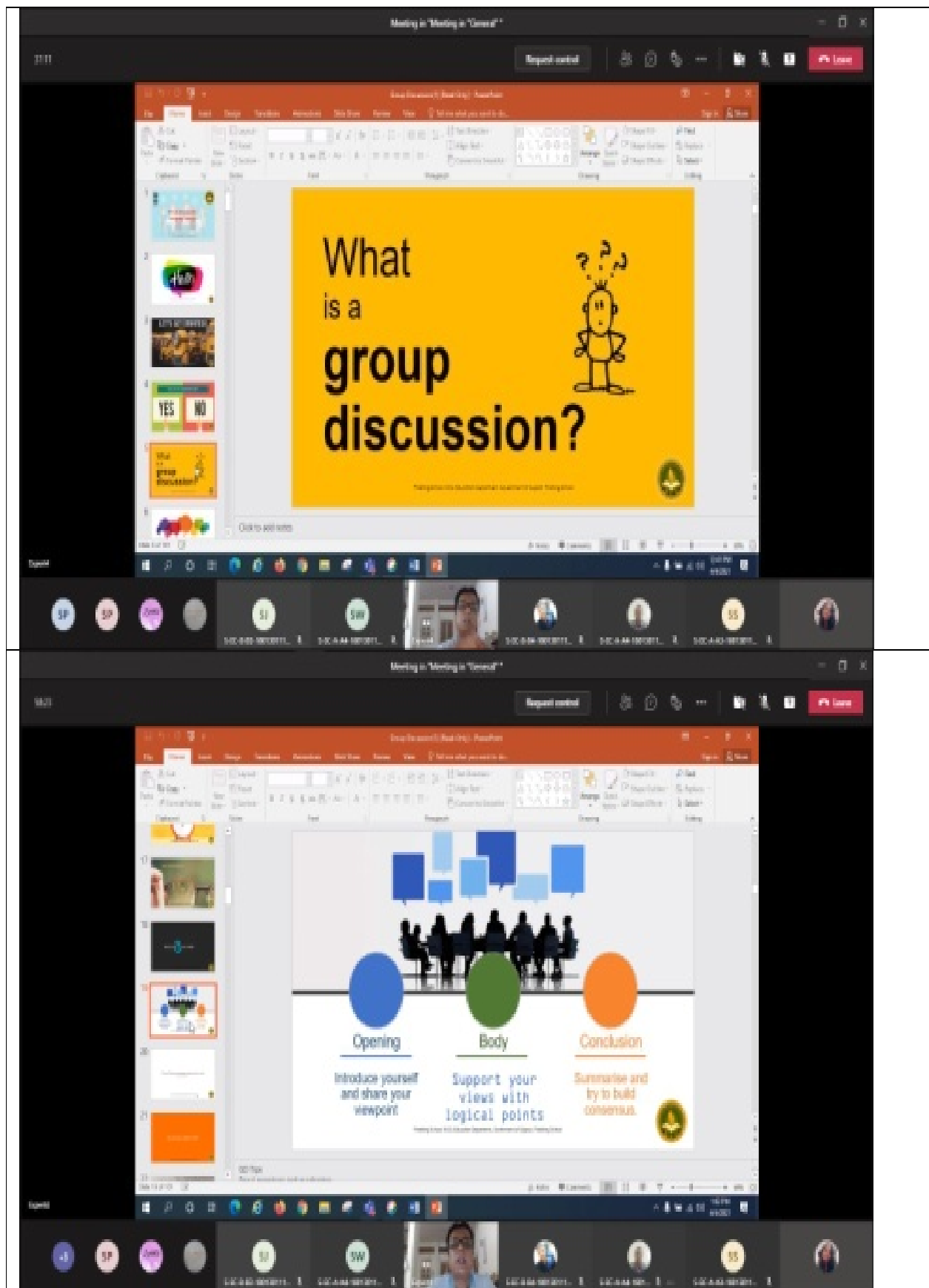
**EC BATCH**

**FSP Set-A Schedule: 01/04/2021 to 05/04/2021**

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	Female	PARMAR KOMAL M	190133111 020	6	B.E. (E&C)	6.76
2	Male	Rickin Solanki	180130111 102	6	B.E. (E&C)	6.12
3	Female	JAIN PRACHI AJAYKUMAR	180130111 023	6	B.E. (E&C)	7.87
4	Male	PRAJAPATI SHIVAM MANOJKUMAR	180130111 078	6	B.E. (E&C)	6.87
5	Female	Jyoti.Annavarapu	180130111 004	6	B.E. (E&C)	6.74
6	Male	PADNEY PRASHANTKUMAR D	180130111 057	6	B.E. (E&C)	8.41
7	Male	MISHRA ABHISHEK R	180130111 045	6	B.E. (E&C)	6.84
8	male	ASHISH SHARMA	180130111 049	6	B.E. (E&C)	7.71
9	Female	KAPADIYA JANVI A	180130111 031	6	B.E. (E&C)	7.31
10	Female	SUTHAR MANSI VIJAYKUMAR	180130111 105	6	B.E. (E&C)	6.96
11	Female	PATEL SHRUTI ASHOKKUMAR	180130111 069	6	B.E. (E&C)	8.29
12	Male	AGRAWAL ADITYA DILIPKUMAR	180130111 002	6	B.E. (E&C)	6.71
13	Male	Achray Ashwin R	180130111 001	6	B.E. (E&C)	6.69
14	Female	Rhutvi Khatri	180130111 035	6	B.E. (E&C)	7.27
15	Female	Pramiti Saxena	180130111 089	6	B.E. (E&C)	7.6
16	Male	DIWAKAR SANDIPKUMAR B	190133111 010	6	B.E. (E&C)	8.04
17	Male	Darji Hardik Maheshbhai	190133111 007	6	B.E. (E&C)	6.52
18	Male	Gajjar Jayal Mittalbhai	190133111 011	6	B.E. (E&C)	6.5
19	Male	madhoki kamlesh kumar M	190133111 017	6	B.E. (E&C)	6.91
20	Male	KOTALAPURE ANIKET	190133111 016	6	B.E. (E&C)	6.75
21	Male	agrawal vishalkumar navalkishor	180130111 003	6	B.E. (E&C)	5.93
22	Male	Gayakvad Omkar Sunilbhai	190133111 013	6	B.E. (E&C)	6.41
23	Male	BHUMIT YADAV	180130111 118	6	B.E. (E&C)	6.93

24	Male	AVANISH PRAJAPATI	180130111 076	6	B.E. (E&C)	7.02
25	Male	Akhil Biju	180130111 117	6	B.E. (E&C)	7.14
26	Female	Wadhwa Aayushi	180130111 116	6	B.E. (E&C)	6.61
27	Female	Rashmi Singh	180130111 097	6	B.E. (E&C)	7.81
28	Male	Adarsh Mishra	180130111 046	6	B.E. (E&C)	7.78
