

Date: 25/08/2022

TO WHOMSOEVER IT MAY CONCERN

The following faculty members of Ganpat University – V. M. Patel Institute of Management have successfully completed consultancy work on “Create brand awareness and evaluate brand perception for the products of Green Kettles Food and Beverages” for Green Kettles Food and Beverages.

- 1) Dr. Hiren Patel: Professor, Ganpat University – V. M. Patel Institute of Management
- 2) Dr. Jayesh Patel: Professor, Ganpat University – V. M. Patel Institute of Management
- 3) Dr. Nirav B. Halvadia: Associate Professor, Ganpat University – V. M. Patel Institute of Management

The duration of the consultancy work was from 26/05/2022 to 26/07/2022. The total amount of the consultancy work was INR 50,000.

It would be great to work with you on other projects in the future as well.

Thanks



Managing Director,
Green Kettles Food and Beverages

Date: 26/08/2022
Place: Mahesana



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Date: 6/6/2023

Proposal for JIM Staff Training Program

Title of the Training Program	Professional Development Training Program: Enhancing Skills for Optimal Performance
Training Audience	JIM Staff
No. of Employee Attending the Training	16 Approx.
Introduction	This proposal outlines a one-day training program designed to equip JIM staff with crucial skills necessary for professional growth and success. The training will focus on five key areas: presentation skills, stress management, conflict resolution, effective communication, and teamwork. By enhancing these skills, your staff members will be better equipped to handle challenges, improve workplace relationships, and contribute to the overall success of your organization.
Objectives	<ol style="list-style-type: none">1) Develop effective presentation skills to deliver engaging and impactful presentations that effectively convey information and ideas to various audiences.2) Enhance stress management techniques to enable employees to effectively manage and cope with work-related stressors, leading to increased productivity and overall well-being.3) Strengthen conflict resolution skills to facilitate the resolution of conflicts in a constructive manner, minimizing negative impacts and promoting a harmonious work environment.4) Improve communication skills, including active listening and effective verbal and non-verbal communication, to foster clear and efficient exchange of information within teams and with external stakeholders.5) Promote teamwork and collaboration by developing skills such as cooperation, problem-solving, and fostering positive relationships, resulting in improved productivity and synergy within the organization.
Training Approach	<ol style="list-style-type: none">1) Customized Content: The training program will be tailored to the specific needs and goals of your organization, ensuring that the content is relevant and directly applicable to your staff members' roles and responsibilities.2) Engaging Methods: The training sessions will incorporate a variety of interactive activities, including group discussions, role-playing exercises, case studies, and multimedia presentations, to actively engage participants and encourage active learning.3) Expert Trainers: Experienced trainers with expertise in the respective areas will deliver the training sessions, ensuring the highest quality of instruction and providing valuable insights and practical tips.4) Ongoing Support: In addition to the training sessions, participants will have access to supplementary resources, such as handouts, online materials, and recommended readings, to reinforce their learning and encourage continuous improvement.



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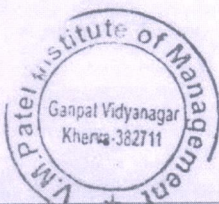
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	5) Evaluation and Feedback: Regular assessments and feedback mechanisms will be implemented throughout the training program to track progress and measure the effectiveness of the training in meeting the desired objectives.			
Training Duration	1 day (Suggested Date: 23/06/2023 or 24/06/2023)			
Tentative Training Schedule	Sr. No.	Time	Topic	Resource Person
	1	9:00 am to 9:15 am	Registration	
	2	9:15 am to 9:30 am	Photo-shoot & Breakfast	
	3	9:30 am to 10:30 am	Effective Communication	MS.Dipali Dave
	4	10:30 am to 11:30 am	Presentation Skill	Ms.Dipali Dave
	5	11:30 am to 12:30 pm	Lunch	
	6	12:30 pm to 1:30 pm	Team Work	Ms. Dhvani Pandya
	7	1:30 pm to 2:30 pm	Conflict Resolution	Ms. Dhvani Pandya
	8	2:30 pm to 2:45 pm	Tea	
	9	2:45 pm to 3:45 pm	Stress Management	Mr.Vikrant Dasani
	10	3:45 pm to 4:00 pm	Feedback	
Budget	INR 22,000 with GST			
Coordinator Detail	Dr. Nirav B. Halvadia (M) 7984433919 / Email:nirav.halvadia@ganpatuniversity.ac.in			
Expected Outcome	By investing in this comprehensive training program, your organization will empower staff members with essential skills and knowledge that directly contribute to their professional growth and enhance their overall performance. The combination of improved presentation skills, stress management techniques, conflict resolution strategies, effective communication, and teamwork will foster a positive work environment and promote the achievement of organizational goals.			

