



**TECNIA INSTITUTE OF ADVANCED STUDIES**

**GRADE "A" INSTITUTE**

Approved by AICTE, Ministry of Education, Govt. of India, Affiliated to G.G.S.I.P. University  
Recognized Under Sec. 2(f) of UGC Act 1956.

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## TRAINING AND PLACEMENT CELL

### EVENT REPORT

**TECNIA**  
INSTITUTE OF ADVANCED STUDIES  
NAAC ACCREDITED GRADE "A" INSTITUTE  
DELHI INDIA

**75**  
Azadi Ka  
Amrit Mahotsav

**Organised by**  
**Training and Placement Cell**  
Capability Enhancement Program  
**Seminar On**  
**Personal Grooming**  
**&**  
**Corporate Etiquette**

  
**Dr. Ajay Kumar**  
Director  
TIAS

  
**Mr. Vaibhav Verma**  
Relationship Manager,  
North India, Halp Canada

  
**Dr. Nivedita**  
T&P Head, Incharge IIC  
TIAS

Program: BAJMC  
Venue:- Multi-Purpose Hall, PG Building, TIAS  
Date: 19-12-2022 Monday Time :01:40 to 02:30 PM

in association with  
Sanskriti University Vision Institute of Advanced Studies (AFG)

**Event:** Seminar  
**Topic:** Personal Grooming & Corporate Etiquette  
**Date:** 19<sup>th</sup> December 2022  
**Time:** 01:40 PM Onwards  
**Duration:** One Hour  
**Platform:** Multipurpose Hall, PG Building, TIAS  
**Program:** BAJMC 1<sup>st</sup> Year  
**Convener:** Dr. Nivedita, Head- Training & Placement Cell  
**Students:** 62

Resource Person:

Mr. Vaibhav Verma, Relationship Manager, North India, Halp Canada.

**Objective:**

- To make the students understand the meaning of personal grooming.
- To make the students understand the importance of personal grooming.
- To make the students understand the finer points of grooming and attire.
- To make the students understand the importance of good corporate etiquette.
- To make the students understand the dos and don'ts of corporate behaviour and etiquette

**Report:**

A seminar was organized on 19.12.2023 by Training and Placement Cell under the ambit of Capability Enhancement Scheme on the topic 'Personal Grooming and Corporate Etiquette'. The resource speaker for the seminar was Mr. Vaibhav Verma, Relationship Manager, North India, Halp Canada.

The speaker informed the students that personal grooming is being being presentable to others in terms of dress, attire and style; paying attention to body hygiene; personal cleanliness, groomed nails, hair and in simple means it defines how one carry oneself. He emphasized that by giving little attention on personal grooming at work and gathering one could substantially influence one's career path. He said that although nothing can substitute talent, intelligence, hard work or one's inborn abilities and ambition but personal grooming can give a competitive edge. He told that the key to dress correctly for the corporate world is to wear what is right in corporate dressing not to follow fashion trends. He discussed about the formal attire for men and women as per corporate world with examples of famous corporate personality.

He further discussed about corporate etiquette and said it plays a very important role in communicating with people. Polished social graces always help the career journey easy. He further said that at work places, the executives are expected to integrate finer points of etiquette with subtleties of business. He gave dos and don'ts of corporate behavior and etiquette with examples.

Earlier Dr. Nivedita welcomed the speaker in the seminar and introduced to the students and described the objective of the seminar. The one hour session was very interactive and was well received by the students. The seminar ended with a vote of thanks by Dr. Nivedita.

