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



SGU FINISHING SCHOOL FOR STUDENT PROGRESSION AND ENTREPRENEURSHIP



THE METHODICAL PROCESS OF MAKING YOU STAND APART

Finishing School policy for Students Progression and Entrepreneurs Draft

Preamble:

In today's dynamic professional landscape, the gap between theoretical studies and practical application in the industry poses significant challenges for new graduates. The Sanjay Ghodawat University (SGU) Finishing School addresses this gap by aligning university offerings with evolving industry requirements.

The mission of Sanjay Ghodawat University is to prepare students as business professionals capable of facing the challenges of starting and running their own businesses. The incubation and startup cell at SGU nurtures new and small businesses during their early stages, offering space and resources to support startups from idea generation to business execution. This comprehensive process includes four key stages: idea generation, business planning, execution, and exit. Additionally, SGU provides support for students aspiring to prepare for government services through competitive examinations or seeking admissions for higher studies in India and abroad.

The SGU Finishing School is dedicated to the 360˚ development of graduates, ensuring they are professionally ready to meet global challenges and corporate expectations. The program offers training in personality development and life skills in its first phase. In the second phase, students are assessed based on their skills, abilities, and attitudes to determine their career progression paths. Students are then grouped according to their choices and training needs, and targeted training is provided from the second year onward to ensure their success in their chosen careers.

Key skills such as professionalism, adaptability, problem-solving, teamwork, work ethics, digital literacy, and professional communication are emphasized. The SGU Finishing School also offers guidance for self-employment, competitive examinations, and higher education. Professional experts and alumni mentors are engaged to help students achieve their desired career advancements.

By bridging the gap between academic knowledge and industry requirements, the SGU Finishing School equips students to excel in the professional world, fostering a seamless transition from academic life to their career paths.

Vision:

“Incubating SGU talent for business innovation and academic advancement."

Mission

To equip Sanjay Ghodawat University students with the skills, knowledge, and practical experience necessary to start their first business through incubation. Additionally, the school aims to help students achieve their goals of higher studies and secure opportunities in the government sector through competitive examinations.

Steps and Approaches to Achieve the Vision

1. **Comprehensive Training Programs**
    - **Objective:** Provide students with essential entrepreneurial, academic, and professional skills.
    - **Approach:** Implement structured training modules covering business fundamentals, academic preparation, and government exam coaching.
    - **Action:**
        - Develop a curriculum that includes courses in business planning, management, and finance.
        - Incorporate sessions on research methodologies and advanced academic subjects.
        - Offer classes and workshops on government exam patterns and strategies.
2. **Practical Experience and Internships**
    - **Objective:** Ensure students gain hands-on experience in their chosen fields.
    - **Approach:** Offer practical training through internships and co-op programs.
    - **Action:**
        - Develop partnerships with companies and organizations for internship placements.
        - Provide students with guidance and support throughout their internship experiences.
        - Incorporate feedback from internships into the training programs to continuously improve them.
3. **Career Counselling and Aptitude Testing**
    - **Objective:** Help students identify their career interests and strengths.
    - **Approach:** Conduct career aptitude tests and provide personalized counselling.
    - **Action:**
        - Administer standardized career aptitude tests for second-year students.
        - Provide one-on-one counselling sessions to discuss test results and career options.
        - Guide students in choosing appropriate career paths based on their skills and interests.
4. **Industry Partnerships and Networking**

- **Objective:** Establish strong connections with industry partners and alumni.
- **Approach:** Facilitate internships, workshops, and networking events.
- **Action:**
  - Partner with local and national companies to offer internship opportunities.
  - Host industry experts for guest lectures and workshops.
  - Organize networking events to connect students with professionals and alumni.

5. **Incubation Support**
   - **Objective:** Assist students in developing and launching their business ideas.
   - **Approach:** Provide resources and mentorship for business incubation.
   - **Action:**
     - Set up an incubation centre with necessary facilities and support.
     - Connect students with industry mentors and successful entrepreneurs.
     - Organize regular mentorship sessions, brainstorming meetings, and pitch competitions.

