



Finishing School

Knowledge Consortium of Gujarat

Education Department, Government of Gujarat



Name of the College : S. M. PATEL COLLEGE OF HOME SCIENCE

Address of the College : ANAND

Name of the Trainer : MS. PINKY KUMARI

SET/BATCH : SET B & SET D OF BATCH 1

I have rendered my services as Trainer of Finishing School Training Program held at S. M. Patel College of Home Science at Anand for SET B from 04.05.2021 to 14.05.2021 and SET D from 15.05.2021 to 26.05.2021.

Date	Time	Hours	Name of Topic	Honorarium (in Rs.)
SET B				
04/05/2021	9.00 A.M to 11.00 A.M	2	Self-Introduction and Introducing others	2000/-
05/05/2021	9.00 A.M to 11.00 A.M	2	Nouns and Pronouns	2000/-
06/05/2021	9.00 A.M to 11.00 A.M	2	Describing words	2000/-
07/05/2021	9.00 A.M to 11.00 A.M	2	Vocabulary buildings	2000/-
08/05/2021	9.00 A.M to 11.00 A.M	2	Verbs – Part 1	2000/-
10/05/2021	9.00 A.M to 11.00 A.M	2	Tenses – Part 1	2000/-
11/05/2021	9.00 A.M to 11.00 A.M	2	Prepositions	2000/-
12/05/2021	9.00 A.M to 11.00 A.M	2	Conjunctions and Connectors	2000/-
13/05/2021	9.00 A.M to 11.00 A.M	2	Framing it Right	2000/-
14/05/2021	9.00 A.M to 11.00 A.M	2	Telephone and Email Etiquette - Part 1	2000/-
SET D				
15/05/2021	9.00 A.M to 11.00 A.M	2	Verbs Parts 2	2000/-
17/05/2021	9.00 A.M to 11.00 A.M	2	Tenses Part 2	2000/-
18/05/2021	9.00 A.M to 11.00 A.M	2	Developing Paragraph	2000/-
19/05/2021	9.00 A.M to 11.00 A.M	2	Report Writing	2000/-
20/05/2021	9.00 A.M to 11.00 A.M	2	Email Etiquette	2000/-
21/05/2021	9.00 A.M to 11.00 A.M	2	Communication skill and barriers	2000/-
22/05/2021	9.00 A.M to 11.00 A.M	2	Telephonic etiquettes part 2 and appropriate use of language in social media.	2000/-
24/05/2021	9.00 A.M to 11.00 A.M	2	Speak and Contribute 1	2000/-
25/05/2021	9.00 A.M to 11.00 A.M	2	Speak and Contribute 1	2000/-
26/05/2021	9.00 A.M to 11.00 A.M	2	Let's discuss in group (Group Discussion)	2000/-
		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.

Vijaya

(Coordinator)

(Principal)

Pinky Kumari
26.05.2021
Signature of Receiver (Trainer)



Finishing School

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TRAINER'S REPORT OF THE BATCH

SET B

- 1) Name of the Trainer : Ms. Pinky Kumari
- 2) College Name : S. M. Patel College of Home Science
- 3) Batch-1 Date : From 04.05.2021 to 14.05.2021
- 4) Batch-1 Time : From 09:00 A.M. to 11:00 A.M.
- 5) Number of Hours of Training : 20 Hours
- 6) SET : SET B

1) EVALUATION OF THE STUDENTS OF THIS BATCH ON THE BASIS OF FOLLOWING PARAMETERS *

* [Please award appropriate scores to enable suitable assessment]

Sl. No.	Details	During the START OF TRAINING for this SET Rating (Out of 10 each)	Towards the END OF TRAINING for this SET Rating (Out of 10 each)
1.	Enthusiasm to be a part of Finishing School Training	8	9
2.	Students interaction through comments in the chat box	7	9
3.	Students attitude towards their future and their general awareness of various career options	8	9
4.	Keenness and readiness to learn new topics and skills	9	9
5.	Students efforts to put their learnings into practice	7	9
6.	Innovative initiative for self-development	7	9
7.	Do you see sensitization and improvement in Life Skills of students	8	9
8.	Cooperation with other students in the Batch and visible changes in their Team Spirit	8	9
9.	Punctuality, Discipline and Attendance during the session	7	9
10.	Visible changes in the overall personality of majority students in the Batch	6	9
	Total	75	90

