



# TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To GGSIP University  
Recognized under Sec 2(f) of UGC ACT 1956

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## REPORT

- Event** : BBA Department Workshop
- Topic** : Workshop on Interview Skills
- Time** : 13 July' 2021
- Virtual Platform** : Microsoft team
- Beneficiaries** : 106
- Convener** : Mr. Inderpreet Singh
- Resource Person** : Dr. Savneet, Asst. Professor, Bharatiya Vidyapeeth Deemed University
- Convener** : Mr. Inderpreet Singh, Assistant professor, TIAS
- Video Link** : <https://www.youtube.com/watch?v=CoK0UbDXhok>

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**BBA Workshop on Interview Skills**

Dr. Savneet,  
Asst. Professor,  
Bharati Vidyapeeth Deemed University

Dr. Ajay Kumar,  
Director,  
TIAS

Mr. Inderpreet Singh  
Asst. Professor,  
TIAS

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**13.07.2021,  
Tuesday  
11:00 A.M.  
to  
12:00 P.M.**

In Association With

## **OBJECTIVES**

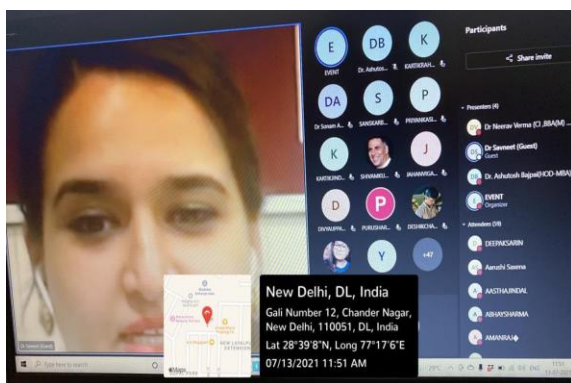
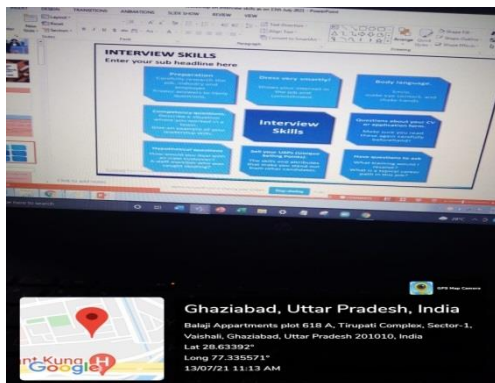
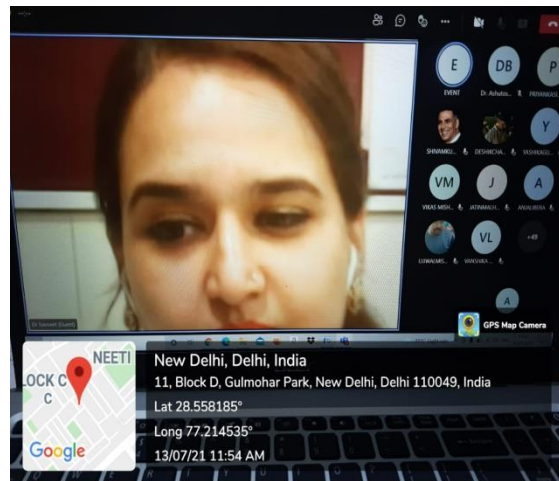
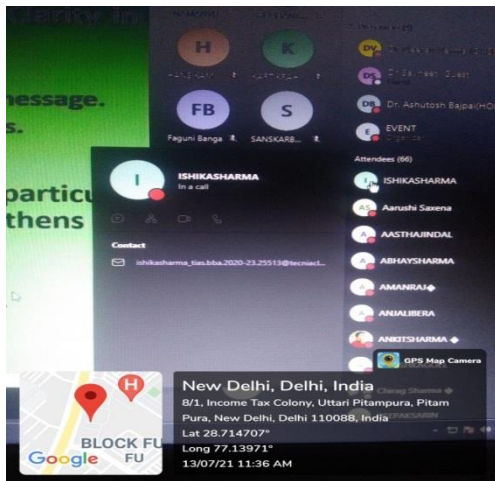
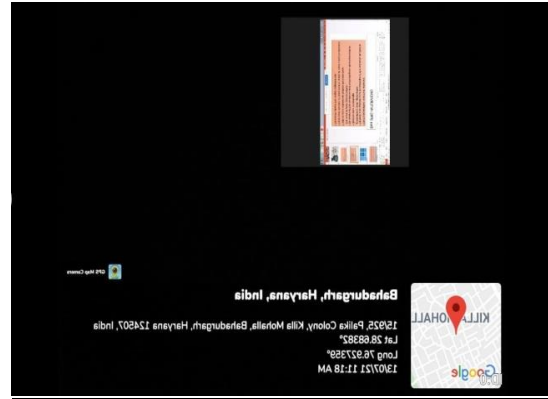
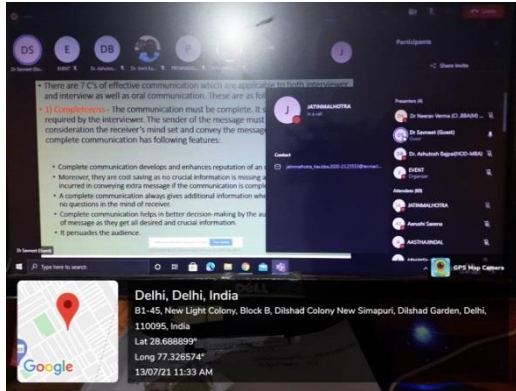
The objectives of the workshop are:

