



THE  
FINISHING  
SCHOOL

Department of Management Studies














# THE METHODICAL PROCESS OF MAKING YOU **STAND APART**



## Elevate your Career! Transform your Life!

Department of Management Studies started its extensive Finishing School Certification course to transform your personality and improve your employability. Complete the Module Assessment to earn a valuable credential and drive your career forward.

### The Syllabus at The Finishing School includes

-  Employability Quotient
-  Corporate Soft Skills
-  Digital Communication
-  Social Graces and Etiquettes
-  Health and Wellness
-  Image Consulting
-  Science of Body Language
-  Communication Strategy for Managers
-  Public Exposure
-  Smart Work Life Balance
-  Art of Decision Making

## INTRODUCTION

Introducing the first of its kind “The Finishing School” to help students groom themselves with a cutting edge to become industry ready professionals. It emphasizes social grooming and cultural intelligence along with training in all-around personality development, imparting technical skills, social and business etiquettes along with international protocols, art of decision making, smart work life balance, with an aim to mould people who will lead the corporate world in the future.

## AIM AND OBJECTIVE

The aim and objective of The Finishing School at DMS is to build a path which would transform its budding professionals into the best leaders of the future. World-class companies are always on the lookout for employees with outstanding leadership qualities, communication skills, and project management abilities. Various researches confirm that soft skills would remain as a global priority for the next decade to come. The finishing school program gives the power to have an edge over others and further refine these essential skills, thereby increasing competence, confidence, and marketability. Finishing schools try to equip students with all the important requirements and make them employable. To instill self-belief within the students, and make them ready to face any recruitment exam and interviews is the prime focus of Finishing school.

## SESSIONS WILL DEMONSTRATE

- How to overcome the fear of the first impression and create a positive impact.
- How power and confidence can efficiently be used to shape up your image.
- The consequences of negative image and how it can slow down progress.
- Managing attitude, etiquettes, develop poise, presence, and confidence.
- Dressing for different occasions: School / Social / Casual.
- Building enhanced personal identity, image, and self-esteem.
- Establishing positive thinking, improving focus and creativity.

## DESCRIPTION OF THE ACTIVITIES

**Employability Quotient:** Our employability enhancement course will enhance your employability quotient and give you that much-needed edge in the hiring process. It takes into consideration acting the personal interview, art of participating in GD, resume building, psychometric analysis, mock interviews.

**Science of Body Language:** Body language is like windows to the soul. It can make or break the deal. Learn how to interpret the body language of the people around you while perfecting your own non-verbal communication. The first impression, winning gestures, non-verbal messages are involved.

**Corporate Soft Skills:** Learn effective soft skills that you need to stand out and help you to escalate your career to the next level. It includes leadership, team building, time management, stress management, emotional intelligence, and customer relationship management.

**Communication Strategy for Managers:** This program focuses on several communication strategies that a manager devises in different situations. It includes persuasive messages, team communication, cross cultural communication, corporate communication with stakeholders.

**Digital Communication:** Enrich the overall communication experience through social media. Digital communication enables powerful new channels that not only changes how we use the mix of options, but also create entirely new ways to interact with teleconferencing, email, instant messages, and social media.

**Public Exposure:** Good speaking is your most enduring job skill. The activities help hone your speech designing skills and master the techniques of delivering competing presentations. It includes PowerPoint presentations, debate, speech, impromptu presentations.

**Social Graces and Etiquettes:** Etiquettes is a way of life. It will equip you with skills that allow you to always present the best version of yourself. Elevate yourself to grow and succeed with our etiquette lessons.

**Smart Work Life Balance:** Establishing empowering boundaries for yourself and others by striking a healthy work life balance. Learn powerful tools for getting happy, boosting your productivity, and having more fun. Feel empowered that you can create the work and personal life you truly desire. Lectures include flexible work options, signs of imbalance, and benefits of healthy balance.

**Health and Wellness:** This wellness program is devised to achieve optimal wellness to reduce the risk of illness, subdue stress and ensure positive interactions at the workplace. It includes activities related to meditation and personal hygiene.

**Art of Decision Making:** You can't make decisions based on assumptions and fear as decisions shape your destiny. Learn how to use analysis, synthesis, and positive inquiry to address individual and organizational problems and develop critical thinking skills to make the best decision.

**Image Consultant:** In order to elevate the impression. We evaluate, enhance and upgrade appearance, behaviour, and communication skills to ensure that the image is consistent with personal and professional goals.