## Learning Outcome:

- The students understood the meaning of personal grooming.
- The students understood the importance of personal grooming.
- The students understood the finer points of grooming and attire.
- The students understood the importance of good corporate etiquette.
- The students understood the dos and don'ts of corporate behaviour and etiquette

## Geotag Photos:

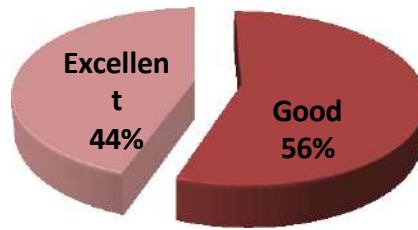


Resource person sharing the tips for personal grooming



Students taking notes during the session

Feedback  
Total Students: 62



List of Beneficiaries:

Teena Institute of Advanced Studies  
NAAC ACCREDITED GRADE A INSTITUTE  
Training and Placement Cell  
Attendance Sheet - BAJMC (1<sup>st</sup> Sem.)

| Sl.No | Name             | Shift<br>I/II | Div.<br>A/B | Enrollment No. | Program | Phone No.  | Sig.            |
|-------|------------------|---------------|-------------|----------------|---------|------------|-----------------|
| 1     | Anaahi Singh     | I             | B           | 8882538387     | BAJMC   | 8882538387 | Ravi            |
| 2     | Ganika Gupta     | I             | A           |                | BAJMC   | 8409210127 | Ganika          |
| 3     | Sanya Chadha     | I             | A           | 7428267565     | BAJMC   | 7428267565 | Sanya           |
| 4     | Manya Sarabhai   | I             | A           | 8630187070     | BAJMC   | 8630187070 | Manya           |
| 5     | Sanya Saugai     | I             | B           |                | BAJMC   | 8595134920 | Sanya           |
| 6     | Jiya Jais        | I             | A           | 8700578449     | BAJMC   | 8700578449 | Jiya            |
| 7     | Anvanspreetkaur  | I             | A           | 8700373197     | BAJMC   | 8700373197 | Anvanspreetkaur |
| 8     | Cheshta Gang     | I             | B           | 9899131969     | BAJMC   | 9899131969 | Cheshta         |
| 9     | Riya Adhikari    | I             | B           |                | BAJMC   | 9711698124 | Riya            |
| 10    | Shivani Jha      | I             | A           |                | BAJMC   | 8200397635 | Shivani         |
| 11    | Kashish          | I             | A           |                | BAJMC   | 8750876063 | Kashish         |
| 12    | Harshita Negi    | I             | B           |                | BAJMC   | 8882081299 | Harshita        |
| 13    | Harshita Singh   | I             | B           |                | BAJMC   | 9310271301 | Harshita        |
| 14    | Meghna Thakur    | I             | A           |                | BAJMC   | 8130713099 | Meghna          |
| 15    | Chandrika        | I             | B           | 7291037302     | BAJMC   | 9899962844 | Chandrika       |
| 16    | Bhavrach         | I             | A           |                | BAJMC   | 9977456311 | Bhavrach        |
| 17    | Aisha            | I             | A           |                | BAJMC   | 870036726  | Aisha           |
| 18    | Vansh Shukla     | I             | A           |                | BAJMC   | 9821573809 | Vansh           |
| 19    | Gurjot Singh     | I             | B           |                | BAJMC   | 9212277170 | Gurjot          |
| 20    | Gaurav Khatkar   | I             | A           |                | BAJMC   | 844750325  | Gaurav          |
| 21    | Manvi Tyagi      | I             | B           |                | BAJMC   | 9818718812 | Manvi           |
| 22    | Aashika Jain     | I             | A           |                | BAJMC   | 9818088312 | Aashika         |
| 23    | Chauvishkathi    | I             | B           |                | BAJMC   | 7291025842 | Chauvishkathi   |
| 24    | Shreyas Daskar   | I             | A           |                | BAJMC   | 9988589115 | Shreyas         |
| 25    | Khushi Chaudhary | I             | A           |                | BAJMC   | 8750877349 | Khushi          |
| 26    | Gitika Sharma    | I             | B           |                | BAJMC   | 9811032544 | Gitika          |
| 27    | Devansh Mustaf   | I             | A           |                | BAJMC   | 9711780223 | Devansh         |
| 28    | Gurleen          | I             | A           |                | BAJMC   | 9315149822 | Gurleen         |
| 29    | Mukul            | I             | A           |                | BAJMC   | 9354112029 | Mukul           |
| 30    | Nitin            | I             | A           |                | BAJMC   | 8810227054 | Nitin           |
| 31    | Neharika         | I             | A           |                | BAJMC   | 9205505989 | Neharika        |
| 32    | Vansh            | I             | B           |                | BAJMC   |            | Vansh           |
| 33    | Somraj           | I             | B           |                | BAJMC   | 8580854634 | Somraj          |
| 34    | Manavjyot        | I             | B           |                | BAJMC   | 9354905853 | Manavjyot       |

