



**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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## **Training and Placement Cell EVENT REPORT**

Event: Class on Discussion of tips of interview

Topic: Tips of interview

Date: 01.02.21

Time: 09:50 am

Duration: 50 minutes

Mode: Microsoft Team

Program: MBA

Coordinator: Ms. Shilpa Bhandari

Department of Management Sciences, TIAS

Convener: Dr. Nivedita, Head Training and Placement Cell

No. of students: 08

### **Objectives:**

- Look professional. Dress in a manner appropriate to the job.
- Plan your schedule so you arrive 10 to 15 minutes early.
- Listen carefully. Welcome all questions, even the difficult ones, with a smile.
- Develop answers in your head before you respond. If you don't understand a question, ask for it to be repeated or clarified. You don't have to rush, but you don't want to appear indecisive.

### **Report:**

A Discussion on Tips of interview was organized by Training and Placement Cell of Tecnia Institute of Advanced Studies on 01.02.21 under guidance of Director sir- Dr. Ajay Kumar and Head Training & Placement Cell- Dr. Nivedita.

It was taken for 50 minutes. Ten students from MBA department attended the class. The class was taken by Training & Placement Cell: Dr. Nivedita & Ms. Shilpa Bhandari. Dr. Nivedita guided the basic details regarding the Interview. She told us about appearance at the time of interview like how to seat, how to greet them and how to dress up. Ms. Shilpa Bhandari guided the students on answering the question. She brief about the question that can be asked at the time of interview and help us to reply it with appropriate answer.

The last 15 minutes of the class consisted of question and answers by students, their various doubts and confusions. Their doubts were perfectly solved by Dr. Nivedita and Ms. Shilpa Bhandari. The discussion was collaborative & very fruitful in enhancing the skills of the

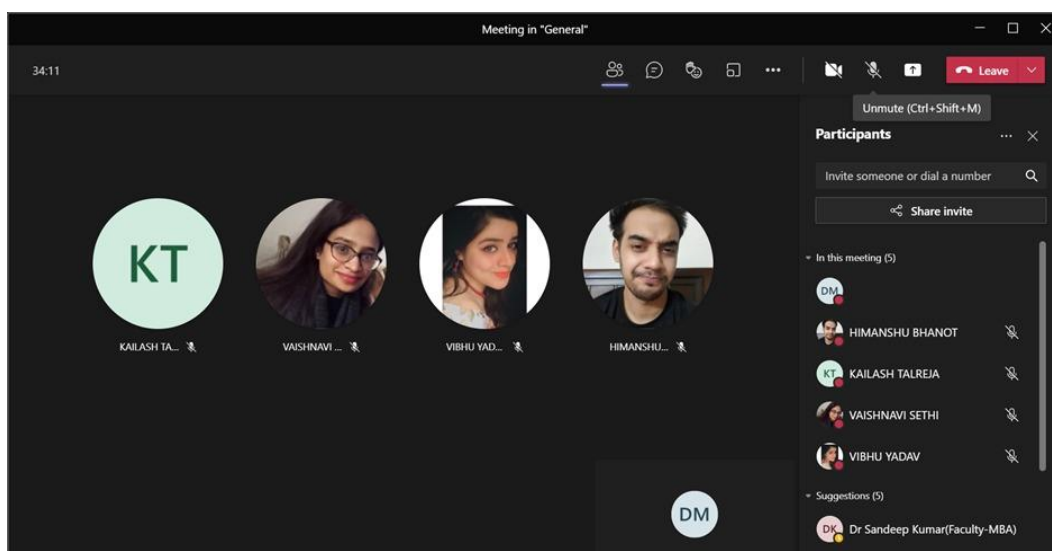
students for interview. The Training & Placement Cell will continue to work in this direction & lead student towards a brighter and successful future.

### Learning outcomes:

- The discussion helped the students in knowing about how to look presentable.
- It helped students to know about the question that can be asked.
- It helped students secured a challenging position in a reputed organisation by highlighting their skills, knowledge and abilities in resume.
- Students were able to answer the question in confident way.

### List of participants:

S.no.	Name	Enrolment No.
1	Muskan Sharma	01517003920
2	Bharat Mathur	00717003920
3	Himanshu Bhanot	01017003920
4	Namrata Kharbanda	01617003920
5	Rishi Patyal	01717003920
6	Simran Gandhi	01917003920
7	Somya Talwar	02017003920
8	Vaishnavi Sethi	02117003920
9	Vibhu Yadav	02217003920





MUSKAN SHARMA



BHARAT MATHUR



HIMANSHU BHANOT



NAMRATA KHARBANDA



RISHI PATYAL  
8:38 AM



SIMRAN GANDHI



SOMYA TALWAR



VAISHNAVI SETHI  
8:38 AM



VIBHU YADAV