### **MODULES OF THE SYLLABUS**

<b>MODULE NO.</b>	<b>MODULE NAME</b>	<b>DESCRIPTION</b>	<b>METHODOLOGY</b>	<b>ASSESSMENT</b>
1	<b>EFFECTIVE COMMUNICATION SKILLS</b>	Vocabulary, Grammar and Fluency	Ice breakers, Presentations	
		Voice Modulation and Accent Training	Speaking Exercises	Grades based on five parameters.
		Effective Communication and Human Relations		
		Public Speaking, Role Plays and Group Tasks		Presentations, Standard guideline:
		Professional & Technical Writing		Eight slides per student. Marks captured will be on knowledge, personal presentation and parameters for a ppt
		High Impact Presentations		
2	<b>SELF DEVELOPMENT</b>	Dynamics of a Team		
		Leadership Skills		Assessment commences from day one and improvement
		Stress Management	Target Based Activities	

		Time Management	Written and presenting creatively,	
		Business Etiquettes	quizzes, debates. Inter class competitions	
		General Knowledge and Current Affairs		
3	<b>CAMPUS RECRUITMENT AND WORKPLACE SKILLS</b>	Writing a professional résumé		
		The HR Insider: What they look for in an employee		
		Aptitude and Written Test Training	Workshops, competitions, role plays for GD	Mock Interviews and Aptitude test
		General Discussion and Personal Interview		
		Mock HR & Technical Interviews		
4	<b>SOCIAL GRACES AND GENERAL BEHAVIOUR</b>	The Art of Dining		
		Telephone Etiquette		Competitions based on the country.
		Netiquette	Practical. Activities and dress for the occasion day.	
		Email etiquette		
		Image Consulting		

## **THE FOUR MODULES OF THE SYLLABUS**

**(Revised modules for 2020-22 batch)**

Incorporation of Finishing School Learning is blended into academics in 4 modules taught over a period of 2 years keeping in mind the gradual learning process and interconnectivity of these modules. The main modules are as follows:

<p><b>Module 1</b></p> <p>Personality Development  Vocabulary, Grammar and Fluency  Voice Modulation and Accent Training  Effective Communication and Human Relations  Public Speaking, Role Plays and Group Tasks  Professional &amp; Technical Writing  High Impact Presentations</p>	<p><b>Module 2</b></p> <p>Self-Development  Dynamics of a Team  Leadership Skills  Stress Management  Time Management  Business Etiquettes  General Knowledge and Current Affairs</p>
<p><b>Module 3</b></p> <p>Campus Recruitment and Workplace skills  Writing a professional résumé  The HR Insider: What they look for in an employee  Aptitude and Written Test Training  General Discussion and Personal Interview  Mock HR &amp; Technical Interviews</p>	<p><b>Module 4</b></p> <p>Social Graces and General Behavior  The Art of Dining  Telephone Etiquette  Netiquette  Email etiquette  Image Consulting</p>

The pragmatic approach of this course enables the students to acquire an essential skill set required for the industry with plenty of Fun activities and exercises, practical lectures, and tips. Students who dedicate themselves to all the modules by attending sessions and assessments will be awarded the Certificate of Successful Completion. This certificate will help Students accelerate their professional career.

### **INAUGURAL**

“The world accommodates you for fitting in, but only rewards you for standing out.” Department of Management Studies, PIET rolled out first of its kind Finishing School concept on 10<sup>th</sup> August 2020. Prof. S K Bedi, a well-known academician and management thinker took the inaugural session on “ART OF DECISION MAKING.”



Panipat Institute Of  
Engineering and Technology



takes pride in Launching

## **THE FINISHING SCHOOL**

Inaugural Session To Be Held On

 **Monday, August 10**



By  
Professor S.K Bedi On  
**"ART OF DECISION MAKING"**

[www.piet.co.in](http://www.piet.co.in) | 1800 120 6884

### **REPORT (BATCH 2019-2021)**

No. of students: 109

No. Of workshops conducted: 3

### **LIST OF STUDENTS**

#### **Group A**

S. No	Roll No	Name
1	190101	Avantika Singhal
2	190102	Avantika Aggarwal
3	190103	Pooja Sukhija
4	190104	Aarzo Jindal
5	190106	Tanya Gupta
6	190107	Anshika Gupta
7	190109	Saksham Garg
8	190110	Mohit Sharma
9	190111	Shubham
10	190112	Mansi Chawla
11	190113	Komal Chhabra
12	190114	Anchal Goel
13	190115	Vikas
14	190116	Himani Kataria
15	190117	Sparah Kakkar
16	190119	Sharina Dhamija
17	190120	Naima Ansari

18	190121	Veer Singh
19	190123	Ashna Arora
20	190124	Domita Talwar
21	190125	Sakshi rana
22	190127	Himani
23	190128	Shivesh Arya
24	190129	Aastha Kansal
25	190130	Kunal
26	190131	Simranjeet Kaur
27	190132	Mohit Summy
28	190133	Monika
29	190134	Tanvi Wadhwa
30	190135	Karan Goel
31	190136	Neha Goel
32	190137	Jyoti Hambira
33	190138	Vineet Kumar
34	190139	Lavish Tyagi
35	190140	Parvesh
36	190141	Aman

