

ELECTRONICS & COMMUNICATION ENGINEERING DEPARTMENT
GOVERNMENT ENGINEERING COLLEGE
SECTOR-28, GANDHINAGAR
CO-CURRICULAR ACTIVITY REPORT

(For the use of Faculty after successful completion of Training/Workshop/Any Co-Curricular Activity)

Name of Activity:	Finishing School Program
Type of Activity (Training/Workshop/Seminar etc.)	Training
Broad Area of Co-Curricular Activity:	<ol style="list-style-type: none"> 1) Teamwork 2) Leadership Skills 3) Problem Solving and Decision Making 4) Critical Thinking 5) Positive Attitude and Motivation 6) Presentation Skills and Meeting Etiquette 7) Time Management 8) Self Discipline & Emotional Intelligence 9) Stress & Anger Management 10) Social Media and Cyber Netiquette
Resource Persons:	Mr. Maulik Shah-KCG Trainer
Date & Place:	26/07/2021 to 05/08/2021
Objectives of Activity:	Teamwork, Leadership-Skills, Problem-Solving and Decision Making, Critical Thinking, Positive Attitude and Motivation, Presentation Skills and Meeting Etiquette, Time Management, Self Discipline & Emotional Intelligence, Stress & Anger Management, Social Media and Cyber Netiquette
No. of Participants:	34
Name of Coordinator/s and Team:	<ol style="list-style-type: none"> 1) Prof. Nilesh Bankar 2) Prof. Nisha Prajapati
Brief Summary of activity with Photographs: (Max. in 150 words)	
<p>Finishing School Program's SET C starts in a good way. On the first day, Students have seen the topic TEAMWORK - Together Everyone Achieves More. They have to perform one activity- How to manage Birthday Party in 1000 Rupees budget. Then they have seen different examples and videos to understand the concept of teamwork. Study the Stages of Team Building, Characteristics of a team, and skilled Require to be an effective team player. So we clearly understand teamwork.</p> <p>The second-day topic was LEADERSHIP SKILLS like starts with What LEADERS DO?, Types of Leadership, Qualities of a good leader, How to developing Leadership Skills? And many more case studies. Then students did one task which is related to a different task between LEADER and MANAGER. Lastly, they have seen informative videos which ultimately help us to learn this concept.</p> <p>On the third day, topic title was PROBLEM-SOLVING AND DECISION MAKING. students have seen two Problems and a task to find solutions for them. The first one is 'Candle-Matchbox' and the second is '9 dot line problems'. They learn that always take the problem as a challenge or situation. Then they have seen possibilities after graduation. Study the 80/20 principle to solve any problem. Even go for</p>	

decision-making tools. Understand four decision-making tools like SWOT, Pareto Principle, Cost/Benefit Analysis, and Six thinking hats. Lastly, videos on the difference between EFFICIENCY and EFFECTIVENESS was presented. Then find which one is important to being efficient or being effective.

The fourth-day **CRITICAL THINKING** was the topic. Learning starts with one very critical activity that takes a lot of time. But students clearly understand the concept very well. Then they have seen Critical Thinking standards, barriers, and characteristics. Even students also study Professional Ethics and Differentiation between Ethics, Morality, and Etiquette. Lastly, seen very beneficial videos to understand in a better way.

On the fifth day, the topic was **POSITIVE ATTITUDE AND MOTIVATION**. Participants have seen a good quote "Today is gonna be a good day." Then they have to learn about attitude, like What is Attitude?, How is it created?, Meaning/Definition, Indicators of Attitude, and How attitude formed?. Mainly participants have seen "Indicators of positive attitude, Knowing attitude helps to predict behavior, How to develop a positive attitude, and Change your perspective towards unsuccessful tasks." Even they have seen very great and informative videos related to this topic. On this day, students have learned the topic **MOTIVATION**. Started with a very inspiring video. Then study the different points like What is Motivation?, Theory of Motivation, Intrinsic motivation, Extrinsic motivation with very inspiring videos.

