SANJAY GHODAWAT UNIVERSITY
KOLHAPUR
(Approved by UGC & Govt. of Maharashtra)



SGU FINISHING SCHOOL

Prepare, Perform, Prosper:
Your Future Begins Here...



THE METHODICAL PROCESS OF MAKING YOU STAND APART

Finishing School Policy Draft

Preamble

Education should not be only limited to theoretical learning and conceptual knowledge of books. Education serves the purpose of enhancing the personality of an individual and polishing their persona. Here comes the importance of finishing schools. A finishing school works on this ideology and maintains a complete educational experience for the students.

The Finishing School is a concept that reaches its horizon beyond 4E's-Education, Employment, Entrepreneurship & Empowerment. It trains and works towards providing skills that touch the basics of life, and enforces the professional, personal and holistic growth of an individual. SGU Finishing School programme works on an agenda towards empowering the inner potential for a fulfilling and efficient life. SGU Finishing School has a unique training methodology that incorporates learning, skills and self-development with a pedagogy/ curriculum that is entertaining, stimulating and rewarding. SGU Finishing School's tailor-made courses channelize individual energies towards a balanced, enriching life, meeting goals set forth. We utilize Content, Infrastructure, Systems and Digital Technology aids that enhance learning outcomes, developed over decades of experience in the education field, it finely blends into modern and futuristic professional set up and demand.

SGU Finishing School helps students to groom themselves with a cutting edge to become industry ready professionals. It emphasizes social grooming and cultural intelligence along with training in all-around personality development, imparting technical skills, social and business etiquettes along with international protocols, art of decision making, smart work life balance, with an aim to mould people who will lead the industry/professional world in the future. The finishing school program gives the power to elevate the expertise thereby increasing competence, confidence, and marketability.

The SGU Finishing School offers the training required for the personality development and life skills in the first phase. In the second phase the students are assessed for their skills, abilities and attitude for the screening of the career progression. At this stage the students are grouped as per their choices and training needs. Upon finalization of the career tracks the training is offered from the second year till they achieve success in their career. The skills such as technical skills, professionalism, adaptability, problem solving, team work, work ethics, digital literacy and professional communication are developed. The students will be assisted through the skill enhancement and domain specific advanced training so that they will get their dream jobs. Professional experts and alumni mentors will help them achieve their desired career advancement.

Vision:

Empowering the students to Lead, Innovate and Succeed by elevating expertise and crafting competence.

Mission:

To equip SGU students with the skills, knowledge, and practical experience necessary to thrive in today's competitive job market, fostering a seamless transition from academic life to the professional world

DESCRIPTION OF THE ACTIVITIES

- **Employability Quotient:** Our employability enhancement course will enhance the employability quotient and give that much-needed edge in the hiring process. It takes into consideration acting the personal interview, art of participating in GD, resume building, psychometric analysis, mock interviews.
- **Science of Body Language:** Body language is like windows to the soul. It can make or break the deal. Learn how to interpret the body language of the people around you while perfecting your own non-verbal communication. The first impression, winning gestures, non-verbal messages are involved.
- **Corporate Soft Skills:** Learn effective soft skills that you need to stand out and help you to escalate your career to the next level. It includes leadership, team building, time management, stress management, emotional intelligence, and customer relationship management.
- **Communication Strategy for Managers:** This program focuses on several communication strategies that a manager devises in different situations. It includes persuasive messages, team communication, cross cultural communication, corporate communication with stakeholders.
- **Digital Communication:** Enrich the overall communication experience through social media. Digital communication enables powerful new channels that not only changes how we use the mix of options, but also create entirely new ways to interact with teleconferencing, email, instant messages, and social media.
- **Public Exposure:** Good speaking is your most enduring job skill. The activities help hone your speech designing skills and master the techniques of delivering competing presentations. It includes PowerPoint presentations, debate, speech, impromptu presentations.
- **Social Graces and Etiquettes:** Etiquettes is a way of life. It will equip you with skills that allow you to always present the best version of yourself. Elevate yourself to grow and succeed with our etiquette lessons.
- **Art of Decision Making:** You can’t make decisions based on assumptions and fear as decisions shape your destiny. Learn how to use analysis, synthesis, and positive inquiry to address individual and organizational problems and develop critical thinking skills to make the best decision.
- **Image Consultant:** In order to elevate the impression. We evaluate,

enhance and upgrade appearance, behaviour, and communication skills to ensure that the image is consistent with personal and professional goals.