**Group B**

<b>S. No</b>	<b>Roll No.</b>	<b>Name</b>
1	190143	Annu Garg
2	190144	Sargam
3	190145	Kartik Mittal
4	190146	Nancy Mittal
5	190147	Paras Dua
6	190148	Riya Jain
7	190149	Nancy Gupta
8	190150	Surbhi
9	190151	Yashu Garg
10	190152	Sneha
11	190153	Nidhi Sukhija
12	190154	Suraj Saluja
13	190155	Priyanka Yadav
14	190157	Annu
15	190158	Nitika Ahuja
16	190159	Sakshi
17	190160	Latasha
18	190161	Pooja
19	190162	Alisha
20	190163	Palak Khurana
21	190165	Sachit Jain
22	190166	Ritika
23	190167	Abhi Sharma
24	190168	Varsha
25	190169	Mohit Kumar
26	190170	Mohit Mittal
27	190171	Lovee Saluja



28	190172	Akash Nanda
29	190173	Karuna
30	190175	Mukul Hinduja
31	190176	Abhinav Dadhwal
32	190177	Bhavya
33	190178	Chhavi
34	190179	Simran Wadhwa
35	190180	Kanika
36	190181	Muskan Kaushik
37	190182	Komal Dureja

**Group C**

<b>S. No.</b>	<b>Roll No.</b>	<b>Names</b>
1	190183	Sheetal
2	190184	Aman dewan
3	190185	Shreya Jain
4	190186	Ishika
5	190187	Kushagra Sachdeva
6	190188	Himanshu Kumar
7	190189	Nishant
8	190191	Himanshi Sachdeva
9	190192	Anisha Dahuja
10	190193	Jitender
11	190194	Rohit
12	190195	Rishab Gupta
13	190196	Nikhil Garg
14	190197	Kushal ratan
15	190198	Manish Jain
16	190199	Pooja Punia
17	190200	Prerna
18	190201	Ajay Jhamb
19	190202	Purva Batra
20	190203	Jashan Dua
21	190204	Ruchika Taluja
22	190205	Neha
23	190206	Kapil Tayal
24	190207	Prateek
25	190208	Jatin Mongia
26	190209	Gaurav Verma
27	190210	Sanyam Jain
28	190211	Anupreet
29	190212	Jatin Juneja
30	190213	Megha Bareja
31	190214	Prince Malik
32	190215	Shivam
33	190216	Aman Rathi
34	190217	Jasleen Kaur
35	190218	Rajan Arora

36

190220

Ashima Jain

**Group D****ATTENDANCE****Group A**

S. No	Roll No	Name	Attendance
1	190101	Avantika Singhal	
2	190102	Avantika Aggarwal	
3	190103	Pooja Sukhija	
4	190104	Aarzo Jindal	
5	190106	Tanya Gupta	
6	190107	Anshika Gupta	
7	190109	Saksham Garg	
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11	190113	Komal Chhabra	
12	190114	Anchal Goel	
13	190115	Vikas	
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16	190119	Sharina Dhamija	
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27	190132	Mohit Summy	
28	190133	Monika	
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30	190135	Karan Goel	
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32	190137	Jyoti Hambira	
33	190138	Vineet Kumar	
34	190139	Lavish Tyagi	
35	190140	Parvesh	
36	190141	Aman	

**Group B**

S. No	Roll No.	Name	Attendance
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2	190144	Sargam	
3	190145	Kartik Mittal	

4	190146	Nancy Mittal	
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10	190152	Sneha	
11	190153	Nidhi Sukhija	
12	190154	Suraj Saluja	
13	190155	Priyanka Yadav	
14	190157	Annu	
15	190158	Nitika Ahuja	
16	190159	Sakshi	
17	190160	Latasha	
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23	190167	Abhi Sharma	
24	190168	Varsha	
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26	190170	Mohit Mittal	
27	190171	Lovee Saluja	
28	190172	Akash Nanda	
29	190173	Karuna	
30	190175	Mukul Hinduja	
31	190176	Abhinav Dadhwal	
32	190177	Bhavya	
33	190178	Chhavi	
34	190179	Simran Wadhwa	
35	190180	Kanika	
36	190181	Muskan Kaushik	
37	190182	Komal Dureja	

**Group C**

<b>S. No.</b>	<b>Roll No.</b>	<b>Names</b>	<b>Attendance</b>
1	190183	Sheetal	
2	190184	Aman dewan	
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32	190215	Shivam	
33	190216	Aman Rathi	
34	190217	Jasleen Kaur	
35	190218	Rajan Arora	
36	190220	Ashima Jain	

