

22/07/2021

Kshitiya Acharya

TF - 301,

Yogiraj Residency cum plaza,

Opp. Lotus Plaza, Ns. Narayan Garden,

Gotri Road

Vadodara. 390021

Dear Kshitiya madam,

Kindly find enclosed herewith
cheque of amount Rs. Twenty Three Thousand ^{three hundred fifty} _{nine only} ^{50/-}
cheque no. 000865 ——— against payment due
for the conducting of Finishing School Initiative
- Set A : Employability Skills for a period of
five days of four hours each day, at our
institute, namely - Shri C D Barjiwala
College of Commerce, Surat. from 11th March 2021
to 15th March 2021

We acknowledge your cooperative participation
and guidance to our students.

We also look forward to engaging your service
in future too, when needed.

Thank You.

Sincerely Yours,

Pandya
Prof. P. S. Pandya : HOD, Dept of English
Coordinator - Finishing school Initiative.



Book-Post / U.P.C. / Regf A.D.

Sheth C. D. Barfiwala College of Commerce

(Affiliated to Veer Narmad South Gujarat University, Surat.)

Sahyog Society, Sumul dairy Road, Surat - 395 008, Ph : 0261 2537752

" Accredited B++ Grade by NAAC"(CGPA 2.77)

Ref. :

Date :

ACADEMIC YEAR 2020-21

FINISHING SCHOOL INITIATIVE

Component Name	: Set A – Employability Skills
Trainer	: Ms. Kshitija Acharya
Start Date	: 11 th March 2021
End Date	: 15 th March 2021
Total Hours :	: 20 Hours
Time	: 12:00 To 2:00 PM & 3:00 To 5:00 PM
Total Remuneration (Honorarium)	: Rs. 20,000/-
(-) 7.5 % TDS	: Rs. 1,500/-
	<u>Rs. 18,500/-</u>

TOTAL AMOUNT PAYABLE :

Honorarium – [Rs. 20,000 – 1500(7.5 % TDS)	= Rs. 18,500/-	18500
Accommodation – Rs.800 (Per Day) X 5 Days	= Rs. 4000/-] 4859
Travel Expenses (Railway) Rs. 327 + 172	= Rs. 499/-	
Travel Auto (Local – Rs. 40 X 9)	= Rs. 360/-	
TOTAL AMOUNT	= Rs. 23,359/-	<u>23359</u>

Heena S Oza

Dr. Heena S. Oza

Principal

Sheth C. D. Barfiwala College Of Commerce

Pandya

Prof. P.S. Pandya

Finishing School coordinator

HOD, Dept. Of English

21/03
000865

Finishing School Honorary Form

Name of College : Seth C.D.Barfiwala College of Commerce, Surat
 Address of the College : Sumul Road
 Mr. / Ms. / Dr. / Prof. : Ms. Kshitija Acharya
 Designation : Empanelled Trainer – Finishing School Programme

I have rendered my services as Trainer of Finishing School Training Programme held at GEC Valsad from 11/3/2021-15/3/2021

Date	Time	Hours	Name of Topic	Honorary (Rs.)
11/3/2021	12 am-2 pm	02	Self-Awareness- SWOT	2000/--
11/3/2021	3 pm-5 pm	02	Self Esteem & Self Confidence	2000/--
12/3/2021	12 am-2 pm	02	Life & Professional Goal Setting	2000/--
12/3/2021	3 pm-5 pm	02	Grooming, Personal Hygiene & Body Language (Office Etiquette)	2000/--
13/3/2021	12 am-2 pm	02	Resume & Cover Letter	2000/--
13/3/2021	3 pm-5 pm	02	Job Search & Career Options	2000/--
14/3/2021	12 am-2 pm	02	Group Discussion	2000/--
14/3/2021	3 pm-5 pm	02	Interview Skills	2000/--
15/3/2021	12 am-2 pm	02	Interview Skills & Empathy	2000/--
15/3/2021	3 pm-5 pm	02	Interpersonal Skills	2000/--
Total				20,000/-
- 7.5% TDS				1500/-
=				18500/-

I have received Rs. 18,500/- (Rs. in words) Eighteen thousand five hundred rupees only/-
as honorarium for rendering my services as Trainer

Checked By
Co-Ordinator,
Finishing School

Approved By
Principal


Signature of Receiver
Trainer

Kshitija Acharya

TF-301

Yogiraj Residency cum Plaza

Opp. Lotus Plaza, Nr. Narayan Garden

Gotri Road

Vadodara 390021

1 October 2021

Dear Kshitijamadam,

Ref: regarding cheque dispatched as remuneration for Finishing School Initiative-
Part 1

Kindly find enclosed herewith cheque of amount Rs. Twenty Three Thousand
Ninety Three only/ Cheque number : 000904 against payment due for the
conducting of Finishing School Initiative-Part 1Set C: Life &Employability Skills for
a period of five days of four hours each day, at our institute, namely Sheth C D
Barfiwala college of Commerce, Surat. 25th August to 29th August, 2021.

