

ફોન : (૦૨૬૩૨) ૨૫૪૨૨૪

PH. : (02632) 254224

SHAH NAROTTAMDAS HARJIVANDAS COMMERCE COLLEGE

શાહ નરોત્તમદાસ હરજીવનદાસ કોમર્સ કોલેજ

e-mail : nhcc73@yahoo.co.in

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www : valsadcollege.com

ડૉ. મોઘાભાઈ દેસાઈ વિદ્યાસંકુલ,
શ્રી મોરારજી દેસાઈ નગર,
કોલેજ કેમ્પસ, તિથલ રોડ,
પો. બો. નં. ૪૮,
વલસાડ-૩૬૬ ૦૦૧. (વે. રેલ્વે.)



Dr. Moghabhai Desai Vidyasankul,
Shree Morarji Desai Nagar,
College Campus, Tithal Road,
P. B. No. 48,
Valsad-396 001 (W. Rly.)

Our Ref. No. Letter

436/2016-20

Date : _____

તા. ૨૦/૧/૨૦૨૦

પ્રતિ

ડૉ. યોગેશભાઈ યાદવ
ઓફિસર ઓન સ્પેશ્યલ ડ્યૂટી,
એક્સટેન્શન ફિનીશીંગ સ્કૂલ,
નોલેજ કોન્સોર્ટિયમ ઓફ ગુજરાત,
પ્રજ્ઞાપૂરમ, પી.આર. એલની સામે,
એલ.ડી. એન્જિનીયરીંગ કોલેજની બાજુમાં,
નવરંગપુરા, અમદાવાદ-૩૮૦૦૦૯.

વિષય: ફિનીશીંગ સ્કૂલ તાલીમ અંગે.

માનનીય સાહેબ,

સાદર નમસ્તે!

સવિનય ઉપરોક્ત વિષય અનુસંધાનમાં જણાવવાનું કે તા. ૨૧/૧/૨૦૨૦ થી તા. ૩૦/૧/૨૦૨૦ દરમિયાન અમારી કોલેજમાં બે બેચ મળી કુલ ૮૧ વિદ્યાર્થીઓ માટે કોમ્પોનન્ટ-૧ અને ૨ ની તાલીમ સ્નેહાલી પર્વતીયા અને શકુન્તલા પટેલના તાલીમપણા હેઠળ ચાલશે. જે અંગે મંજૂરી આપવા વિનંતી છે.

બિડાણ:

- (૧) બેચ - ૧ અને ૨ ના ટાઈમટેબલ
- (૨) બેચ - ૧ અને ૨ ના વિદ્યાર્થીઓની યાદી

લિ.

આપની વિશ્વાસુ,

Check

ઇ.ચા. આચાર્ય,

શાહ એન. એચ. કોમર્સ કોલેજ,
વલસાડ.

Name of Trainer : Sakuntala Patel

Batch No. 2

Knowledge Consortium of Gujarat-Finishing School Training						
SHAH N.H.COMMERCE COLLEGE, VALSAD						
Date 21/01/2020 to 30/01/2020						
Beach -02				Date: / /2019		
Training Time		From		To	Total Hours :	
Rest Break & Instruction Time		From		To	Total Hours :	
Topic Covered						
Sr. No.	M/F	Name	Roll No.	Sem.	Degree B.A/B.COM/B.SC./B.E)	Signature
1	M	Purbia Dinesh H.	4 th Semester	301	Commerce	
2	M	Mali Gautam D.	4 th Semester	236	Commerce	
3	M	Patel Ridham T.	4 th Semester	286	Commerce	
4	M	Nakum Yogesh S.	4 th Semester	246	Commerce	
5	M	Naika Akash Dilipbhai	4 th Semester	244	Commerce	
6	F	Sharma Mahek K.	4 th Semester	323	Commerce	
7	M	Tailor Rutvik J.	4 th Semester	327	Commerce	
8	M	Pandey Vivek S.	4 th Semester	257	Commerce	
9	F	Patel Yukta V.	4 th Semester	295	Commerce	
10	M	Patel Pritesh D.	4 th Semester	285	Commerce	
11	F	Das Bhumi J.	4 th Semester	28	Commerce	
12	F	Barudiya Dharmishtha	4 th Semester	01	Commerce	
13	F	Khalifa Sumaiya M.	4 th Semester	52	Commerce	
14	F	Dake Purvi C.	4 th Semester	26	Commerce	
15	F	Kukna Tara S.	4 th Semester	55	Commerce	
16	F	Mahyavanshi Foram K.	4 th Semester	61	Commerce	
17	F	Patel Falguni B.	4 th Semester	96	Commerce	
18	F	Patel Aayushi B.	4 th Semester	80	Commerce	
19	F	Patel Ankita D.	4 th Semester	83	Commerce	
20	F	Patel Laxmi K.	4 th Semester	114	Commerce	
21	F	Dhimmar Chaitali A.	4 th Semester	31	Commerce	
22	F	Mange Hetvi D.	4 th Semester	67	Commerce	
23	F	Makvana Sejal A.	4 th Semester	64	Commerce	
24	F	Gayakwad Pooja G.	4 th Semester	39	Commerce	
25	F	Chaudhari Bhavini K.	4 th Semester	19	Commerce	
26	F	Kokni Aenjal I.	4 th Semester	53	Commerce	
27	F	Dhimmar Shaily M.	4 th Semester	32	Commerce	
28	M	Delwadia Krutik H.	4 th Semester	30	Commerce	
29	M	Dusani Mehul S.	4 th Semester	34	Commerce	
30	M	Das Dipak S.	4 th Semester	29	Commerce	
31	M	Kasar Harsh B.	4 th Semester	48	Commerce	
32	F	Patel Drashti S.	4 th Semester	95	Commerce	
33	M	Khalifa Anis H.	4 th Semester	51	Commerce	
34	F	Gamit Jinal J.	4 th Semester	35	Commerce	
35	M	Barot Mayur P.	4 th Semester	08	Commerce	
36	M	Chauhan Saurabh R.	4 th Semester	23	Commerce	
37	M	Kumavat Vikas G.	4 th Semester	54	Commerce	
38	M	Gavit Nilesh G.	4 th Semester	38	Commerce	
39	M	Chaudhari Ravi C.	4 th Semester	21	Commerce	
40	F	Nai Pinki S.	4 th Semester	75	Commerce	