6. **Lifelong Learning and Continuous Development**
   - **Objective:** Promote a culture of lifelong learning and continuous professional development.
   - **Approach:** Provide access to ongoing learning opportunities and resources.
   - **Action:**
     - Offer online courses and certifications in various fields.
     - Organize workshops and seminars on the latest industry trends and technologies.
     - Encourage students to pursue additional certifications and courses post-graduation.

7. **Support for Higher Studies and Competitive Exams**
   - **Objective:** Prepare students for higher education and competitive examinations.
   - **Approach:** Provide targeted preparation programs and resources.
   - **Action:**
     - Offer coaching for GRE, GMAT, CAT, UPSC, and other competitive exams.
     - Provide study materials and practice tests for higher education entrance exams.

- Guide students in the application process for universities and government jobs.

By following these steps and approaches, the SGU Finishing School will ensure that students are well-prepared to become successful entrepreneurs, pursue higher education, and secure opportunities in the government sector.

Objectives

- **Career Path Awareness:**
  - Objective: Create awareness of career paths such as employability, self-employment, and higher education.
  - Specific: Conduct workshops and seminars to educate students on various career paths.
  - Measurable: Track attendance and feedback from at least four workshops per year.
- **Professional Skills Training:**
  - Objective: Provide comprehensive training in essential professional skills, including communication, teamwork, critical thinking, and problem-solving.
  - Specific: Implement a structured training program with specific modules for each skill.
  - Measurable: Assess skill improvement through pre- and post-training evaluations, aiming for a 20% improvement in test scores.
- **Practical Experience Opportunities:**
  - Objective: Offer practical experience through internships, co-op programs, workshops, and other experiential learning opportunities.
  - Specific: Partner with 20 local and national companies to provide internships and co-op programs.
  - Measurable: Ensure that 80% of students complete at least one internship or co-op program before graduation.
- **Industry and Alumni Networking:**
  - Objective: Establish a network with industry partners and alumni for mentorship, networking, and business incubation support.
  - Specific: Organize bi-annual networking events and mentorship programs.
  - Measurable: Engage at least 50 alumni and industry professionals in mentorship programs and track student participation.
- **Lifelong Learning and Professional Development:**
  - Objective: Promote a culture of lifelong learning and continuous professional development among Sanjay Ghodawat University graduates.

- Specific: Provide access to online courses, certifications, and professional development workshops.
- Measurable: Monitor participation rates in lifelong learning programs and aim for 60% of graduates to pursue additional certifications or courses within two years of graduation.

Expected Outcomes

1. **Establishment of Business Incubation Models and Startups**
   - **Measurable Outcome:** Launch of 5 new startups within 2 years of program implementation.
   - **Impact:** Foster a culture of entrepreneurship and innovation among students.
2. **Development of First-Generation Entrepreneurs**
   - **Measurable Outcome:** 10% of graduating students initiate their own businesses within 3 years.
   - **Impact:** Empower students to become successful entrepreneurs and job creators.
3. **Students' Progression in Higher Education**
   - **Measurable Outcome:** 50% of interested and eligible students secure admissions at reputed universities/institutes in India and abroad.
   - **Impact:** Facilitate academic excellence and career advancement among graduates.
4. **Increased Students' Placement in Civil Services and Government Sector**
   - **Measurable Outcome:** 5% increase in students securing positions in civil services and government sector organizations.
   - **Impact:** Prepare students effectively for competitive exams and careers in public service.
5. **Enhanced Professional Skills and Competencies**
   - **Measurable Outcome:** 75% improvement in key professional skills such as communication, leadership, and problem-solving.
   - **Impact:** Equip students with capabilities essential for career success in diverse fields.
6. **Stronger Connections Between Sanjay Ghodawat University and the Corporate World**
   - **Measurable Outcome:** 3 new corporate partnerships established annually.
   - **Impact:** Bridge the gap between academia and industry through collaborative initiatives.

7. **Increased Alumni Engagement and Support**
    - **Measurable Outcome:** 15% increase in alumni involvement in mentoring and supporting current students.
    - **Impact:** Leverage alumni networks to provide guidance and opportunities for professional growth.