1. To prepare students for a successful interview experience.
  2. To describe factors included in an effective interview
  3. To share effective interviewing techniques.
1. .

## **REPORT**

Workshop on Interview Skills was organized by BBA Department for 1st year and 2nd year students with an objective to provide them an insight into interview skills. This workshop focuses on interview preparation and application of concepts studied in the subject BBA 110 (Business Communication) Further to help 4th semester students during summer training interview for BBA 311.

**Dr. Savneet Kaur**, resource person of the workshop started with brainstorming session on need and emphasis on good communication skills required by a professional in all spheres of his/her work Domain including communication with outside parties and also communication with team members including peers. Various attributes of a good and effective communication were discussed, Barriers in communication were also highlighted and learning how to respond to different types of interview questions, and the appropriate follow-up process after an interview has taken place. In the workshop Informational Interview, Screening or Telephone Interview, Individual Interview, Small Group or Committee Interview, The Second or On-Site Interview, Behavioral-Based Interview, Task Oriented or Testing Interview, Stress Interview, listening skills, The Basis of Co-ordination, Fluent Working, The Basis of Decision Making, Increases Managerial Efficiency, Increases Cooperation and Organizational Peace, Increases Managerial Efficiency skills were also demonstrated by speaker.



*Geotag photos of Beneficiaries in the Workshop While Speaker elucidating the session*

The training session ended with vote of thanks by the convener Mr. Inderpreet Singh, Assistant Professor, Tecnia institute of advanced studies, New Delhi.

## LEARNING OUTCOME

Students have learnt about

1. how to prepare for an interview
2. different types of expected interview questions and also learnt about the communication skills required in an interview.
3. verbal and non-verbal communication.

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<b>LIST OF BENEFICIARIES</b>			
<b>S. No</b>	<b>Name</b>	<b>Course</b>	<b>Enrollment No</b>
1	AARUSHI SAXENA	BBA	12117001719
2	AASTHA JINDAL	BBA	00117001720
3	ABHAY GUPTA	BBA	35117001720
4	ABHAY SHARMA	BBA	00217001720
5	CHAHAT ARORA	BBA	14817001719
6	ABHISHEK KAUSHIK	BBA	00417001720
7	KANISH SIDHAR	BBA	35717001719
8	AMANRAJ	BBA	00717001720
9	ANJALI BERA	BBA	01217001720
10	ANKIT SHARMA	BBA	01317001720
11	ANUSHKA	BBA	01621301720
12	ANUSHKA GOEL	BBA	01617001720
13	CHIRAG SHARMA	BBA	10121301719
14	DEEPAK SARIN	BBA	02217001720
15	DEEPANSHI	BBA	35221301720
16	DEEPANSHU SACHDEVA	BBA	02417001720
17	DESHIK CHAWLA	BBA	02617001720
18	DIMPLE KHANNA	BBA	04621301720
19	DIVYANSH DHASMANA	BBA	03217001720
20	DIVYANSHU SHARMA	BBA	03317001720
21	DIVYA UPPAL	BBA	03117001720
22	FAGUNI BANGA	BBA	50817001720
23	GAGAN ADWANI	BBA	35421301720
24	GAUTAM CHAUHAN	BBA	35417001719