- 2) Average number of students who took MCQs in this SET: 80 %
- 3) Average marks of the current Batch in this SET: 8/10
- 4) Rate your level of satisfaction on a scale of 0 to 10 in Training this Batch of students: 9

Date : 26.05.2021

Pinky Kumari
26.05.2021
Signature of the Trainer



Finishing School

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TRAINER'S REPORT OF THE BATCH

SET D

- 1) Name of the Trainer : Ms. Pinky Kumari
- 2) College Name : S. M. Patel College of Home Science, Anand
- 3) Batch-1 Date : From 15.05.2021 to 26.05.2021
- 4) Batch-1 Time : From 09:00 A.M. to 11:00 A.M.
- 5) Number of Hours of Training : 20 Hours
- 6) SET : SET D

1) EVALUATION OF THE STUDENTS OF THIS BATCH ON THE BASIS OF FOLLOWING PARAMETERS *

* [Please award appropriate scores to enable suitable assessment]

Sl. No.	Details	During the START OF TRAINING for this SET Rating (Out of 10 each)	Towards the END OF TRAINING for this SET Rating (Out of 10 each)
1.	Enthusiasm to be a part of Finishing School Training	8	9
2.	Students interaction through comments in the chat box	7	9
3.	Students attitude towards their future and their general awareness of various career options	8	9
4.	Keenness and readiness to learn new topics and skills	9	9
5.	Students efforts to put their learnings into practice	7	9
6.	Innovative initiative for self-development	7	9
7.	Do you see sensitization and improvement in Life Skills of students	8	9
8.	Cooperation with other students in the Batch and visible changes in their Team Spirit	8	9
9.	Punctuality, Discipline and Attendance during the session	7	9
10.	Visible changes in the overall personality of majority students in the Batch	6	9
	Total	75	90

- 2) Average number of students who took MCQs in this SET: 80 %
- 3) Average marks of the current Batch in this SET: 9/10
- 4) Rate your level of satisfaction on a scale of 0 to 10 in Training this Batch of students: 9

Date : 26.05.2021

Signature of the Trainer

Online Training Schedule for Finishing School Training 2020-21

Name of the College	S. M. PATEL COLLEGE OF HOME SCIENCE, ANAND
Batch Number/SET	BATCH 1 (SET-B AND SET-D)
Name of the Trainer	MS. PINKY KUMARI
Date	SET-B FROM 04.05.2021 TO 14.05.2021 AND SET-D FROM 15.05.2021 TO 26.05.2021

SET B

Sr. No.	Date	Day	Time	Name of Topic	Hours
1.	04/05/2021	TUESDAY	9.00 A.M. to 11.00 A.M.	Self-Introduction and Introducing others	2
2.	05/05/2021	WEDNESDAY	9.00 A.M. to 11.00 A.M.	Nouns and Pronouns	2
3.	06/05/2021	THURSDAY	9.00 A.M. to 11.00 A.M.	Describing words	2
4.	07/05/2021	FRIDAY	9.00 A.M. to 11.00 A.M.	Vocabulary buildings	2
5.	08/05/2021	SATURDAY	9.00 A.M. to 11.00 A.M.	Verbs – Part 1	2
6.	10/05/2021	MONDAY	9.00 A.M. to 11.00 A.M.	Tenses – Part 1	2
7.	11/05/2021	TUESDAY	9.00 A.M. to 11.00 A.M.	Prepositions	2
8.	12/05/2021	WEDNESDAY	9.00 A.M. to 11.00 A.M.	Conjunctions and Connectors	2
9.	13/05/2021	THURSDAY	9.00 A.M. to 11.00 A.M.	Framing it Right	2
10.	14/05/2021	FRIDAY	9.00 A.M. to 11.00 A.M.	Telephone and Email Etiquette - Part 1	2