### TIME TABLE

ONLINE TIME TABLE OF MBA 2nd Sem. & 4th Sem. 2021							
DAYS	9:30 - 10:15	10:30 - 11:15	11:30 - 12:15	12:30 - 01:15	01:15 - 01:45	1:45 - 02:30	2:45 - 03:30
Mon: Ist Yr (A)	MS-EXCEL -SJ	LE - SK	OR- MG	MKT.- SG	LUNCH TIME	HRM- Jayti	POM- VT
Mon: Ist Yr (B)	Finishing School - Ms. Jayti		MKT.- AS	HRM- SD		OR - VD	POM- SS
Mon: Ist Yr (C)	POM- Manoj	OR- MT	CF-DS	HRM -SS		BRM - SJ	LE- Manoj
Mon: FINAL	GD - Dr. Suman IRM - Dr. Dalbir	PEWM - Mr. Parikshit Comp. - Dr.Sandeep BM - Mr. Vikas Nain	CSR - Dr. Akhilesh Mishra	Ser. Mkt - Mr. Manoj		ISM- Mr. Vikas Tyagi MMNAB- Dr. Saurabh TS- Dr. Prince	Int.Mkt.- Dr.Ankur
Tue: Ist Yr (A)	HR Club - Ms. Sonu Mkt Club	CF- HJ	Case Study - AM	POM- VT		MKT.- SG	MS-EXCEL -SJ
Tue: Ist Yr (B)	- Dr. Ankur Fin. Club - Dr. Dalbir	HRM- SD	MS-EXCEL -SJ	POM- SS		OR - VD	MKT.- AS
Tue : Ist Yr (C)	ED Club - Mr. Manoj	HRM -SS	MKT.- VN	OR- MT		Finishing School - Ms. Jayti	
Tues: FINAL	Finishing School - Ms. Jayti		ED - Mr. Chankel	HR Club - Ms. Sonu Mkt Club - Dr. Ankur Fin. Club - Dr. Dalbir		BF - Dr. Mohan SHRM - Ms. Sonu RMM -	CCGM - Dr. Saurabh EP- Mr. Manish PA- Mr. Vikas Deswal

					Mr. Vikas Nain	
<b>WED: Ist Yr (A)</b>	Finishing School - Ms. Jayti		LE - SK	OR- MG	BRM - Prince	News Analysis - PV
<b>WED: Ist Yr (B)</b>	OR - VD	CF- PV	Case Study - AM	BRM - Prince	LE - MG	
<b>WED: Ist Yr (C)</b>	OR- MT	BRM - SJ	LE - Manoj	MKT.- VN	MS-EXCEL -SJ	
<b>Wed: FINAL</b>	Int.Mkt.- Dr.Ankur	ISM- Mr. Vikas Tyagi MMNAB- Dr. Saurabh TS- Dr. Prince	CCGHRM- Ms. Sahiba PM - Mr. Chankel Pasricha	Ser. Mkt - Mr. Manoj	GD - Dr. Suman IRM - Dr. Dalbir	BF - Dr. Mohan SHRM - Ms. Sonu RMM - Mr. Vikas Nain
<b>Thu: Ist Yr (A)</b>	BRM- Prince	POM- VT	LE - SK	HRM- Jayti	MKT.- SG	CF- HJ
<b>Thu: Ist Yr (B)</b>	MKT.- AS	POM- SS	CF- PV	BRM- Prince	HRM- SD	LE - MG
<b>Thu: Ist Yr (C)</b>	CF - DS	BRM - SJ	POM- Manoj	MKT.- VN	HRM- SS	LE - Manoj
<b>Thu: FINAL</b>	Finishing School - Ms. Jayti		CCGM - Dr. Saurabh EP- Mr. Manish PA- Mr. Vikas Deswal	ED - Mr. Chankel	Winter Project	NISM- MT
<b>FRI: Ist Yr (A)</b>	BRM - Prince	OR- MG	HRM- Jayti	CF- HJ	HR Club - Ms. Sonu Mkt Club - Dr. Ankur Fin. Club - Dr. Dalbir ED Club - Mr. Manoj	IT for Managers - VD & Dr. Prince (From 2:45 pm to 4:15 pm)
<b>FRI: Ist Yr (B)</b>	CF- PV	MS-EXCEL -SJ	LE - MG	BRM - Prince		
<b>FRI: Ist Yr (C)</b>	MS-EXCEL -SJ	CF- DS	Case Study - AM	POM- Manoj		
<b>Fri: FINAL</b>	Finance Lab - Dr. Himanshu HR Lab - Dr. Suman Mkt. Lab- Mr. Vikas Tyagi		CCGHRM- Ms. Sahiba PM - Mr. Chankel Pasricha	HR Club - Ms. Sonu Mkt Club - Dr. Ankur Fin. Club - Dr. Dalbir	PEWM - Mr. Parikshit Comp. - Dr.Sandeep BM - Mr. Vikas Nain	CSR - Dr. Akhilesh Mishra