We acknowledge your cooperative participation and guidance to our students.

We also look forward to engaging your service in future too, when needed.

Thank you.

Sincerely yours

Prof. P S Pandya: Head, Department of English
Coordinator- Finishing School Initiative



Book-Post / U.P.C./ Regf A.D.

Sheth C. D. Barfiwala College of Commerce

(Affiliated to Veer Narmad South Gujarat University, Surat.)

Sahyog Society, Sumul dairy Road, Surat - 395 008, Ph : 0261 2537752

" Accredited B++ Grade by NAAC"(CGPA 2.77)

Date :

ACADEMIC YEAR 2020-21 FINISHING SCHOOL INITIATIVE

Component Name	: Set C - Employability Skills
Trainer	: Kshitija Acharya
Start Date	: 25 th August, 2021
End Date	: 29 th August, 2021
Total Hours	: 20 Hours
Time	: 12:00 to 2:00PM & 3.00 to 5.00 PM & 8.00 AM to 1.00 PM
Total Remuneration(Honorarium)	: Rs. 20,000/-
(-)10% TDS	: 18,000/-

TOTAL AMOUNT PAYABLE :

Honorarium -(Rs. 20,000/- 10% TDS)

= Rs. 18,000/- + 2,000 TDS

Travel Expenses(Railway+ Auto=Train)

= Rs. 1093/-

Accommodation-Rs. 800(Per Day) X 5 Days

= Rs. 4000/-

TOTAL AMOUNT

= Rs. 23,093/- + 2000 TDS

Heena S Oza

Dr. Heena S. Oza

Principal

Sheth C D Barfiwala College of Commerce

Pandya

Prof. P.S.Pandya

Finishing School Coordinator

HOD, Dept. of English

Finishing School Honarium Form

Name of College : Seth C.D.Barfiwala College of Commerce, Surat
 Address of the College : Sumul Road
 Mr. / Ms. / Dr. / Prof. : Ms. Kshitija Acharya
 Designation : Empanelled Trainer – Finishing School Programme

I have rendered my services as Trainer of Finishing School Training Programme held at Seth C.D Barfiwala College of Commerce from 25/8/2021-29/8/2021

Date	Time	Hours	Name of Topic	Honarium (Rs.)
25/8/2021	12 am-2 pm	02	Team Work	2000/-
25/8/2021	3 pm-5 pm	02	Leadership Skills	2000/-
26/8/2021	8:30 am – 10:30 am	02	Positive Attitude and Motivation	2000/-
26/8/2021	11 am -1 pm	02	Presentation Skills and Meeting Etiquette	2000/-
27/8/2021	8:30 am – 10:30 am	02	Problem Solving	2000/-
27/8/2021	11 am -1 pm	02	Time Management	2000/-
28/8/2021	8:30 am – 10:30 am	02	Self-Discipline and Emotional Intelligence	2000/-
28/8/2021	11 am -1 pm	02	Critical thinking & Professional Ethics	2000/-
29/8/2021	8:30 am – 10:30 am	02	Stress Management and Anger Management	2000/-
29/8/2021	11 am -1 pm	02	Social Media & Cyber Etiquette	2000/-
Total				20,000/-
- 10% TDS				2000/-
=				18000/-

I have received Rs. 18,000/- (Rs. in words) Eighteen thousand rupees only/- as honorarium for rendering my services as Trainer

Checked By
Co-Ordinator,
Finishing School

Approved By
Principal


Signature of Receiver
Trainer

Diptimayee Swain
102, Vandan Flats, 29-Punit Nagar
Old Padra Road
Vadodara- 390007

1 October 2021

Dear Diptimayeemadam,

Ref: regarding cheque dispatched as remuneration for Finishing School Initiative-
Part 1

Kindly find enclosed herewith cheque of amount Rs. Forty Two Thousand Seven Hundred and Seventy Nine only/ Cheque number : 000903 against payment due for the conducting of Finishing School Initiative-Part 1Set B & D: Functional English Skills for a period of ten days of four hours each day, at our institute, namely Sheth C D Barfiwala college of Commerce, Surat, during 16th and 17th March,2021 and 2nd September to 9th September, 2021. .

We acknowledge your cooperative participation and guidance to our students.

We also look forward to engaging your service in future too, when needed.

Thank you.

Sincerely yours

Prof. P S Pandya: Head, Department of English
Coordinator- Finishing School Initiative



Sheth C. D. Barfiwala College of Commerce

Book-Post / U.P.C. / Regf A.D.