Total No. of Students	Present Students	Absent Students
40		

Sakuntala Patel
Office on Special Duty
Extension Finishing School

Principal/Co-ordinator
Signature
College Stamps

Trainers Name :
Signature :



6

Batch No - 02

KCG Finishing School Training Proposed schedule for:

Shah N. P.,
College Name: Commerce College, Valsad

Trainer: Shakuntala Patel (M): 09819060440; Email: shakunmca@yahoo.com

Training Dates: 21/01/2020 to 30/01/2020

Components: 1. Life Skills (20 hours) & 2. Employability Skills (20 hours) = 40

Day	Date	Training Time	Topics	Hours
1	21/01/2020	11:00 to 1:00	Self-Awareness	2
	Tuesday	1:00 to 2:00	Interaction Break	1
		2:00 to 3:00	Self-esteem	1
		3:00 to 4:00	Self-Confidence	1
2	22/01/2020	11:00 to 1:00	Team Work	2
	Wednesday	1:00 to 2:00	Interaction Break	1
		2:00 to 4:00	Observation and Concentration Skills	2
3	23/01/2020	11:00 to 1:00	Life & professional Goal Setting	2
	Thursday	1:00 to 2:00	Interaction Break	1
		2:00 to 4:00	Self-Discipline and Commitment	2
4	24/01/2020	11:00 to 1:00	Empathy and Interpersonal Skills	2
	Friday	1:00 to 2:00	Interaction Break	1
		2:00 to 4:00	Stress Management	2
5	25/01/2020	11:00 to 1:00	Negotiation Skills	2
	Saturday	1:00 to 2:00	Interaction Break	1
		2:00 to 3:00	Critical Thinking, Problem Solving	1
		3:00 to 4:00	Decision Making	1
6	26/01/2020	11:00 to 1:00	Resume writing	2
	Sunday	1:00 to 2:00	Interaction Break	1
		2:00 to 3:00	Cover Letter	1
		3:00 to 4:00	Grooming and personal Hygiene	1
8	27/01/2020	11:00 to 1:00	Interview Skills	2
	Monday	1:00 to 2:00	Interaction Break	1
		2:00 to 3:00	Interview Skills	1
		3:00 to 4:00	Body language	1
8	28/01/2020	11:00 to 1:00	Time Management & Punctuality	2
	Tuesday	1:00 to 2:00	Interaction Break	1
		2:00 to 4:00	Group Discussion	2
9	29/01/2020	11:00 to 1:00	Planning and organizing Skills	2
	Wednesday	1:00 to 2:00	Interaction Break	1
		2:00 to 3:00	Efficiency	1
		3:00 to 4:00	Professional Ethics	1
10	30/01/2020	11:00 to 1:00	Presentation Skills	2
	Thursday	1:00 to 2:00	Interaction Break	1
		2:00 to 3:00	Leadership Skills	1
		3:00 to 4:00	Following Direction	1

Trainer's Sign:

S. N. Patel

College Principal's Sign

College Stamp

