

Batch 2

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

31 October 2021

Dear Diptimayeemadam,

Ref: regarding cheque dispatched as remuneration for Finishing School Initiative-
Batch -2

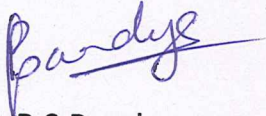
Kindly find enclosed herewith cheque of amount Rs. Rs. 42,779/-namely Forty two thousand seven hundred seventy nine only, Cheque No. 000924 against payment due for the conducting of Finishing School Initiative-Batch 2 Set B & D: Functional English Skills for a period of ten days of four hours each day, at our institute, namely Sheth C D Barfiwala College of Commerce, Surat, from 22ndOctober,2021 to 31st October, 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

Batch - 2

Book-Post/U.P.C./ RegdA.D



Sheth C.D. Barfiwala College of Commerce

(Affiliated to Veer Narmad South Gujarat University, Surat)

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

Sahyog society, Sumul Dairy Road, Surat. 395008, Phone :- 2537752

ACADEMIC YEAR 2021-22

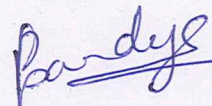
FINISHING SCHOOL INITIATIVE Batch 2

Component Name	: Set B & D-Functional English skills
Trainer	: Diptimayee Swain
Start Date	: 22 nd October, 2021
End Date	: 31 st October, 2021
Total Hours	: 40 Hours
Time	: 10:30AM to 12:30AM & 1.00PM to 3.00 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)	= Rs. 36,000/-
Travel Expenses(Railway+ Auto)	= Rs. 6779/-
TOTAL AMOUNT	= Rs. 42,779/-

Dr. Heena S. Oza
Principal
Sheth C D Barfiwala College of Commerce


Prof. P.S. Pandya
Finishing School
Cordinator
HOD, Dept. of English

Kshitija Acharya
TF-301
Yogiraj Residency cum Plaza
Opp. Lotus Plaza, Nr. Narayan Garden
Gotri Road
Vadodara 390021
31 October 2021

Dear Kshitijamadam,

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

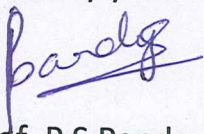
Kindly find enclosed herewith cheque of amount Rs. **Rs.45,367/-** namely **Forty five thousand three hundred sixty seven** only/ Cheque number : 000923 against payment due for the conducting of Finishing School Initiative-Batch-2 Set A &C: Life&Employability Skills for a period of ten days of four hours each day, at our institute, namely Sheth C D Barfiwala College of Commerce, Surat, from 8th October, 2021to 17th October, 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./ RegdA.D

(Affiliated to Veer Narmad South Gujarat University, Surat)
"Accredited B⁺⁺ Grade by NAAC" (CGPA 2.77)

Sahyog society, Sumul Dairy Road, Surat. 395008 , Phone :- 2537752

ACADEMIC YEAR 2021-2022

FINISHING SCHOOL INITIATIVE Batch 2

Component Name	: Set A & C - Life & Employability Skills
Trainer	: Kshitija Acharya
Start Date	: 8 th October, 2021
End Date	: 17 th October, 2021
Total Hours	: 40 Hours
Time	: 11:30 to 1:30PM & 2.00 to 4.00 PM
Total Remuneration(Honorarium)	: Rs. 20,000/- + Rs. 20,000/- = Rs. 40,000/-
(- 10%) TDS	: 36,000/-

TOTAL AMOUNT PAYABLE :

Honorarium -(Rs. 40,000/- 10% TDS)	= Rs. 36,000/-
Travel Expenses(Railway+ Auto=Train)	= Rs. 1040/- (Auto)+ Rs. 327/-
	= Rs. 1367/-
Accommodation-Rs. 800(Per Day) X 10 Days	= Rs. 8000/-
TOTAL AMOUNT	= Rs.45,367/-

} ~~10407~~
9367

Dr. Heena S. Oza
Principal
Sheth C D Barfiwala College of Commerce

Pandya
Prof. P.S.Pandya
Finishing School Coordinator
HOD, Dept. of En



Finishing School

Knowledge Consortium of Gujarat

Education Department, Government of Gujarat



Trainer Report

Life Skill/Employability Skill/English Functional Skills/English Functional Skills