Dr. Hiren Patel

Prof. & Head (I/C)

V.M.Patel Institute of Management
Ganpat University, Kherva-384012
Dist. Mehsana (North Gujarat)



Ref. No: JIM/WO/2324/0032.

Date: 09.06.2023

To

DR.Nirav .B.Halvadia
V.M.Patel Institute Of Management
Ganpat University.
Ganpat Vidyanagar,
Mehsana-Gozaria Highway,
Kherva, Mehsana,

Sub: Work order for Staff Training Program at Japan – India Institute for Manufacturing

Ref: Quotation: E-mail Date: 06.06.2023

Dear Sir,

With reference to above mentioned subject & reference, we are pleased to place work order on Proposal for JIM Staff Training Program at **V.M.Patel Institute of Management, GUNI Campus** Date of training **24.06.2023**.

The rate and all terms and condition are accepted as mentioned here under as per your quotation.

Sr. No	Training Audience	No of Employee	Total Amount (Including GST)	Remarks
1	JIM Staff	17	22000/-	
Grand Total Including GST			22000/-	

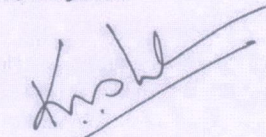
Terms and Conditions:

1. All Taxes Included.
2. Payment will be released against the actual Invoice raised.
3. The Invoice must be made as per below mentioned details

Japan – India Institute for Manufacturing

Ganpat Vidyanagar, Kherva-384012,

Mehsana, Gujarat



Administrator

(Japan – India institute for manufacturing)

**Professional Development Training Program: Enhancing Skills for
Optimal Performance**
for Employees of
Japan India Institute for Manufacturing

June 24, 2023

Ganpat University - V. M. Patel Institute of Management conducted a one-day professional development training program, titled "Enhancing Skills for Optimal Performance," exclusively for employees of Japan India Institute for Manufacturing (JIM) on June 24, 2023. The program aimed to provide various training benefits to the participants.

During the training, Prof. Dhvani Pandya, Prof. Dipali Dave, and Prof. Vikrant Dasani facilitated sessions on essential skills such as presentation skills, teamwork, conflict resolution, and effective communication. This program was designed to enhance the participants' abilities to optimize their performance in the workplace.

The one-day professional development training program organized by Ganpat University - V. M. Patel Institute of Management offered a valuable opportunity for employees to enhance their skills and achieve optimal performance.