29	Male	Uttam kumar singh	180130111 098	6	B.E. (E&C)	7.58
30	Female	Parekh Bhakti	180130111 058	6	B.E. (E&C)	8.2
31	Female	Kandoriya Rekhaben Dadubhai	180130111 028	6	B.E. (E&C)	6.98
32	Male	Karan Bhaveshbhai Togadiya	180130111 109	6	B.E. (E&C)	7.04
33	Male	Bhalsod Nirav Arvindbhai	170130111 007	6	B.E. (E&C)	5.37
34	Male	Mistry Bhavik Vinaybhai	180130111 047	6	B.E. (E&C)	6.09







The image displays two screenshots from a Zoom meeting, showing a presentation on interview preparation. The top screenshot shows a slide titled "INTERVIEW QUESTIONS" with a list of questions to prepare for. The bottom screenshot shows a slide titled "OBSERVE INTERVIEWER'S BODY LANGUAGE" with a photograph of three people in an interview setting.

**Top Screenshot: Interview Questions**

Meeting in "Meeting in 'Meeting in 'New channel meeting'"

18:02

Request control

10.1 Interview Skills (Desktop) - PowerPoint

File Home Insert Design Layouts References Send Tools Review View Tell me what you want to do...

14. INTERVIEW QUESTIONS

Prepare for questions:

- Tell me something about yourself?
- What interests you about this job?
- What do you know about this company?
- What are you looking for in this position?
- What can you contribute to this company?
- Why do you want to work here?
- Would you be willing to relocate?

WHERE? WHAT? WHO? WHEN?

Click to add notes

15:59 4/3/2021

**Bottom Screenshot: Observe Interviewer's Body Language**

Meeting in "Meeting in 'Meeting in 'New channel meeting'"

12:41

Request control

10.1 Interview Skills (Desktop) - PowerPoint

File Home Insert Design Layouts References Send Tools Review View Tell me what you want to do...

11. OBSERVE INTERVIEWER'S BODY LANGUAGE

Observing interviewer's body language will give signals if the interview is going in the right direction.

15:59 4/3/2021

