



TRAINING AND PLACEMENT CELL EVENT REPORT

The poster features the TECNIA logo at the top left, followed by the text 'TECNIA INSTITUTE OF ADVANCED STUDIES NAAC ACCREDITED GRADE "A" INSTITUTE DELHI INDIA'. To the right is the '75 Azadi Ka Amrit Mahotsav' logo. The main title reads 'Organised by Training and Placement Cell Capability Enhancement Program Workshop on Personal Grooming & Corporate Etiquette'. Below this are three circular portraits of the speakers: Dr. Ajay Kumar (Director, TIAS), Mr. Vaibhav Verma (Relationship Manager, North India, Halp Canada), and Dr. Nivedita (T&P Head, Incharge IIC, TIAS). At the bottom, it lists 'Program: BBA', 'Venue:- Multi-Purpose Hall, PG Building, TIAS', and 'Date: 19-12-2022 Monday Time : 01:40 - 2:30 PM'. Logos for 'In association with' including TIAS and other institutions are at the bottom right.

Event:	Workshop on
Topic:	Personal Grooming & Corporate Etiquette
Date:	19 th December 2022
Time:	01:40 PM Onwards
Duration:	One Hour
Platform:	Multipurpose Hall, PG Building, TIAS
Program:	BBA 2 nd Year
Convener:	Dr. Nivedita, Head- Training & Placement Cell
Students:	20

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 workshop was organized on 19.12.2022 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 workshop 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 workshop and introduced to the students and described the objective of the workshop. The one hour session was very interactive and was well received by the students. The workshop 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:

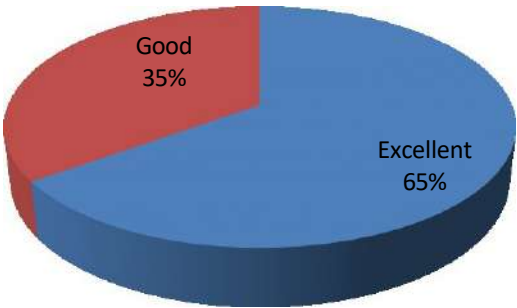


Resource person sharing the tips for personal grooming



Students taking notes during the session

Feedback
Total Students: 20



List of Beneficiaries:

Tecnia Institute of Advanced Studies NAAC ACCREDITED GRADE A INSTITUTE Training and Placement Cell Attendance Sheet - BBA (3 rd Sem.)						
Date: 19/12/2022						
Sl.No	Name	Shift I/II	Div. A/B	Enrollment No.	Program	Phone No. Sig.
1	JYOTI SINGH	11	B	11621301721	BBA	9877674931 J Singh
2	Jehita Aggarwal	11	B	09921301721	BBA	8585900047 C
3	SUSTIA	11	C	15021301721	BBA	9650126246 Suresh
4	Abhinav	11	B	10921301721	BBA	8527653185 Abhinav
5	Ridhi	11	B	08721301721	BBA	9999188428 Ridhi
6	Rohak	11	A	01521301721	BBA	9958530359 Rohak
7	Kaavi	11	A	05321301721	BBA	8826409998 Kaavi
8	Parmelt Kaur	11	A	03021301721	BBA	9552165577 Parmelt
9	Anshika Kher	11	A	03221301721	BBA	9711601380 Anshika
10	Rishav Ranjan	11	A	02321301721	BBA	6204170575 Rishav
11	Anupam Jain	11	A	05921301721	BBA	8200267144 Anupam
12	Kushal	11	B	07221301721	BBA	9711737188 Kushal
13	Lakshay Chandel	11	A	01921301721	BBA	9560150105 Lakshay
14	Gyaan Chandra	11	A	01021301721	BBA	7428322520 Gyaan
15	SNEHA	11	A	04621301721	BBA	9889624663 Sneha
16	TANUSH	11	A	05121301721	BBA	8886864088 Tanush
17	Sanjini	11	A	01621301721	BBA	9312200858 Sanjini
18	JITHIN	11	A	04721301721	BBA	8558911440 Jithin
19	Tisha Chawla	11	C	13117001721	BBA	8800168440 Tisha
20	Priyanka Jain	11	B	09721301721	BBA	9870595079 Priyanka
21						
22						
23						
24						
25						

Dr. Nivedita

Head - Training and Placement Cell