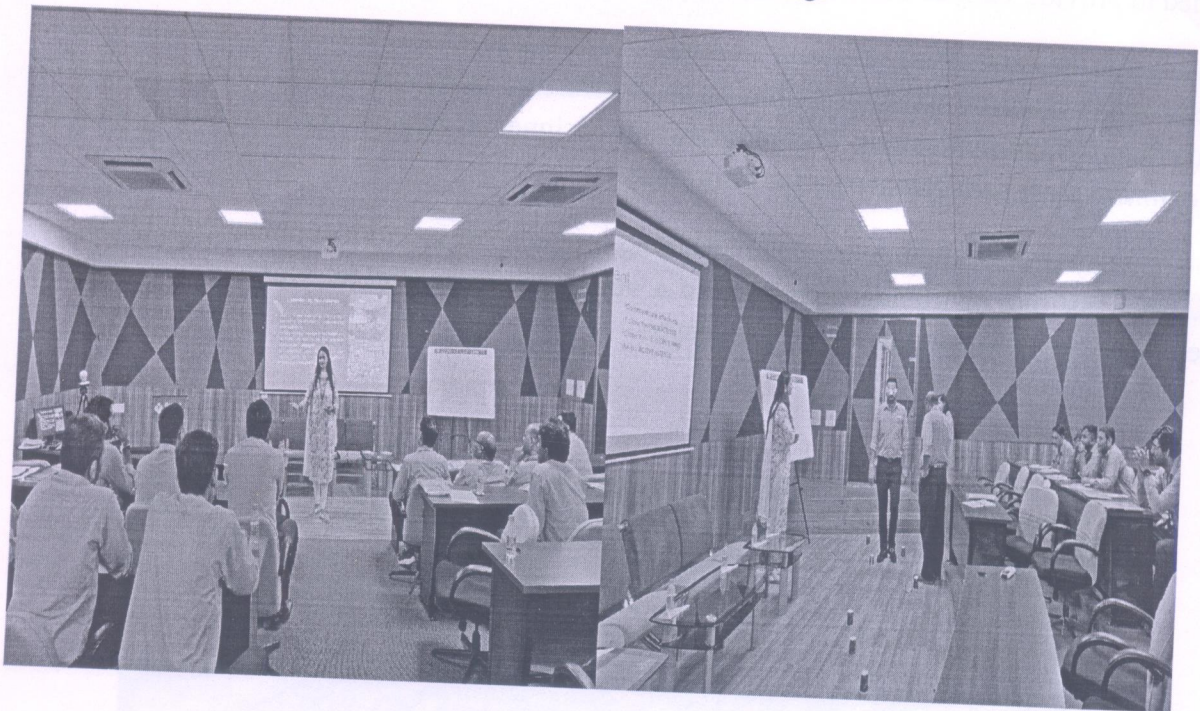


Professional Development Training Program - Enhancing Skills for Optimal Performance
on June 24, 2023, Saturday

Ms. Dipali Dave led the initial session, focusing on the crucial topic of effective communication. With expertise and clarity, she delved into various techniques and strategies that enhance communication effectiveness. Ms. Dave emphasized the significance of good communication within an organization and provided insights into how it contributes to overall success.

Continuing her contribution, Ms. Dipali Dave also facilitated the second session on presentation skills. Her session was characterized by an in-depth exploration of the subject, providing participants with comprehensive knowledge and practical tools to excel in delivering impactful presentations. To enhance the learning experience, engaging activities were organized, enabling participants to apply the acquired knowledge and refine their presentation skills.

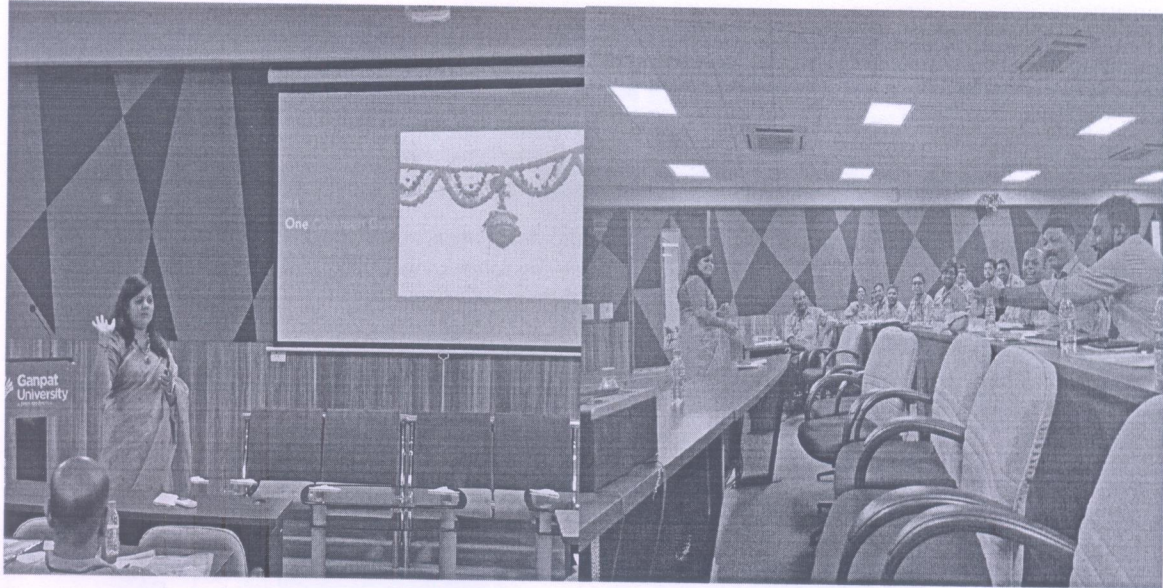
Ms. Dipali Dave's sessions on effective communication and presentation skills played a crucial role in equipping participants with the necessary expertise to communicate effectively and deliver compelling presentations within a professional setting.