(Affiliated to Veer Narmad South Gujarat University, Surat.)

Sahyog Society, Sumul dairy Road, Surat - 395 008, Ph : 0261 2537752

"Accredited B++ Grade by NAAC"(CGPA 2.77)

Date :

ACADEMIC YEAR 2020-21 FINISHING SCHOOL INITIATIVE

Component Name	: Set B & D-Functional English skills
Trainer	: Diptimayee Swain
Start Date (Set B)	: 16 th March & 17 th March, 2021
End Date	: 2 nd September to 4 th September, 2021
Total Hours	: 20 Hours
Time	: 12:00 to 2:00PM & 3.00 to 5.00 PM
Start Date (Set D)	: 5 th September, 2021
End Date	: 9 th September, 2021
Total Hours	: 20 Hours
Time	: 08:00 to 10:00AM & 11.00 to 1.00 PM
Total Remuneration(Honorarium)	: Rs. 20,000/- Set B, 20,000/- Set D Rs. 40,000/-
(-)10% TDS	: 18,000/+ 18,000/- = Rs. 36,000/-

TOTAL AMOUNT PAYABLE :

Honorarium -(Rs. 40,000/- 10% TDS)

Travel Expenses(Railway+ Auto)

TOTAL AMOUNT

= Rs. 36,000/- + 4000 TDS

= Rs. 6779/-

= Rs. 42,779/- + 4000 TDS

Heena S Oza

Dr. Heena S. Oza

Principal

Sheth C D Barfiwala College of Commerce

Pandya

Prof. P.S.Pandya

Finishing School Coordinator

HOD, Dept. of English

Finishing School Honorary Form

Name of College: S.C.D. Barfiwala College of Commerce,

Address of the College: Surat.

I, Mr. / Ms. / Dr. / Prof. DIPTMAYEE SWAIN

Designation: Empaneled Trainer - Finishing School Programme

I have rendered my services as Trainer of Finishing School Training Program held at

S.C.D. Barfiwala college from ^{16th 17th march} 2/09/2021 to 4/09/2021

Date	Time	Hours	Name of Topic	Honorarium (Rs.)
16/03/2021	11 am - 4 pm.	4 hours.	- self Introduction and introducing others - Nouns and pronouns.	₹ 4000/-
17/03/2021	11 am - 4 pm.	4 hours	- Describing words - Vocabulary building	₹ 4000/-
2/09/2021	8:30 am - 1 pm.	4 hours	- verbs part-1 - Tenses part-1	₹ 4000/-
3/09/2021	8:30 am - 1 pm.	4 hours	- prepositions - conjunctions & connectors	₹ 4000/-
4/09/2021	8:30 am - 1 pm.	4 hours.	- Framing it right - Telephone and e-mail etiquette.	₹ 4000/-
Total				₹ 20,000/-


I have received Rs. ₹ 18,000/- (after deducting tds)

(Rs. in words) Eighteen thousand only.

As honorarium for rendering my services as Trainer

Checked By
Co-Ordinator,
Finishing School

Approved By
Principal


Signature of Receiver
Trainer
Diptmayee Swain

Finishing School Honorary Form

Name of College: S.C.D. Barfiwala College of commerce

Address of the College: Surat

I, Mr. / Ms. / Dr. / Prof: Diptimayee Swain

Designation: Empaneled Trainer - Finishing School Programme

I have rendered my services as Trainer of Finishing School Training Program held at S.C.D. Barfiwala college from 5 / 09 / 2021 to 9 / 9 / 2021

Date	Time	Hours	Name of Topic	Honorarium (Rs.)
5/9/2021	8:30 am - 1 P.M.	4	- verbs part 2 - Tenses part 2	₹ 4000/-
6/9/2021	8:30 am - 1 P.M.	4	- Developing a paragraph - Report Writing	₹ 4000/-
7/9/2021	8:30 am - 1 P.M.	4	- E-mail etiquette part-2 - communication skills & barriers	₹ 4000/-
8/9/2021	8:30 am - 1 P.M.	4	- Telephone etiquette part-2 - Speak and contribute - 1 - social media etiquette	₹ 4000/-
9/9/2021	8:30 am - 1 P.M.	4	- Speak and contribute - 2 - Group Discussion.	₹ 4000/-
			Total	₹ 20,000/-

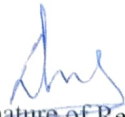
I have received Rs. 18,000/- (After deducting tds)

(Rs. in words) Eighteen thousand only.

As honorarium for rendering my services as Trainer

Checked By
Co-Ordinator,
Finishing School

Approved By
Principal


Signature of Receiver
Trainer
Diptimayee Swain