By achieving these outcomes, the SGU Finishing School aims to significantly enhance the employability, entrepreneurial spirit, and academic success of its students, fostering a well-rounded and globally competitive workforce.

SGU Finishing School Framework

I. Personality Development

The SGU Finishing School prioritizes the holistic development of students through comprehensive personality and professional development training. This includes:

- **Curriculum Integration:** 36 hours of training across two semesters, complementing courses like Professional Communication and Universal Human Values-I, II.
- **Additional Training:** Corporate grooming, office, phone, email, meeting, dining, and travel etiquette.
- **Core Development Areas:** Personality building, attitude enhancement, effective communication, emotional intelligence, transaction and SWOT analysis, leadership skills, motivation and confidence building.
- **Skill Enhancement:** Resume writing, group discussions (GD), mock GDs, personal interviews (PI), and motivational and instructional videos.
- **Interactive Learning:** Chalk and talk lectures, PowerPoint presentations, interactive discussions, Q&A sessions, assignments, and brainstorming activities.

II. Career Counselling

Career counselling at SGU Finishing School is designed to guide students towards fulfilling career paths based on their aptitudes and interests:

- **Seminars and Workshops:** Conducted in the second year for all UG programs, focusing on career opportunities in various fields and higher education.
- **Aptitude Testing:** Career and personality aptitude tests to assess students' strengths and interests.
- **Tailored Training:** Based on test results, specific training is provided in subsequent semesters to prepare students for their chosen career paths.

III. Innovation & Startups

The Innovation and Startup Cell at SGU fosters entrepreneurial spirit and supports students in converting innovative ideas into viable businesses:

- **Ecosystem Support:** Provides affordable spaces, shared offices, technical services, and hands-on management and marketing training.
- **Expert Guidance:** Board members from industry sectors including technical, marketing, finance, legal, and alumni provide mentorship.
- **Comprehensive Support:** Assists in feasibility analysis, market surveys, service provider identification, project planning, and techno-commercial analysis for student-led ventures.

V. Higher Education

Higher Education at SGU aims to prepare students for national and international academic pursuits through comprehensive counselling and support:

a. Comprehensive Education Counselling:

- **Information Dissemination:** Provides authentic and current information on academic trends, industry updates, and various university and course options globally.
- **Master Classes:** Expert-led sessions offer insights into the latest trends and opportunities in higher education, facilitating informed decision-making.
- **Comparative Analysis:** Equips students with skills to compare, evaluate, and select suitable courses and institutions abroad.
- **Step-by-Step Guidance:** Detailed planning and guidance sessions outline the necessary steps and requirements for successful international education pursuits.

b. Profiling & Career Guidance:

- **Student Profile Analysis:** Analyses academic backgrounds, interests, career aspirations, and strengths to tailor guidance and recommendations.
- **Career Pathway Planning:** Helps students navigate the complexities of applying to foreign universities with personalized guidance.

c. Shortlisting:

- **Criteria Evaluation:** Assists students in narrowing down their choices based on various criteria, including rankings and suitability.

d. Application Process Assistance:

- **Intake Selection:** Guidance on selecting appropriate intakes and deadlines for applications.
- **Document Support:** Assists in proof-reading Letters of Recommendation (LORs) and Statements of Purpose (SOPs) to enhance application quality.

VI. Competitive Examinations

SGU supports students aiming for government sector jobs and civil services through specialized counselling and training:

a. Comprehensive Counselling:

- **Sector Guidance:** Provides insights into career paths in Civil Services (MPSC, UPSC), Banking & allied sectors, Technical Services, and Non-Gazetted Services.
- **Detailed Information:** Offers comprehensive details on exam patterns, eligibility criteria, and career prospects in each sector.

b. Training for Preparation:

- **Foundation Programs:**

SGU's Finishing School offers tailored training programs designed to prepare students for specific career paths. These Foundation Programs are structured to provide focused education and skills development based on the preferences and career aspirations of the students.