Objectives:

- **Career Awareness:**
    - To create awareness of the career paths such as Employability, Self-employment, and Higher Education based on their interest, skills, aptitude and abilities.
- **Professional Skills Training:**
    - To provide students with comprehensive training in essential professional skills, including communication, teamwork, critical thinking, and problem-solving.
- **Practical Experience:**
    - To offer practical experience through internships, co-op programs, workshops, and other experiential learning opportunities.
- **Industry and Alumni Networking:**
    - To establish network with industry partners and alumni for mentorship, networking, and job placement support.
- **Lifelong Learning and Professional Development:**
    - To promote a culture of lifelong learning and continuous professional development among the graduates.

Expected Outcomes

1. **Improved Employability and Job Readiness of Graduates**:
    - Increase the employment rate of graduates by 20% within the first six months post-graduation.
    - Achieve a 90% job placement rate within one year of graduation.
    - Reduce the average time taken for graduates to secure their first job by 25%.
2. **Enhanced Professional Skills and Competencies**:
    - Ensure 95% of students demonstrate proficiency in key professional skills (communication, teamwork, problem-solving) by the end of the training program, measured through assessments and employer feedback.
    - Increase the number of students obtaining relevant professional certifications by 30% annually.
3. **Stronger Connections between University and the Corporate World**:
    - Establish partnerships with at least 50 new industry leaders and organizations each year.

- Facilitate on-campus recruitment drives and job fairs annually, with a target of 80% student participation.
- Increase the number of guest lectures and workshops conducted by industry professionals by 40% each year.

4. **Increased Alumni Engagement and Support for Current Students**:
    - Grow the alumni network by 25% annually, with a focus on active participation and engagement.
    - Develop a mentorship program involving at least 100 alumni.
    - Organize quarterly alumni-student networking events, with a target attendance rate of 75%.

SGU Finishing School Framework

a. Personality Development

Training Duration:

- 36 hours over the two semesters of the first year of UG programs

Additional Training Topics:

- Corporate grooming and etiquette
- Office etiquette
- Phone etiquette
- Email etiquette and e-writing
- Meeting etiquette
- Dining etiquette
- Travel etiquette

Personality Development Components:

- Personality and attitude building
- Communication skills
- Emotional intelligence
- Transaction analysis
- SWOT analysis
- Leadership skills
- Motivation and confidence building
- Resume writing
- Group discussions (including mock sessions)

- Personal interviews (including mock sessions)

Training Methods:

- Chalk and talk lectures
- PowerPoint presentations
- Motivational and instructional videos
- Interactive sessions (discussions, Q&A, assignments, brainstorming)

Trainers:

- Professional trainers and industry professionals

b. Career Counselling

Timing:

- Second year of all UG programs

Activities:

- Seminars on career opportunities by experts
- Career and personality aptitude tests
- Specific training based on aptitude test results and student interests
- Career path discussions involving students, parents, and peers

Focus Areas:

- Placement
- Entrepreneurship
- Higher education

c. Employability Skills

Approach:

- Multi-dimensional, incorporating inputs from industry, academia, and other stakeholders

Desired Outcomes:

- Improved employability
- Advanced career options
- Lifelong skills development

Training Modules:

Technology-Domain Training and Workshops:

- **Objective**: Enhance domain expertise through specialized workshops and training programs.

Examples: - Technical skills pertinent to B. Tech students are, Mechatronics, Robotics, VLSI Design, etc. are vital requirements of the industry.