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 Training and Placement Cell  
 Attendance Sheet - BAJMC (1<sup>st</sup> Sem.)

| Sl.No | Name             | Shift I/II | Div. A/B | Enrollment No. | Program | Phone No.  | Sig.      |
|-------|------------------|------------|----------|----------------|---------|------------|-----------|
| 1     | Moni Koi         | I          | A        |                | BAJMC   | 8750282789 | Monika    |
| 2     | Arya Patel       | I          | A        |                | BAJMC   | 6267808616 | Arya      |
| 3     | Aryali           | I          | B        |                | BAJMC   | 9871392712 | Aarohan   |
| 4     | Amogh Sharma     | I          | B        |                | BAJMC   | 9711781106 | Amogh     |
| 5     | Aakanksha Sharma | I          | B        |                | BAJMC   | 9311820787 | Aakanksha |
| 6     | Mansi Sharma     | I          | B        |                | BAJMC   | 9871896069 | Mansi     |
| 7     | Cranshaji Yadav  | I          | B        |                | BAJMC   | 8448438218 | Cranshaji |
| 8     | Bhrami Vahis     | I          | A        |                | BAJMC   | 9625726455 | Bhrami    |
| 9     | Pranshi Kaddiya  | II         |          |                | BAJMC   | 8929499068 | Pranshi   |
| 10    | Rut Mehta        | I          | A        |                | BAJMC   | 9769351982 | Rut       |
| 11    | Kartikay         | II         | A        |                | BAJMC   | 8864977701 | Kartikay  |
| 12    | Kristina         | II         | A        |                | BAJMC   | 9905894701 | Kristina  |
| 13    | Sajal            | II         | A        |                | BAJMC   | 9136443576 | Sajal     |
| 14    | Aastha Sharma    | II         | A        |                | BAJMC   | 9310791901 | Aastha    |
| 15    | Muskan Khurana   | II         | A        |                | BAJMC   | 9310920242 | Muskan    |
| 16    | Nikita Kumari    | II         | A        |                | BAJMC   | 7908783552 | Nikita    |
| 17    | Aastha Jha       | II         | A        |                | BAJMC   | 8130338355 | Aastha    |
| 18    | Isha             | II         | A        |                | BAJMC   | 9311652136 | Isha      |
| 19    | Kashish Boroven  | II         | A        |                | BAJMC   | 9211976015 | Kashish   |
| 20    | Siya             | I          | A        |                | BAJMC   | 7982732449 | Siya      |
| 21    | Puspaha          | II         | A        |                | BAJMC   | 7827208641 | Puspaha   |
| 22    | Manan            | II         | A        |                | BAJMC   | 9809844472 | Manan     |
| 23    | Anurag Bhangal   | II         | A        |                | BAJMC   | 7678415932 | Anurag    |
| 24    | Vansh Dhooria    | I          | B        |                | BAJMC   | 8287299979 | Vansh     |
| 25    | Sarthak          | II         | A        |                | BAJMC   | 7027033303 | Sarthak   |
| 26    | Rajat Tanwar     | I          | B        |                | BAJMC   | 8587022487 | Rajat     |
| 27    | Deepthi          | I          | A        |                | BAJMC   | 9289091419 | Deepthi   |
| 28    |                  |            |          |                |         |            |           |
| 29    |                  |            |          |                |         |            |           |
| 30    |                  |            |          |                |         |            |           |
| 31    |                  |            |          |                |         |            |           |
| 32    |                  |            |          |                |         |            |           |

  
  
 Dr. Nivedita  
 Head - Training and Placement Cell