SET D

Sr. No.	Date	Day	Time	Name of Topic	Hours
1.	15/05/2021	Saturday	9.00 A.M. to 11.00 A.M.	Verbs Parts 2	2
2.	17/05/2021	Monday	9.00 A.M. to 11.00 A.M.	Tenses Part 2	2
3.	18/05/2021	Tuesday	9.00 A.M. to 11.00 A.M.	Developing Paragraph	2
4.	19/05/2021	Wednesday	9.00 A.M. to 11.00 A.M.	Report Writing	2
5.	20/05/2021	Thursday	9.00 A.M. to 11.00 A.M.	Email Etiquette	2
6.	21/05/2021	Friday	9.00 A.M. to 11.00 A.M.	Communication skill and barriers	2
7.	22/05/2021	Saturday	9.00 A.M. to 11.00 A.M.	Telephonic etiquettes part 2 and appropriate use of language in social media.	2
8.	24/05/2021	Monday	9.00 A.M. to 11.00 A.M.	Speak and Contribute 1	2
9.	25/05/2021	Tuesday	9.00 A.M. to 11.00 A.M.	Speak and Contribute 1	2
10.	26/05/2021	Wednesday	9.00 A.M. to 11.00 A.M.	Let's discuss in group (Group Discussion)	2

Pinky Kumari
26.05.2021

KCG - FINISHING SCHOOL TRAINING REPORT

TRAINER NAME	:	MS. PINKY KUMARI
COLLEGE NAME	:	S. M. PATEL COLLEGE OF HOME SCIENCE, ANAND
DATE	:	FROM 04.05.2021 TO 14.05.2021 (20 HOURS)
SET & BATCH	:	SET-B AND BATCH-1

DAY 1 : SELF INTRODUCTIONS/HOW TO INTRODUCE OTHERS

Theory : Students were motivated to give their introduction in a particular hierarchical manner. The importance of introducing oneself was explained. They were also taught to introduce someone else in both formal and informal scenarios.

Activity : Students were told to introduce themselves, their friends and relatives to others in different situations.

DAY 2 : NOUNS AND PRONOUNS

Theory : Students learned about Nouns and Pronouns and their types and their usage in real life situations. An activity was executed to explain the identification of noun and its types.

Activity : A list was prepared by the students of various names of People, Places, Animals/Birds and Things starting with different English Alphabets and form an story using those words.

DAY 3 : DESCRIBING WORDS

Theory : The importance of Adjectives was explained. Students were able to understand the use of Adjectives as well as its placement. They were also able to figure out the different types of Adjectives and its usage.

Activity : Students were asked to describe some famous personalities and their characteristics.

DAY 4 : VOCABULARY BUILDING

Theory : The use of essential word building was explained and a detailed discussion was done on how to build up Vocabulary. Vocabulary building and its tips were explained which can help the students in language proficiency.

Activity : Different word games were played.

DAY 5 : VERBS

Theory : Different types of verbs and its uses were also explained through various examples.

Activity : Students prepared a list of verbs used by them in different situations.

KCG - FINISHING SCHOOL TRAINING REPORT

Day 6 : TENSES

Theory : Tenses play an important role in sentence formation. The importance and application of Tenses were explained to the students. Also, its transformation from one form to another was taught.

Activity : Students were asked to explain their daily routine actions using simple present tense. Further students were supposed to imagine themselves in a particular place for ex zoo, park etc. and explain what is happening around them using present continuous tense.

DAY 7 : PREPOSITIONS

Theory : Prepositions and its usage was discussed. All the three types of Prepositions were explained to students.

Activity : Students were asked to give directions using prepositions in real life situation.

DAY 8 : CONJUNCTIONS

Theory : Different types of conjunctions and its usage was explained to the students. They were taught the importance of connectors while drafting documents in professional life like e-mails, report writing etc.

Activity : Students were given one opening sentence and they were asked to apply their mind to form one story from it using conjunctions.

DAY 9 : FRAMING IT RIGHT

Theory : Different types of Sentences and its transformation was explained to the students.