Ms. Dhvani Pandya facilitated the next two sessions, focusing on key topics related to teamwork and conflict resolution. In her first session, she imparted valuable insights on the significance of teamwork within an organization, emphasizing its role in accomplishing tasks and effectively managing challenges. Participants gained a deeper understanding of the importance of collaboration and how it contributes to overall success.

In her second session, Ms. Dhvani Pandya delved into the realm of conflict resolution, providing participants with practical knowledge and strategies to address and resolve conflicts.

in a constructive manner. To enhance the learning experience, she encouraged participants to engage in interactive activities and games, allowing them to apply the theoretical concepts they had learned and gain a better grasp of their practical implications.



The final session, facilitated by Mr. Vikrant Dasani, focused on the crucial topic of stress management. Mr. Dasani skillfully presented various techniques and strategies for effectively managing stress. He provided valuable insights on how to handle stress in different situations, enabling participants to attain mental and physical well-being.

To enhance understanding and engagement, Mr. Dasani incorporated a game element into the session. By incorporating interactive gameplay, participants were able to grasp the concepts of stress management more effectively, further reinforcing their learning experience. Mr. Dasani's session served as a comprehensive guide to equip participants with practical tools to manage stress and maintain a healthy balance in their lives.



Dr. Hiren Patel and Dr. Nirav Halvadia, in a thoughtful gesture, extended citations to all the resource persons as a token of appreciation for their valuable contributions during the training program. This recognition served as recognition of their expertise and dedication in delivering the sessions on teamwork, conflict resolution, effective communication, and stress management.



Additionally, to acknowledge the participants' active involvement and successful completion of the training program, certificates were awarded to each participant. These certificates served as a testament to their commitment to professional development and their attainment of new skills and knowledge.



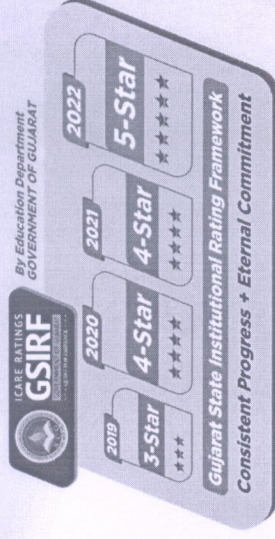


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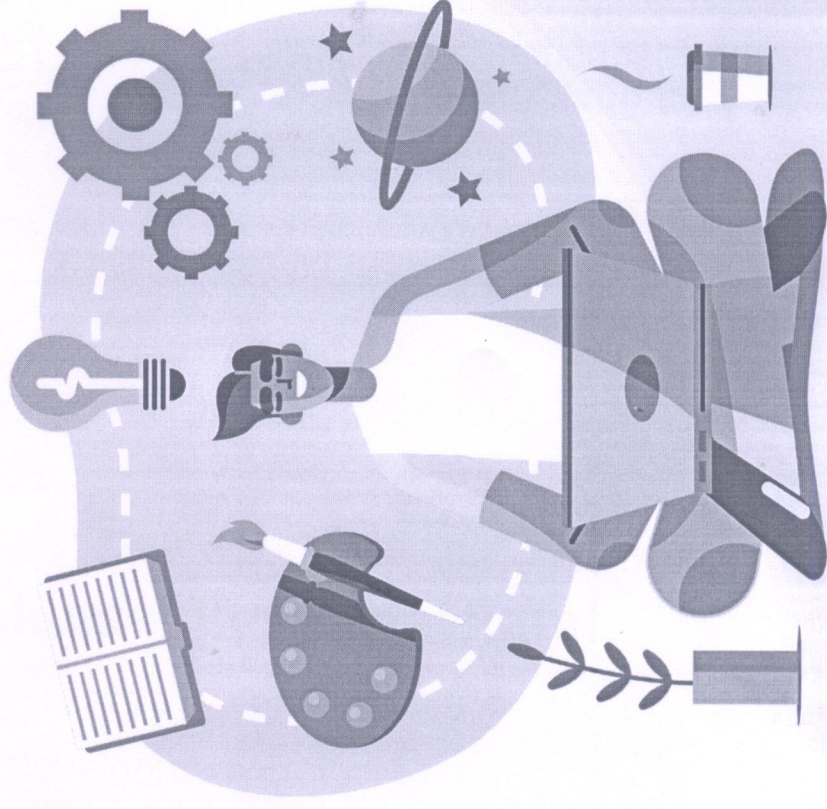
**Japan-India Institute
for Manufacturing®**