1. **Foundation Program for Civil Services (MPSC, UPSC):**
    - **Objective:** To equip students with the necessary knowledge and skills required for civil services examinations such as Maharashtra Public Service Commission (MPSC) and Union Public Service Commission (UPSC).
    - **Curriculum:** Includes comprehensive coverage of subjects relevant to the civil services exams, including General Studies, Optional Subjects, Current Affairs, and Essay Writing.
    - **Training Components:** Lectures by subject matter experts, mock tests, essay writing practice, personality development sessions, and interview preparation.
2. **Foundation Program for Technical Services:**
    - **Objective:** To prepare students for technical roles in various sectors such as engineering, technology, and other technical services.
    - **Curriculum:** Focuses on technical subjects pertinent to the chosen field, including core engineering principles, technical aptitude, problem-solving skills, and industry-specific knowledge.
    - **Training Components:** Practical workshops, hands-on projects, case studies, technical skill development sessions, and industry visits.
3. **Foundation Program for Banking & Allied Sector:**
    - **Objective:** To train students for careers in banking and related financial services sectors.

- **Curriculum:** Covers banking operations, financial management, regulatory frameworks, customer service, and emerging trends in the banking industry.
- **Training Components:** Banking simulations, financial analysis workshops, guest lectures from banking professionals, exposure to banking software, and mock interviews.

4. **Foundation Program for Non-Gazetted Services:**
   - **Objective:** To prepare students for roles in non-gazetted government services, which include administrative, clerical, and technical positions.
   - **Curriculum:** Focuses on administrative procedures, government policies, public service ethics, communication skills, and problem-solving techniques.
   - **Training Components:** Practical training in office procedures, administrative processes, mock tests based on government recruitment exams, and interaction with current government officials.

These Foundation Programs are designed to provide specialized training and support to students, enabling them to pursue their desired career paths with confidence and competence. Each program incorporates theoretical knowledge, practical skills development, and personalized guidance to ensure holistic preparation for future professional endeavours.

Procedure:

First Year:

- **Personality Development Training (30 Hrs):**
  - Integrated with regular curriculum courses like Professional Communication and Universal Human Values.
  - Additional training covers corporate grooming, etiquette (office, phone, email, meeting, dining, travel), and skills like personality building, communication, emotional intelligence, SWOT analysis, leadership, motivation, confidence building, resume writing, group discussions (GD), and personal interviews (PI).
  - Training methods include lectures, presentations, videos, and interactive sessions led by professional trainers and industry experts.

First Semester of Second Year:

- **Career Awareness and Aptitude Test:**
  - Students are introduced to various career options through seminars and workshops.
  - Career and personality aptitude tests are conducted to assess individual strengths and interests.
  - Counseling sessions help students select suitable career paths based on their abilities and aptitudes.

Second Semester of Second Year:

- **Career-Specific Training:**
    - Based on aptitude test results and career choices, specific training modules begin.
    - Students opt for career-specific training, paying additional fees as applicable.
    - The university shares partial costs of the training to support student development.

Third to Sixth (or Seventh) Semester:

- **Extended Training:**
    - Career-specific training continues from third semester onward, adjusted based on evolving student needs and industry trends.
    - Seminars and workshops are regularly organized to enhance awareness and provide ongoing guidance.
    - Mock tests and interviews prepare students for real-world career scenarios and placements.

The SGU Finishing School methodically prepares students from their first year through graduation by integrating personality development with academic learning, conducting career aptitude assessments, offering targeted career-specific training, and providing ongoing support via seminars, workshops, and mock assessments. This structured approach ensures students are well-equipped to pursue their chosen careers effectively upon graduation.

Conclusion:

The SGU Finishing School is dedicated to nurturing comprehensive development among our graduates, empowering them to excel in higher education, competitive examinations, and entrepreneurship. By integrating rigorous academic training with specialized career counselling and hands-on skills development, we prepare our students not only to meet but to exceed the demands of today's dynamic professional landscape. Our commitment to holistic education ensures that SGU graduates emerge as confident, adaptable individuals ready to make meaningful contributions in their chosen fields, both locally and globally. With the support of dedicated faculty, industry mentors, and a robust alumni network, we strive to instil in our students the skills, knowledge, and resilience needed to thrive in diverse professional environments and achieve lifelong success.