## **MODULES COVERED**

S.NO.	TOPICS	STATUS OF COMPLETION
<b>A</b>	<b>EMPLOYABILITY QUOTIENT</b>	<b>YES</b>
	Acing the Personal Interview	<b>YES</b>
	Art of Participating in GD	<b>YES</b>
	Resume Building	<b>YES</b>
	Psychometric Analysis	<b>YES</b>
	Mock Interview	<b>YES</b>
<b>B</b>	<b>SCIENCE OF BODY LANGUAGE</b>	
	The first Impression	<b>YES</b>
	Winning Gestures	<b>YES</b>
	Non Verbal messages	<b>YES</b>
<b>C</b>	<b>CORPORATE SOFT SKILLS</b>	<b>NO</b>
	Leadership	<b>NO</b>
	Team Building	<b>NO</b>
	Time Management	<b>YES</b>
	Stress Management	<b>YES</b>
	Emotional Intelligence	<b>YES</b>
	Customer Relationship Management	<b>YES</b>
<b>D</b>	<b>COMMUNICATION STRATEGY FOR MANAGERS</b>	
	Persuasive Messages	<b>NO</b>
	Team Communication	<b>NO</b>
	Cross Cultural Communication	<b>NO</b>
	Corporate communication with stakeholders	<b>NO</b>
<b>E</b>	<b>DIGITAL COMMUNICATION</b>	
	Telephonic conversation	<b>NO</b>
	teleconferencing	<b>NO</b>
	Email	<b>YES</b>
	Instant Messages	<b>NO</b>
	Social Media	<b>NO</b>
<b>F</b>	<b>PUBLIC EXPOSURE</b>	
	Powerpoint Presentation	<b>YES</b>
	Debate	<b>NO</b>
	Speech	<b>NO</b>
	Impromptu Presentation	<b>YES</b>
<b>G</b>	<b>SOCIAL GRACES &amp; ETIQUETTES</b>	
	Dining	<b>NO</b>
	High Tea	<b>NO</b>
	workplace	<b>NO</b>
	Social gathering	<b>NO</b>
<b>H</b>	<b>IMAGE CONSULTING</b>	
	Power Impression	<b>YES</b>
<b>I</b>	<b>SMART WORK LIFE BALANCE</b>	<b>YES</b>
<b>J</b>	<b>HEALTH AND WELLNESS</b>	
	Meditation	<b>NO</b>

### **TFS ACTIVITY RECORD**

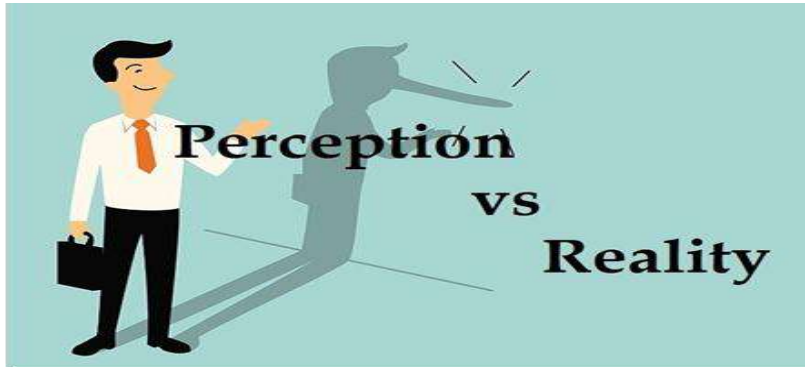
**ACTIVITY 1 : SOCH**

**SKILLS IN FOCUS:** Vocabulary, communication skills, thinking skills.

**OBJECTIVE :** To help the students understand the difference between perception and reality

: To make them talk in English.

In this activity, a few photographs of some real incidents were shown to the students and were asked to think and speak about it based on their perceptions. Students really enjoyed this activity as they realized the difference between perception and reality. Moreover, they elevated their perception of looking towards various situations with an optimistic outlook.



## **ACTIVITY 2 : BOLLYVOCAB**

**SKILLS IN FOCUS:** Vocabulary, communication skills, creative thinking.

**OBJECTIVE** : To make the students use innovative words in a fun way

: To enhance their communication skills

The purpose of conducting this activity was to increase the vocabulary of the students and to help them speak and write in a better language. It becomes difficult to retain new words, due to which Bolly vocab was introduced wherein students were told to convert the Hindi words of Bollywood movie, songs, dialogs. This helped the students to retain a wide range of new words in a creative way by speaking dialogs and singing songs in Hinglish.



## **ACTIVITY 3 : VIRTUAL INTRODUCTION**

**SKILLS IN FOCUS:** Communication skills, personality development, time management

**OBJECTIVE** : To make the students introduce themselves without hesitation.

: To help the students understand the importance of time management.

: To enhance their personality.

Students were told to submit a Recorded Audio -Visual Introduction to make them understand its significance for future Job interviews and, they were supposed to keep a track of time as per instructions the length of the video assignment shall not exceed more than two minutes.



#### **ACTIVITY 4 : Pictionary**

**SKILLS IN FOCUS:** Communication skills, creative thinking skills.

**OBJECTIVE** : To enhance Vocabulary through Visuals.

: To engage students in creative thinking.

: To enhance their Communication by using advance vocabulary.