On the sixth day, the topic was **PRESENTATION SKILLS AND MEETING ETIQUETTES**. Participants were study Presentation skills and how to make an effective presentation. They thoroughly understood the concept of meeting etiquette. Even studied different etiquettes like Office etiquette, Mobile Phone Etiquette and E-mail Etiquette.

The seventh day starts with one activity related to the paper boat. From this activity, participants learn about how to manage time. So on this day, the topic was **TIME MANAGEMENT**. participants have seen different points like Why do one need time management?, How to use time effectively, Set SMART Goals, Scheduling-make a TO-DO List, and Time Matrix. In the time matrix total of four quadrants. Then they have performed one task related to the time matrix that how to differentiate daily tasks for which quadrant. After this, participants have seen a good video. Then studied What is Procrastination?, How to stop Procrastination, The ABCDE Method, and one very informative video.

On the eighth day, the topic was **SELF DISCIPLINE & EMOTIONAL INTELLIGENCE**. Participants have seen the Definition of Self-Discipline, Self-control, Self-improvement, Self-restraint, Will-Power, the ability to stick with an objective, and The Ability to overcome laziness and get on with the job. Participants studied different elements of emotional Intelligence.

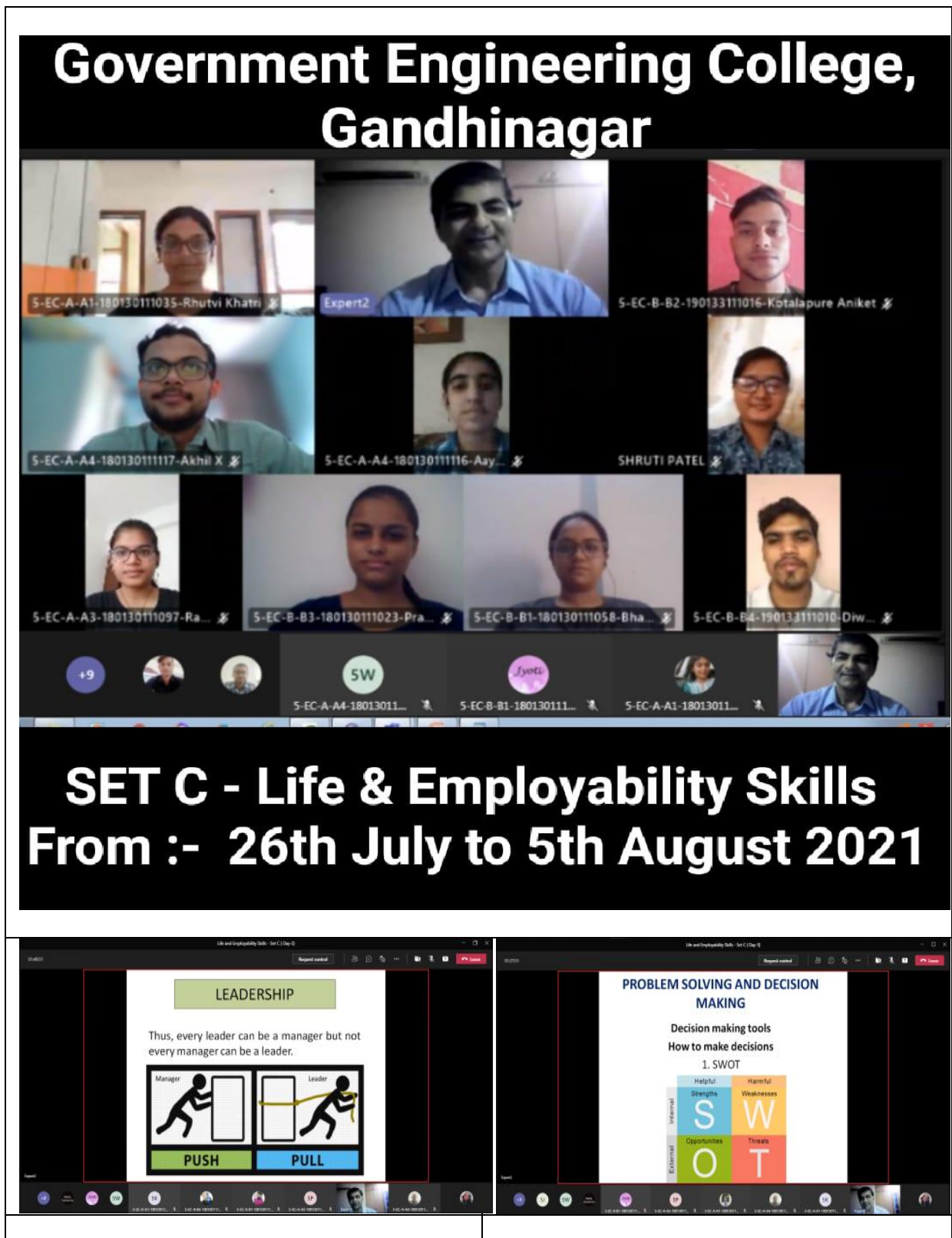
On the ninth day, the topic was **STRESS & ANGER MANAGEMENT**. Participants learned the causes of stress, How stress affects you, Stress-free mantras for your career, and how to manage anger.