No.	Program	Domain Specific Training
1.	B. Tech. Computer Science & Engineering	Advanced Data Structures & Algorithms,
2.	B. Tech. AIML	Full stack development
3.	B. Tech. Electronics & Communication Engineering	VLSI Design, Electrical Vehicles
4.	B. Tech. Aeronautical Engineering	CAD, CAE, CFD Certification
5.	BBA	SAP HCM Certification, Six Sigma Certification, APICS Certification, SCPro Certification, NISM Certification, SEBI Certification
6.	B. Com	
7.	BCA	Full stack development
8.	B. Pharmacy	Clinical Data Management, Pharmacovigilance, Medical Writing, Production Quality Control & Marketing
9.	B. Sc.	Quality Assurance in Chemical & Pharmaceutical Industry

- **Note**: Domain-specific courses will be updated based on industry trends and advances.

d. Software Technology Proficiency:

- **Objective**: Ensure students are proficient in workplace-relevant tools and technologies.
- **Examples**: MATLAB, SolidWorks, AutoCAD, ANSYS

e. Life Skills Training Sessions:

- **Objective**: Build confidence in group interactions, problem-solving, and decision-making.
- **Topics**:
    - SWOC analysis
    - Goal setting
    - Collaboration
    - Time and stress management
    - Social and behavioural skills

- Networking tools (e.g., LinkedIn)
- Resume writing and video resume preparation
- Mock interview sessions.

Methodology for SGU Finishing School

1. Identifying Industry Requirements

- **Industry Analysis**: Conduct thorough research to identify the current requirements and trends in various industries.
- **Skill Mapping**: Map the specific skills needed in different areas based on the industry analysis.
- **Consultation**: Engage with industry experts, alumni, and faculty to validate the findings and refine the required skill sets.

2. Collaboration with Industry Partners

- **Proposal Solicitation**:
  - **Invitation for Proposals**: Issue a formal invitation to various industries, agencies, and professional organizations to submit proposals for collaboration.
  - **Proposal Criteria**: Define clear criteria for proposals, including the relevance of skills to be imparted, the expertise of the trainers, and the logistics of conducting the training.
  - **Proposal Submission**: Allow a specified period for industries to submit their detailed proposals, including training outlines, schedules, costs, and expected outcomes.
- **Proposal Evaluation**:
  - **Evaluation Committee**: Form an evaluation committee comprising faculty members, industry experts, and university administrators.
  - **Review Process**: Assess each proposal based on predefined criteria such as alignment with industry needs, the credibility of the trainers, feasibility, and cost-effectiveness.
  - **Shortlisting**: Shortlist the most promising proposals for further discussion and negotiation.
- **Finalization and Partnership**:
  - **Negotiation**: Conduct detailed discussions with shortlisted industry partners to finalize the scope, duration, and cost-sharing mechanisms of the training programs.
  - **Agreement**: Formalize the partnership through a Memorandum of Understanding (MoU) outlining the roles, responsibilities, and expectations of both parties.

3. Establishing the Finishing School

- **On-Campus Facilities**: Set up the finishing school infrastructure on the university campus, equipped with necessary tools and technologies.
- **Mentorship**:
    - **Industry Mentors**: Appoint industry professionals as mentors to guide students throughout the training program.
    - **Faculty Involvement**: Arrange faculty visits to industries and appoint professionals from various organizations as Professors of Practice to bridge the gap between academia and industry.

4. Training Program Structure

- **Timing and Schedule**:
    - **Training Sessions**: Conduct training sessions after college hours, on weekends, and during holidays. In special cases, training may be scheduled during college hours.
    - **Program Duration**: Start the training program from the third semester and continue until the seventh semester.
    - **Semester-wise Content**: Design different training modules for each semester to cover a comprehensive range of skills.
- **Training Methodology**:
    - **Hands-On Experience**: Emphasize practical, hands-on training on current technologies, with each semester involving 30 hours of training.
    - **Interactive Learning**: Include interactive sessions, workshops, and real-world problem-solving activities.
- **Credit Allocation**:
    - **National Credit Framework**: Assign credits to the training programs as per the National Credit Framework. Additional credits earned through these programs may be considered for the award of a degree with honours, subject to academic council approval.

5. Cost Sharing and Financial Considerations

- **Expense Distribution**:
    - **Student Contribution**: Students will bear the costs associated with domain-specific training.
    - **University Support**: The university will cover the expenses for personality development, lifelong learning, and soft skills training components.
    - **Honors Degree Consideration**: If the credits earned are used for awarding degrees with honours, the university will bear the entire expense.
- **Fee Management**: Ensure transparent communication about the fee structure and financial responsibilities to students and parents.

