

## **FINISHING SCHOOL**

### **Introduction**

The **Knowledge Consortium of Gujarat (KCG)** was established by the Department of Education, Government of Gujarat in the year 2009. KCG strives to facilitate academic reforms through various initiatives that enhance access, equity and quality of Higher Education in Gujarat.

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In synchrony with the vision of India's New Education Policy (NEP),2016, the Government of Gujarat launched the **Finishing School** Initiative in 2016-17 through KCG for enhancing employability of youth graduating in Higher and Technical Education. The program came into action on 16<sup>th</sup> March 2017.

### **Major Focus**

**Finishing School - The Student Employability Enhancement Drive (SEED)** aims at empowering students with various Skill sets in addition to Knowledge that make them Industry ready. Finishing School Trainers enable students to hone their Life Skills, Employability Skills, Functional and Spoken English Skills so as to carve a niche in the competitive and dynamic world.

### **Vision**

To prepare Graduating students of Gujarat for better employability, Industry readiness and a prosperous career through appropriate training interventions. The vision goes a step further beyond Gujarat to spread this progressive initiative of Finishing School throughout India.

### **Mission**

The Finishing School Initiative aims at creating a Nation with skilled youth where no Graduate remains unemployed. The Mission of Finishing School initiative is to train the young minds such that they emerge as sound professionals in their respective areas of study and to prepare them for multi-disciplinary domains by enhancing their employability and overall skills.

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## Objectives

- 1.To provide a platform for skills and abilities to youngsters to make themselves stable in the industrial environment.
- 2.To provide the competitive training to adapt in the dynamic atmosphere.
- 3.To enable the youngsters to present their best and competitive profile in working environment by training
- 4.To make the freshers ready for the job hunt.

## Plan

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## Statistics

The Finishing School project has been implemented in Gujarat during the year 2016-17. The objective of Finishing School Training is to enhance the skills of Gujarat State students to get jobs by imparting Soft Skill Training and Functional English Training through Finishing School Training.

Types of colleges	2016-17	2017-18	2018-19	2019-20
Govt. Higher education college	20	40	107	107
Govt. Technical education college	20	40	46	46
GIA college	-	-	100	100
Total	40	80	253	253
<b>Total students trained</b>	<b>2311</b>	<b>3749</b>	<b>14317</b>	<b>19357</b>

## Training Components

Training Components have been thoughtfully identified to give students an edge in the dynamic and competitive professional world.

In this one book is for trainers called trainer's manual and Students' workbooks. With the help of manuals trainers get some guidance as to how to take the session on the particular topic so that the students can understand the concept. Whereas, the students' workbook is

meant for the students for doing the class activity. It keeps the session interactive and self-motivated for students to perform the task and understand the topic well.

The components which help to students to survive in this competitive environment are represented in tables:

### SET-A

Life employability skills	Hours of Sessions
<b>Self-awareness SWOT</b>	2 Hours
<b>Self-esteem and self confidence</b>	2 Hours
<b>Life and professional goal setting</b>	2 Hours
<b>Grooming personal hygiene and body language</b>	2 Hours
<b>Resume writing and cover letter</b>	2 Hours
<b>Job searches and career options</b>	2 Hours
<b>Group discussion</b>	2 Hours
<b>Interview skills</b>	2 Hours
<b>Interview skills and Empathy</b>	2 Hours
<b>Interpersonal skills</b>	2 Hours
<b>Total Hours</b>	<b>20 Hours</b>

### SET- B

Functional English skills	Hours of session
<b>Self-introduction and introducing others</b>	2 Hours
<b>Nouns and Pronouns</b>	2 Hours
<b>Describing words</b>	2 Hours
<b>Vocabulary building</b>	2 Hours
<b>Verbs part 1</b>	2 Hours
<b>Tenses part 1</b>	2 Hours
<b>Prepositions</b>	2 Hours
<b>Conjunctions and Connectors</b>	2 Hours
<b>Framing is right</b>	2 Hours
<b>Telephone and E-mail etiquette</b>	2 Hours
<b>Total Hours</b>	<b>20 Hours</b>