Activity : Students were given Jumbled words which they had to transform into a particular type of sentence.

DAY 10 : TELEPHONE ETIQUETTES AND E-MAIL WRITING (PART 1)

Theory : For written communication E-mail writing is the most important in formal communication. All the different features of E-mail writing were explained. They were explained all the essential characteristics of telephonic communication.

Activity : Students were given tips of E-mail writing. An activity was conducted where jumbled sentences of a sample E-mail was given and students were supposed to rearrange it in proper order to understand the contents of an E-mail. A mock drill telephonic conversation was conducted.

Pinkey Iceemaei
26.05.2021

KCG - FINISHING SCHOOL TRAINING REPORT

TRAINER NAME : MS. PINKY KUMARI
COLLEGE NAME : S. M. PATEL COLLEGE OF HOME SCIENCE, ANAND
DATE : FROM 15.05.2021 TO 26.05.2021 (20 HOURS)
SET & BATCH : SET-D AND BATCH-1

DAY 1 : VERBS - PART 2

Theory : Students were taught about transitive and intransitive verbs. They were also introduced about Gerunds, Infinitives and Participles. Further they were also taught about different kinds of adverbs.

Activity : Students were given different sentences to identify transitive and intransitive verbs. They were asked to give examples of Gerunds, Infinitives and Participles from their real life situations.

DAY 2 : TENSES - PART 2

Theory : Students learned about Present, Past and Future perfect tenses. They also learned about present, past and Future perfect continuous tenses. Various examples were given to identify these tenses in their real life situations. An activity was executed to explain the identification of Tenses.

Activity : An activity was conducted in which students were asked to change the tenses of the sentences.

DAY 3 : DEVELOPING PARAGRAPH

Theory : A detailed explanation about writing different kinds of paragraph was given. Students were told about importance of written communication in different instances.

Activity : Students were given topics to write a paragraph by doing brain storming.

DAY 4 : REPORT WRITING

Theory : The importance of Report writing was explained to students. The different format and features of report writing was explained.

Activity : They were asked to write a report on their own keeping in mind all the important features of Report writing.

DAY 5 : E-MAIL ETIQUETTE

Theory : Students were introduced how to create an e-mail id and how to compose an e-mail. They were introduced with the most important expressions used in e-mail writing.

Activity : Students were asked to prepare sample e-mails for both formal and informal situations.

KCG - FINISHING SCHOOL TRAINING REPORT

Day 6 : COMMUNICATION SKILLS AND BARRIER

Theory : Students were explained that communication is an effective tool for personality development. Issues related to communication skill were discussed in detail. Students were explained about active and empathetic listening skills. Barriers to effective communication skills were also discussed.

Activity : Students were asked to quote an instance from their life when they were able to successfully make an effective communication with someone.

DAY 7 : TELEPHONE ETIQUETTE AND APPROPRIATE USE OF LANGUAGE IN SOCIAL MEDIA

Theory : Students were explained about Formal telephone etiquettes and its importance in professional world. Students learned how to receive and make telephonic calls confidently, professionally and enthusiastically. Students were explained about the role of English language in social media and all the important vocabulary related with it were discussed in detail.

Activity: Students were made to do mock telephonic conversation in both formal and informal scenarios required in real life situations.

DAY 8 : SPEAK AND CONTRIBUTE PART 1

Theory : Students were explained about importance of LSRW Skills to gain proficiency in English language. Students were explained about common interview questions.

Activity : Students were made to do mock interview in the form of question - answer session in order to develop confidence among the students.

DAY 9 : SPEAK AND CONTRIBUTE PART 2

Theory : Students were explained how to express their ideas clearly and be a contributor while communicating with their peer group.

Activity : Students were asked to create stories through pictures. Different Role plays activities were also conducted.

DAY 10 : LETS DISCUSS IN GROUP (GROUP DISCUSSION)

Theory : The importance of group discussion was explained. They were explained all the essential characteristics of group discussion. They were given guidelines about do's and donot's of group discussions

Activity : Students were given few topics and group discussions were conducted on the same.

Pinkey. Icmaree
26.05.2021