Our goal is to enhance communication skills, which becomes easier if students possess a wide variety of basic and advanced vocabulary. In this activity students were supposed to prepare and submit a presentation wherein a picture speaks on its own about its meaning without having to write the word meaning together. These visuals help the students to retain the word for a longer span.



#### **ACTIVITY 5 : JAM SESSION**

**SKILLS IN FOCUS:** Public speaking, time management, communication skills.

**OBJECTIVE** : To make them realize the dearth of ideas and selection of words under pressure.

: To teach how to get ideas quickly through mind mapping.

: To enhance time management and decision-making skills.

This is an impromptu activity which involves quick thinking and speaking skills. It is a brainstorming exercise. In this activity each student is asked to speak on a topic for just a minute on any random topic. This activity was conducted to check general speaking skill, smartness, flow of thoughts, confidence, time management, etc.



## TALK FOR A MINUTE



**ACTIVITY 6** : GD PREP WITH WH FAMILY

**SKILLS IN FOCUS:** Group discussion, organization skills, presentation skills and communication skills.

**OBJECTIVE** : Awareness of the current topics

: To help the students prepare for the GD with the help of WH- FAMILY Words.

: To train the students on how to organize the content for presentation.

In this activity students were trained to organize and present their content through presentation. Students were supposed to gather the content with the help of wh- family and were supposed to give presentations.

## GD PREP WITH WH- FAMILY



**ACTIVITY 7** : KUCH ANKAHI BAATEIN

**SKILLS IN FOCUS:** Body language, non- verbal communication skills.

**OBJECTIVE** : To make the students understand the importance of Body Language.

: To make the students understand the impact of body language on first impression.

: How to screen the body language and what does each style depict?

In this activity, various body languages were displayed, and the students were asked to screen the body language and were asked to list the non- verbal messages it conveys.

## KUCH ANKAHI BAATEIN



**ACTIVITY 8** : CASE BASED GROUP DISCUSSION

**SKILLS IN FOCUS:** Decision making skills, communication skills, teamwork.

**OBJECTIVE** : To enhance decision-making skills.

: To train them in problem solving skills

In this activity students were segregated in teams, and they were assigned with a problem-based case to provide a solution after discussing with the team.



**ACTIVITY 8** : PERSONAL BRANDING

**SKILLS IN FOCUS:** Self-analysis, image building, professional profile.

**OBJECTIVE** : To help the students enhance their professional profile

: To help them build their profile on linked in and various other professional platforms.

In this activity the students were supposed to build their profiles on professional portals.



## **WORKSHOPS CONDUCTED**

### **Workshop 1**

Activity Name: ART OF DECISION MAKING

Activity type: EXPERT LECTURE

Date of the event: 10<sup>th</sup> AUGUST 2021

Number of attendees: 50

Description of the event: An inaugural session was taken by Prof. S K Bedi, a well-known academician and management thinker on 'ART OF DECISION MAKING'. "The world accommodates you for fitting in, but

only rewards you for standing out". The session was for the inaugural of the Finishing School, first of its kind in the region.

Mode of session delivery: Online (MS TEAMS)

Objective of the program/activity organised: Inaugural of the Finishing School.

**Notice:**



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70<sup>th</sup> Milestone, G.T. Road, Samalkha, Panipat-132103, Haryana



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**DEPARTMENT OF MANAGEMENT STUDIES (DMS)**

Dated: 08/08/20

**NOTICE**

All the Students of Department of Management Studies are hereby informed that there will be an Online Expert Lecture at 2.00 on 10<sup>th</sup> August 2020, Monday on the topic "Art of Decision Making". The lecture will be delivered by Prof. S.K. Bedi, A well known academician and management thinker. The lecture will be delivered on the MS teams platform. Link for the same will be shared on the day of the event.

  
**Dr. Akhilesh Kumar Mishra**  
Head of the Department  
Department of Management Studies

**Poster:**



Panipat Institute Of  
Engineering and Technology



takes pride in Launching

## **THE FINISHING SCHOOL**

Inaugural Session To Be Held On

 **Monday, August 10**



By  
Professor S.K Bedi On  
**"ART OF DECISION MAKING"**

[www.piet.co.in](http://www.piet.co.in) | 1800 120 6884

### **Summary:**

Guest lecture on 'ART OF DECISION MAKING' was organized by The Finishing School on 10th August 2020 with an objective to make students ready for the corporate world and ensure that they are aware of the practices that will help them achieve success in the corporate.

An inaugural session was taken by Prof. S K Bedi, a well-known academician and management thinker.

### **Pictures of the session:**



connectatpiet



admissions@piet.co.in  
Website: www.piet.co.in

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Liked by **nsspicrosoftofficial** and **38 others**

**connectatpiet** "The world accommodates you for fitting in, but only rewards you for standing out." Be a part of THE FINISHING SCHOOL and learn how to stand out in the MBA crowd. Department of Management Studies (DMS), PIET is rolling out its Finishing School concept on 10th August 2020 at 2 pm. It is going to be the first of its kind in the region.