1. Name of the Trainer : Ms. Kshitija Acharya

2. College Name :

3. Batch Date:

4. No. of Hours Training :

5. Component Name:

Evaluation of Students

1	2	3	4	5	6	7	8
	Name of Student	Total Attending Hours (In No.)	Total Attending Hours of Training (40) 20 % Attendance =10 40 % Attendance= 20 60 % Attendance=30 80 % Attendance=40 100 % Attendance=50	Enthusiastic (15)	Overall Participation in the Class (20)	Overall Changes after Training (15)	Total (100)
1.	Upadhyay Vivek S.	40	50	12	14	12	88
2.	Ira Ashish	40	50	12	14	12	88
3.	Sakaraya Manvi	36	45	12	12	12	81
4.	Bansal Pintu	32	40	12	12	12	76
5.	Nandvana Hardik	36	45	12	12	13	82
6.	Maurya Dipak	40	50	13	15	13	91
7.	Nishad Nitul	36	45	13	13	13	84
8.	Jayaswal Bipin	32	40	12	13	12	77
9.	Chabhadiya Tamni	40	50	13	15	13	91
10.	Singh Prapti	40	50	13	15	13	91
11.	Dubey Pallavi	40	50	13	14	12	89
12.	Kashyap Anjali	40	50	14	16	13	93
13.	Mewada Dimple	40	50	14	15	13	92
14.	Amerav Aditya	40	50	14	15	13	92
15.	Mallah Lalita	40	50	14	16	13	93
16.	Rathod Magbul	40	50	14	16	13	93

17.	Jadav Prince	40	50	13	15	13	91
18.	Gaud Khushboo	32 32	40	12	12	12	76
19.	Dabhi Genangi	32	40	12	13	12	77
20.	Lutaria Tejal	40	50	13	14	12	89
21.	Munjani Vivek	40	50	13	14	13	90
22.	Rupareliya Jinish	40	50	13	15	13	91
23.	Vasani Yash	36	50	12	12	12	86
24.	Bhikadiya Vinit	36	50	12	13	12	87
25.	Kanojya Dipak	40	50	13	13	13	89
26.	Dave Vaibhav	40	50	13	15	13	91
27.	Khambhayla Jasmin	40	50	12	12	12	86
28.	Kalsaria Akshay	32	50	12	13	12	87
29.	Kapde Anisa	32	50	12	12	12	86
30.	Naik Preet	40	50	13	13	13	89
31.	Desai Dhruvnil	40	50	13	15	13	91
32.	Karani Pinal	40	50	13	16	13	92
33.	Chauhan Kirti	40	50	12	13	12	87
34.	Gabani Janni	40	50	12	11	11	84
35.	Oza Laloni	36	45	12	13	12	82
36.	Shan Vaidika	40	50	13	14	13	90
37.	Renatkar Manisha	40	50	13	13	13	89
38.	Vivek Kumar Beladiya	40	50	13	16	13	92
39.	Ninane Nilesh	40	50	13	16	13	92
40.	Ruchita Dhorajia	40	50	13	16	13	92
41.	Bedke Mihir	36	45	12	13	12	82
42.	Mohammad Mausam	16	20	10	10	10	50
43.	Zalavadiya Keena	32	45	11	12	11	79
44.	Malani Shrayana	32	40	12	13	12	77
45.	Patel Vrutika	32	40	12	12	12	76
46.	Tiwari Pooja	40	50	12	15	12	89
47.	Rabadiya Radhika	32	40	12	12	12	76

6 What is the impact/ major improvement seen in the students after attending training programme in the Finishing School?

Students who attended the class regularly, displayed ~~sig~~ major improvements in the following areas :-

- Time Management & Punctuality
- Overall Grooming
- Classroom conduct & behaviours
- Team work & leadership.
- Overall Confidence
- Public speaking - They all gave group presentation
- All have prepared their Resumes.
- Learnt how to face an Interview.

7. Total remuneration to be received: 36,000/- (40,000 - 4,000)

8. Total Travel Allowances to be received: _____

Date :

Signature of the Trainer

Shantiga