Professional Development Training Program Enhancing Skills for Optimal Performance

June 24, 2023, Saturday

vmpim.guni.ac.in





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**Japan-India Institute
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Certificate

This certificate is presented to

Gautamkumar Keshavlal Patel

for successfully completing a

Professional Development Training Program on

Enhancing Skills for Optimal Performance

On June 24, 2023

conducted by

Ganpat University (GUNI) - V. M. Patel Institute of Management

in association with

Ganpat University (GUNI) - Japan-India Institute for Manufacturing

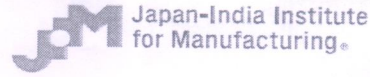
Dr. Hiren Patel

Professor & Head (I/C)

Ganpat University – V. M. Patel Institute of Management



Date :- 24/06/2023



Professional Development Training Program: Enhancing Skills for Optimal Performance

Registration Sheet

Sr.No	Name	Sign
1	Tushar Kanubhai Patel	
2	Hardikkumar Bhagirathbhai Patel	
3	Gautamkumar Keshavlal Patel	
4	Mitulkumar Phrsotambhai Patel	
5	Parvatsinh Virsangji Thakor	
6	Hareshkumar K Patel	
7	Vipulkumar Hashmukhbhai Patel	
8	Harshadkumar Amrutbhai Patel	
9	Maheshji Dalpuji Rajput	
10	Dikesh Prajapati	
11	Himanshu D Patel	
12	Nitinkumar S Patel	
13	Mahesh Kumar Gupta	
14	Bhavan Jayeshkumar Sheth	
15	Jigar B Patel	
16	Manishkumar Kantilal Patel	
17	Amit Kumar Srivasatva	

Professional Development Training Program: Enhancing Skills for Optimal Performance

(24th June, 2023)

Instructions:

Dear Participant,

We value your feedback. Kindly fill up the most relevant response from the below for each question.

(Please select the rating for each section based on the following criteria.)

Strongly Disagree (5)	Disagree (4)	Can't Say (3)	Agree (2)	Strongly Agree (1)
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Name: Dikesh Kumar R. Prasad

TRAINERS

1. The trainers had adequate knowledge of the subject

5	4	3	2	1
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2. Delivering training through activities has helped you understand the topic better

5	4	3	2	1
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3. The communication skills of the trainer were satisfactory

5	4	3	2	1
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4. The trainer's involvement with the trainees was adequate

5	4	3	2	1
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SCHEDULING

1. 1 Day duration of the training was adequate

5	4	3	2	1
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2. The time given for each session/topic was adequate

5	4	3	2	1
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3. Training program coupled with recreational activities helps the individual learn better

5	4	3	2	1 ✓
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RECREATIONAL ACTIVITIES

1. You are a enthusiast

5	4	3	2 ✓	1
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2. Activities add energy to the training program

5	4	3	2 ✓	1
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FOOD

1. The food service facility was clean and hygienic

5	4	3	2	1 ✓
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2. The food was fresh and nutritious

5	4	3	2 ✓	1
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Rating

We seek your suggestions for improvement of our future training program

The learning session was Good for
my life Improvement

THANK YOU