Finally, on the last day, Participants have learned **SOCIAL MEDIA AND CYBER NETIQUETTE**. To study etiquette guidelines and how to be safe online. Overall it was a very informative and helpful session. From that session, participants have learned informative topics for their careers.

List of participants:

S. No	M/F	Name	Roll No	Sem
1	Female	PARMAR KOMAL M	190133111020	7
2	Male	Rickin Solanki	180130111102	7
3	Female	JAIN PRACHI AJAYKUMAR	180130111023	7
4	Male	PRAJAPATI SHIVAM MANOJKUMAR	180130111078	7
5	Female	Jyoti.Annavarapu	180130111004	7
6	Male	PADNEY PRASHANTKUMAR D	180130111057	7
7	Male	MISHRA ABHISHEK R	180130111045	7
8	male	ASHISH SHARMA	180130111049	7
9	Female	KAPADIYA JANVI A	180130111031	7
10	Female	SUTHAR MANSI VIJAYKUMAR	180130111105	7
11	Female	PATEL SHRUTI ASHOKKUMAR	180130111069	7
12	Male	AGRAWAL ADITYA DILIPKUMAR	180130111002	7
13	Male	Achray Ashwin R	180130111001	7
14	Female	Rhutvi Khatri	180130111035	7
15	Female	Pramiti Saxena	180130111089	7
16	Male	DIWAKAR SANDIPKUMAR B	190133111010	7
17	Male	Darji Hardik Maheshbhai	190133111007	7
18	Male	Gajjar Jayal Mittalbhai	190133111011	7
19	Male	madhoki kamlesh kumar M	190133111017	7
20	Male	KOTALAPURE ANIKET	190133111016	7
21	Male	agrawal vishalkumar navalkishor	180130111003	7
22	Male	Gayakvad Omkar Sunilbhai	190133111013	7
23	Male	BHUMIT YADAV	180130111118	7
24	Male	AVANISH PRAJAPATI	180130111076	7
25	Male	Akhil Biju	180130111117	7
26	Female	Wadhwa Aayushi	180130111116	7
27	Female	Rashmi Singh	180130111097	7
28	Male	Adarsh Mishra	180130111046	7
29	Male	Uttam kumar singh	180130111098	7
30	Female	Parekh Bhakti	180130111058	7
31	Female	Kandoriya Rekhaben Dadubhai	180130111028	7
32	Male	Karan Bhaveshbhai Togadiya	180130111109	7
33	Male	Bhalsod Nirav Arvindbhai	170130111007	7
34	Male	Mistry Bhavik Vinaybhai	180130111047	7

Photos:



Life and Employability Skills - Set C (Day 5)

PROBLEM SOLVING AND DECISION MAKING

Decision making tools
4. Six Thinking Hats



White: Facts
Red: Feelings
Blue: Control
Green: Creativity
Yellow: Optimism
Black: Pessimism

Life and Employability Skills - Set C (Day 6)

What does Critical Thinking involve?



