



# Government Engineering College, Dahod

## સરકારી ઇજનેરી કોલેજ. દાહોદ



અલોદ રોડ, દાહોદ. જિ. દાહોદ, પીન કોડ નં. ૩૮૯૧૫૧, ફોન નં. (૦૨૬૭૩) ૨૬૩૭૮૦

### Notice

13.08.2018

All the students of semester 7 are hereby informed that Education Department of Government of Gujarat has taken initiative to improve the employability of the students by undergoing the students by soft skill trainings. With this motto a concept of "Finishing School" has been introduced in all the degree engineering colleges across the state.

Under this "Finishing School" a 100 hours of intensive training will be provided to the final year students by the professional trainers selected and appointed by Knowledge Consortium of Gujarat (KCG). These trainers will train the students with standard modules and training materials.

The purpose of this training is to empower the students to fit into the professional world and making them more employable by improving their presentation skills, life goal setting, team building, CV writing, etiquette and grooming.

The training program has three modules;

- 1) Component 1 : Life Skills (25 hrs)
- 2) Component 2 : Employability skills (25 hrs)
- 3) Component 3 : Training on English language (50 hrs)

**I am pleased to inform here that all the students who have selected in campus or off campus interviews were undergone through Finishing School training during last year.**

Therefore, It was decided to complete the first component of 25 hours (with four batches each of 40 students) during month of August, another 25 hrs in the month of September and remaining 50 hrs during the semester 8. The students who will enrolled in first 25 hrs component, can only continue the further training programs. **After completion of this training program, certificates will be issued by Government of Gujarat.**

Those students of sem 7 who could not register themselves for the first phase of training can registered on <http://gecdahod.tk> latest by **22<sup>nd</sup> August 2018**. Selected students will have to pay Rs. 50/- (rupees fifty only) towards registration fees.

**Tentative schedule is from 27<sup>th</sup> August to 31<sup>st</sup> August, 2018 (10.30 AM to 5.30 PM)**

For more information, you can contact following faculty coordinators;

Computer Engg.	: Prof. Yagneek Rathod
EC	: Prof. S N Damor
Electrical Engg	: Prof. Ishak Shaikh
Civil Engg.	: Prof. S. P. Chandresha
Mechanical Engg.	: Prof. T. P. Gundarniya

Principal  
Principal

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**Content of the first 25 hours i.e. Component 1  
COMPONENT 1 – LIFE SKILLS**

<b>Sr. No.</b>	<b>Topic</b>	<b>No. of Hours</b>
1	Self Awareness- SWOT	2
2	Self Esteem	1
3	Self Confidence	2
4	Empathy	2
5	Team Work	2
6	Life Goal Setting	2
7	Observation & Concentration Skills	2
8	Self Discipline	2
9	Commitment	2
10	Critical Thinking	2
11	Stress Management	2
12	Problem Solving & Decision Making	1
13	Interpersonal Skills	1
14	Negotiation Skills	2
	<b>Total</b>	<b>25</b>

**COMPONENT 2 – EMPLOYABILITY SKILLS**

<b>Sr. No.</b>	<b>Topic</b>	<b>No. of Hours</b>
1	Cover Letter	2
2	Resume Writing	2
3	Grooming & Personal Hygiene	2
4	Body Language	2
5	Time Management & Punctuality	1
6	Presentation Skills	1
7	Professional Goal Setting	2
8	Interview Skills	3
9	Group Discussions	1
10	Efficiency	1
11	Planning & Organizational Skills	2
12	Professional Ethics	2
13	Leadership Skills	2
14	Following Directions	2
	<b>Total</b>	<b>25</b>

Copy to;

- 1) HOD, Civil Engineering,
- 2) HOD, Computer Engineering,
- 3) HOD, Electrical Engineering
- 4) HOD, EC Engineering,

5) HOD, Mechanical Engineering