## Workshop 2

Activity Name: EMOTIONAL WELLNESS

Activity type: GUEST LECTURE

Date of the event: 5<sup>TH</sup> SEPTEMBER 2020

Number of attendees: 50

Description of the event: Guest lecture on 'Emotional Wellness' was organized by The Finishing School on 5<sup>th</sup> September 2020. The guest speaker Ms. Mehak Sharma is a certified Emotional Wellness Coach and a Mindfulness practitioner who enlightened the students on several dimensions of wellness with different activities.

Mode of session delivery: Online (ZOOM)

Objective of the program/activity organised: To prepare students to understand about wellness of their emotions and to outline the roadmap towards positive thoughts.

Faculty Co-ordinator: Mrs. Jayti Mahajan

**Notice:**



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## DEPARTMENT OF MANAGEMENT STUDIES (DMS)

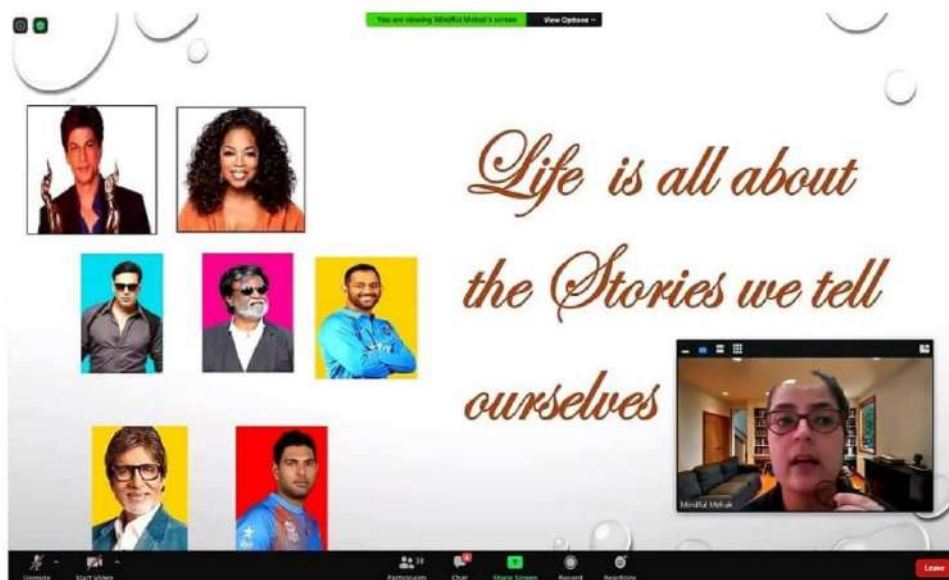
Dated: 02/07/20

### NOTICE

All the Students of Department of Management Studies are hereby informed that there will be an Online Expert Lecture at 11.00 am on 5<sup>th</sup> September 2020, Saturday on the topic "Emotional Wellness". The lecture will be delivered by Ms. Mehak, A Certified Emotional wellness and Happiness coach and a mindfulness practitioner. The lecture will be delivered on the ZOOM platform. Link for the same will be shared on the day of the event.

**Dr. Akhilesh Kumar Mishra**  
Head of the Department  
Department of Management Studies

### Poster:



### Summary:

“Emotional wellness inspires self-care, relaxation, stress reduction and the development of inner strength. It is important to be attentive to both positive and negative feelings and be able to understand how to handle these emotions. Emotional wellness also includes the ability to learn and grow from experiences. Emotional well-being encourages autonomy and proper decision-making skills. It is an important part of overall wellness.” Keeping this thought in mind **Department of Management Studies, Panipat Institute of Engineering and Technology** organised an expert lecture under the curriculum of Finishing School on

**the topic “Emotional Wellness on 5th September’20.**

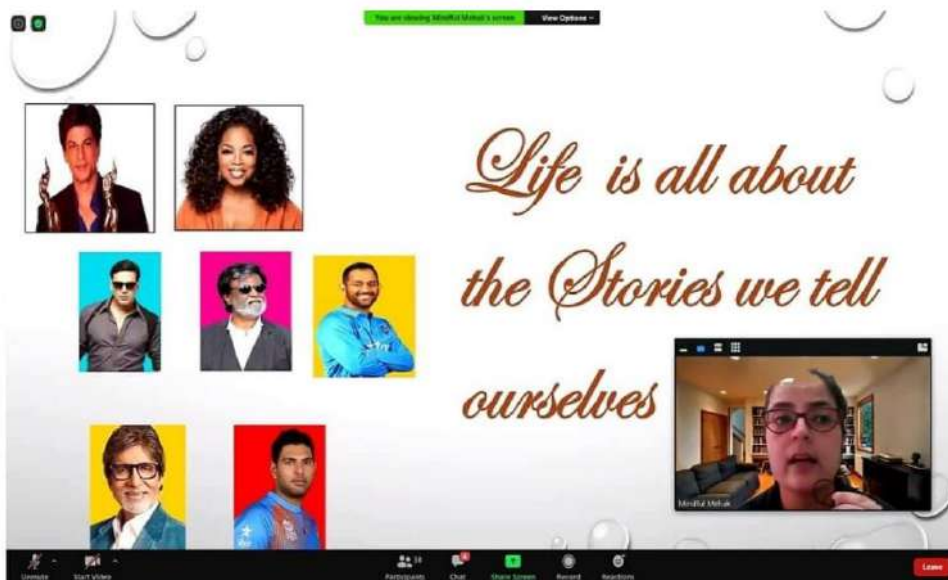
**Guest speaker Ms. Mehak Sharma, a Certified Emotional Wellness Coach, Happiness Coach** and a Mindfulness practitioner enlightened the students on several dimensions of wellness like Emotional, Physical, Intellectual, Spiritual, Social, Occupational, environmental. The speaker provided a platform to the students to ink their BURNING POINTS AND TURNING POINTS. Also, she outlined a roadmap on how students can anchor themselves towards positive thoughts.