By following this detailed methodology, SGU Finishing School aims to provide students with the necessary skills and practical experience to meet industry standards, enhancing their employability and career readiness.

Procedure:

First Year of UG Programs

- **Personality Development Training**
  - **Duration:** 30 hours spread across the two semesters of the first year.
  - **Topics Covered:** Personality building, communication skills, emotional intelligence, leadership skills, resume writing, mock group discussions (GD), and mock personal interviews (PI).
  - **Training Format:** Lectures, presentations, interactive sessions, and practical exercises conducted by professional trainers.

First Semester of Second Year

- **Career Exploration and Aptitude Test**
  - **Objective:** Introduce students to various career options available based on their academic performance and interests.
  - **Activities:**
    - Seminars and workshops on career opportunities.
    - Conducting a Career Aptitude Test to assess student strengths and interests.
    - Individual counselling sessions to guide students in selecting suitable career paths.

Second Semester of Second Year

- **Career-Specific Training Initiation**
  - **Objective:** Commence specialized training aligned with students' chosen career paths.
  - **Activities:**
    - Enrolling students in specific training modules based on their career choices.
    - Detailed orientation on the syllabus and expectations for career-specific training.

Third to Sixth (or Seventh) Semester

- **Career-Specific Training Continuation**
  - **Duration:** Continued from the fourth to the sixth (or seventh) semester as per program requirements.

- **Training Details:**
  - In-depth domain-specific training sessions, workshops, and practical projects.
  - Additional fees may apply for career-specific training modules.

- **Mock Tests and Interviews**
- **Preparation for Career Placements**
  - **Objective:** Prepare students for real-world job placements through simulated tests and interviews.
  - **Activities:**
    - Conducting mock tests and interviews periodically to assess and improve students' readiness.
    - Providing feedback and guidance to enhance performance in actual job interviews.

- **Overall Guidance**
- **Student Support and Guidance**
  - Throughout the program, students will receive continuous support and guidance from faculty, mentors, and industry professionals.
  - Regular updates and communication regarding training schedules, fee structures, and career development opportunities will be provided.

Fee Structure for SGU Finishing School

1. Personality Development and General Career Counselling

- **Coverage**: Covered entirely by the university.
- **Included**: Training on personality development, communication skills, emotional intelligence, leadership skills, resume writing, mock GDs, and mock interviews.
- **Fee**: No additional fee charged to students.

2. Career-Specific Training Modules

- **Fee Calculation**: Fees for career-specific training modules are based on the chosen modules and the semester in which they are undertaken.
- **Payment Structure**: Fees are payable before the commencement of each training module.
- **Cost Determination**: Costs are determined based on the duration, complexity, and resources required for each module.

Payment Terms:

- **Payment Schedule**: Fees must be paid at the beginning of each semester or module.
- **Financial Aid**: Eligible students may apply for financial aid or scholarships to cover part or all of the fees.
- **Refund Policy**: Refunds, if applicable, are subject to university policies and must be requested within specified timelines.

Benefits:

- **Credit Allocation**: Credits earned through career-specific training modules contribute towards academic honours and degrees as per the National Education Policy 2020.
- **Transparent Communication**: Clear communication of fee structures, payment deadlines, and financial obligations to students and parents.

Conclusion:

In conclusion, the SGU Finishing School stands as a beacon for comprehensive development, aiming to prepare graduates for the multifaceted demands of today's global corporate landscape. With a mission to equip SGU students with essential skills, knowledge, and practical experiences, our objectives are clear: to bridge the gap between academic learning and industry expectations, foster lifelong learning, and strengthen connections with the corporate world. Through targeted career counselling, employability skills training, and specialized domain workshops, we envision improved job readiness, enhanced professional competencies, and increased alumni engagement.

As we embark on this transformative journey, we emphasize the crucial role of the Finishing School in nurturing adaptable, confident, and skilled professionals who are not only job-ready but also poised to excel in diverse professional settings. With dedication and perseverance, we empower our graduates to navigate and thrive in the dynamic global marketplace, contributing positively to their chosen fields and communities at large.

The SGU Finishing School: where academic excellence meets real-world readiness, shaping tomorrow's leaders today.