**SET- C**

Life employability skills	Hours of session
<b>Team work</b>	2 Hours
<b>Leadership skills</b>	2 Hours
<b>Problem Solving</b>	2 Hours
<b>Crisis management and professional ethics</b>	2 Hours
<b>Positive attitude and motivation</b>	2 Hours
<b>Presentational skills and meeting etiquettes</b>	2 Hours
<b>Time management</b>	2 Hours
<b>Self-discipline and emotional intelligence</b>	2 Hours
<b>Stress and anger management</b>	2 Hours
<b>Social media and cyber etiquettes</b>	20 Hours
<b>Total Hours</b>	<b>20 Hours</b>

**SET- D**

Functional English	Hours of sessions
<b>Verbs part 2</b>	2 Hours
<b>Tenses part 2</b>	2 Hours
<b>Developing and paragraph</b>	2 Hours
<b>Report writing</b>	2 Hours
<b>E-mail etiquette part 2</b>	2 Hours
<b>Communicational skills and barrier</b>	2 Hours
<b>Telephone etiquette part 2</b>	2 Hours
<b>Speak and contribute part 1</b>	2 Hours
<b>Speak and contribute part2</b>	2 Hours
<b>Group discussion advance part</b>	2 Hours
<b>Total Hours</b>	<b>20 Hours</b>

## **KCG Team members**

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- 1) **Prof. A U Patel:** Advisor, Knowledge Consortium of Gujarat. Former Vice Chancellor, Gujarat University.
- 2) **Dr.Nandani Kannan:** Consultant, Finishing school, Education Department, Government of Gujarat. Former joint CEO and Director (Training and capacity building and extension) KCG Associate Professor in Business Economics, The Maharaja Sayajirao University of Baroda.
- 3) **Dr. Yogesh T Yadav:** Associate professor of economics and In-charge Principal, Gujarat Art and Commerce College, Ahemdabad and State odal officer (RUSHA-MHRD), Gujarat state and officer on Special duty (Extension-Saptdhara, UDISHA, Finishing School), Knowledge Consortium of Gujarat, Department of Education, Govtment of Gujarat, Ahemdabad.
- 4) **Smt. Anju Sharma:** IAS Principal secretary (Higher and technical education, Education Department, Government of Gujarat.
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## **Content development of Finishing school Team comprises**

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### **Major Achievements of KCG**

The Finishing School Project has been awarded the SKOCH Order of Merit Award in the category of Higher Education on September 25, 2019 at Delhi

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### **Company MOU**

NIT, Surathakal, Karnataka has signed a MoU with the Education Department of the Government of Gujarat to start a finishing school for BTech and MTech students in March 2019.

### **Trained students' strength**

A total of 44.33% of the students trained after the commencement of the Finishing School Initiative have got employment during the Mega Placement Camp organized by the State Government in February 2019.

### **Resource Development**

Materials for training modules have been fully developed to ensure uniformity in the quality of training to students across the state. Students workbook has been prepared and distributed free of cost to the students for regular practice. Trainers Manuals have also been prepared to maintain quality standards through training of trainers.

### **Digitization of attendance**

Mobile based attendance system has been introduced in 2019-20 as part of digitization. In which the attendance of the trainers and the weekly feedback of the students are also collected in digital mode.

## **Placement Companies**

- Austin
- Essar Steel
- IP INFINIUM
- Laser and Turbo
- Mother dairy
- SUZLON, Powering Greening Technology
- TATA Consultancy Services
- Tanishq
- Ultra-cement
- Linde
- ICICI Foundation
- ICICI Prudent
- Vodafone
- Aditya Birla

## **Conclusion**

So, this is one of the leading initiatives to impart the basic employability and communication skills so that students will become self-accountable to deal in this competitive world. It not helps students but KCG also supports trainers' Training and orientation programs to train the students. We can also say that this is shaping the future young generations to sustain in this highly competitive and technological world.