25	GURPREET KAUR	BBA	36817001719
26	HANSIKA MADAN	BBA	03917001720
27	HARSHIT CHAUHAN	BBA	04317001720
28	HARSHITA MAHESHWARI	BBA	04417001720
29	HARSHIT GUPTA	BBA	04117001720
30	HIMANSHI JAIN	BBA	35417001720
31	ISHIKA SHARMA	BBA	05017001720
32	JAHANVI GARG	BBA	05217001720
33	JAHNVI NAYYAR	BBA	05217001720
34	JAIKHATRI	BBA	05317001720
35	JATIN MALHOTRA	BBA	05417001720
36	KALANI POOJA	BBA	35621301720
37	KANAK KAUSHIK	BBA	05717001720
38	KANIKA JAIN	BBA	50517001720
39	KAPIL	BBA	06221301720
40	KARAN DWIVEDI	BBA	35617001720
41	KARTIKCHADHA	BBA	06321301720
42	KARTIK JINDAL	BBA	05817001720
43	KARTIK RAHEJA	BBA	06521301720
44	KGOPAL RAO	BBA	35517001720
45	KHUSHI ASOPA	BBA	35721301720
46	LAKSHAY	BBA	35717001720
47	LAKSHAY ARORA	BBA	07021301720
48	MAHIMA ARORA	BBA	07321301720
49	MANAV SEHGAL	BBA	35821301720
50	NAMAN VIJ	BBA	07821301720
51	PIYUSH GUPTA	BBA	08821301720
52	PIYUSH KUMAR	BBA	08921301720
53	PRACHI KAPOOR	BBA	07721301719
54	PRIYA TIWARI	BBA	14017001719
55	PRIYANKA SINGH	BBA	09321301720
56	PURUSHARTH PHOGAT	BBA	09421301720
57	RAJAT MEHLLA	BBA	36217001720
58	RICHA SINGH	BBA	10021301720
59	RISHABH JHA	BBA	10121301720
60	ROHAN MITTAL	BBA	01717001719
61	ROHAN VOHRA	BBA	10421301720
62	ROHIT PANJRATH	BBA	10521301720
63	SAMARTH RAWAT	BBA	50117001720
64	SAMARTH SHARMA	BBA	36417001720
65	SAMRIDDHI SHARMA	BBA	11021301720

66	SANSKAR BANSAL	BBA	11121301720
67	SEJAL SHRIVASTAV	BBA	36121301718
68	SHAMBHU	BBA	13517001719
69	SHIVAM JHA	BBA	11321301720
70	SHIVAM KUMAR MISHRA	BBA	11421301720
71	SHOBHIT AGARWAL	BBA	14717001719
72	SHREY GOEL	BBA	11821301720
73	SHRUTI DWIVEDI	BBA	12021301720
74	SHUBHAM KUMAR	BBA	36617001720
75	SHUBHAM KHANDELWAL	BBA	12121301720
76	SHUBHANKAR PATHAK	BBA	12321301720
77	TANYA	BBA	12621301720
78	TANYA AILAWADI	BBA	12817001719
79	TUSHAR GUPTA	BBA	12721301720
80	UJJWAL MAHESHWARI	BBA	12617001720
81	UJJWAL MISHRA	BBA	12821301720
82	UMANG GUPTA	BBA	13617001719
83	UTKARSH RUSTAGI	BBA	12717001720
84	UTTAM MISHRA	BBA	12921301720
85	VAIBHAV KHURANA	BBA	13017001720
86	VANSHIKA LAKHANI	BBA	36421301720
87	VANSH SHARMA	BBA	13321301720
88	VARDHAN GUPTA	BBA	13317001720
89	VASU NARANG	BBA	13617001720
90	VIDHI THUKRAL	BBA	08321301719
91	VIDHI SHARMA	BBA	13817001720
92	VIDHI SHARMA	BBA	13521301720
93	VIDISHA MISHRA	BBA	13917001720
94	VIKAS MISHRA	BBA	36521301720
95	VIKASKUMARJHA	BBA	13621301720
96	VIVEK KUMAR SINGH	BBA	00121301719
97	YANA ANAND	BBA	14317001720
98	YASH PRIYE	BBA	14617001720
99	YASH BHAGERIA	BBA	14021301720
100	YASH KAPOOR	BBA	04921301719
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104	YASHIKA GUPTA	BBA	14221301720
105	YASHIKA JAISAWAL	BBA	14917001720
106	YATIN ANEJA	BBA	36821301720

107	DR NAMITA MISHRA(HOD-BBA-E)	FACULTY	MANAGEMENT
108	MS. MEGHA MOHAN	FACULTY	MANAGEMENT
109	DR. NEERAV VERMA	FACULTY	MANAGEMENT
110	DR SHEENU ARORA(CI,BBA II EB)	FACULTY	MANAGEMENT
111	DR SONAM ARORA	FACULTY	MANAGEMENT
112	DR. AMIT KUMAR(CI-BBA DIV-C)	FACULTY	MANAGEMENT
113	DR. ASHUTOSH BAJPAI(HOD-MBA)	FACULTY	MANAGEMENT
114	DR. KIRTI MIGLANI (CI-BBA DIV-A 3RD-E)	FACULTY	MANAGEMENT
115	MR. INDERPREET SINGH (CI-BBA DIV-C)	FACULTY	MANAGEMENT

**Inderpreet Singh**  
Convener- Incharge  
- Fitness Club, TIAS

**Dr. Namita Mishra**  
Hod, BBA, Tias

**Dr. Sonam Arora**  
Student Welfare  
Incharge. TIAS

**Dr. Ajay Kumar**  
Director, TIAS