Reasoning
Analyzing
Evaluating
Decision Making
Problem Solving

CRITICAL THINKING SKILLS

Life and Employability Skills - Set C (Day 5)


ATTITUDE IS EVERYTHING

- What is Attitude?
- How is it created?



Life and Employability Skills - Set C (Day 5)

How attitudes are formed?

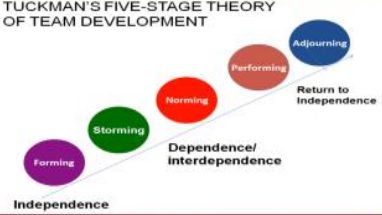


Thoughts & Feelings
Attitude
Action
Results

Life and Employability Skills - Set C (Day 5)

STAGES OF TEAM BUILDING

TUCKMAN'S FIVE-STAGE THEORY OF TEAM DEVELOPMENT



Forming
Storming
Norming
Performing
Adjourning

Independence
Dependence/Interdependence
Return to Independence

Life and Employability Skills - Set C (Day 5)

Developing Leadership Skills

Develop your own potential and appreciate & learn from others who have talent & skills

Avoid only finding faults in others



Life and Employability Skills - Set C (Day 5)

Developing Leadership Skills




TEAMWORK
MOTIVATION
SUPPORT
COMPETENCE
LEADERSHIP
SKILLS
RESPONSIBILITY
COMMUNICATION
POWER

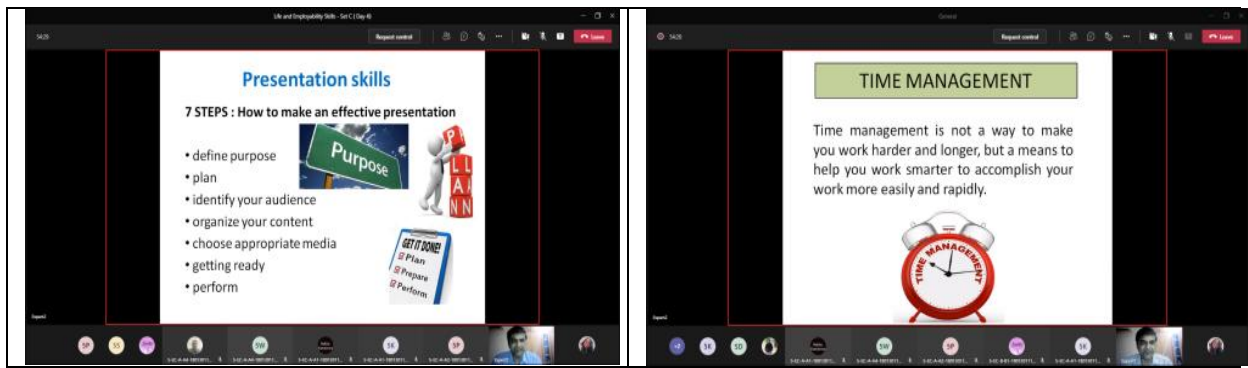
Life and Employability Skills - Set C (Day 5)

Theory of Motivation

MASLOW'S HIERARCHY OF NEEDS



SELF-ACTUALIZATION
ESTEEM
LOVE/BELONGING
SAFETY
PHYSIOLOGICAL



Signature of the Coordinator/s
Prof. Nilesh Bankar
Prof. Nisha Prajapati

Signature of the Head of Dept.
Prof(Dr.). K. G. Maradia