Following are the key take away from the lecture:

- Awareness and Mindfulness.
- Acknowledge your thoughts.
- Accept what you are thinking.
- Stop and reflect.
- Anchor yourself in positive thoughts.

Ms Mehak took the attention towards the 8th World Happiness Report 2020 where India ranks in 144th position. She made the students realise the importance of Emotional Wellness. This session helped the students to reframe their thoughts and develop a new response to failure and mistakes optimistically.

**Pictures of the session:**



Zoom Meeting | This is sharing Minak's screen | View Options

Participants: Vikas Nain, Bhavya, Abhi Sharma, sonu sharma

**HOW???**

1. Awareness and Mindfulness
2. Acknowledge your Thoughts
3. Accept what you are thinking
4. Stop and Reflect
5. Anchor yourself in positive thoughts

Participants (4): Vikas Nain (M), Minak Sharma (Host), Minak Sharma (Guest), Abhi Sharma, Adhinar, Aman Guggani

**GUEST LECTURE ON 5TH SEPTEMBER, 2020 BY MS. MINAK SHARMA, A CERTIFIED EMOTIONAL WELLNESS & HAPPINESS COACH AND A MINDFULNESS PRACTITIONER, ON "EMOTIONAL WELLNESS"**

**Seven Dimensions of Wellness**

Emotional, Physical, Intellectual, Spiritual, Social, Occupational, Environmental

EMOTIONAL AND INTELLECTUAL

**EXPERT LECTURE ON "EMOTIONAL WELLNESS"**  
 Emotional wellness, sometimes called emotional stability, refers to the ability to identify and understand your own emotions and the development of those emotions. It is important to be attentive to both positive and negative emotions and to





### Workshop 3

Activity Name: EMOTIONAL INTELLIGENCE

Activity type : GUEST LECTURE

Date of the event: 15<sup>TH</sup> OCTOBER 2020

Number of attendees: 40

Description of the event: And to make the students stand strong in all the aspects THE FINISHING SCHOOL OF DMS organized an expert guest lecture on “Emotional Intelligence” on 15th of October for MBA students. Ms. Guneet Kaur, MBA Alumni, IIM.

Mode of session delivery: Online (MS TEAMS)

Objective of the program/activity organised: To make the students understand their fears, manage their thoughts and to stay calm.

**Notice:**



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## DEPARTMENT OF MANAGEMENT STUDIES (DMS)

Dated: 12/10/20

### NOTICE

All the Students of Department of Management Studies are hereby informed that there will be an Online Expert Lecture at 10.00 on 15<sup>th</sup> October 2020, Thursday on the topic "Emotional Intelligence". The lecture will be delivered by Ms. Guneet Kaur, MBA Alumni, IIM Lucknow. The lecture will be delivered on the MS teams platform. Link for the same will be shared on the day of the event.

**Dr. Akhilesh Kumar Mishra**  
Head of the Department  
Department of Management Studies

Poster:



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**DMS**  
Department of Management Studies  
विद्या ददाति विजयं



Department of Management Studies  
**THE FINISHING SCHOOL**  
We shape leaders, who shape the future



takes great pride in organising  
a Guest Lecture with

**TOPIC:**  
**EMOTIONAL INTELLIGENCE**

 **Thursday, 15 Oct 2020**  **10:00 AM to 12:00 PM**

### ABOUT THE SPEAKER



**Ms. Guneet Kaur** is An MBA Alumni from IIM- LUCKNOW who has over 15 years of experience in industry and academia. She has worked as Corporate trainer to companies like GE, Interglobe technologies, Visa House etc. Apart from this she is a Certified IELTS trainer. She has conducted various Development programs and workshops for Students and Faculty.

## Summary:

Guest lecture on 'EMOTIONAL INTELLIGENCE' was organized by The Finishing School on 15<sup>th</sup> October 2020 with an objective to make the students stand strong.

Daniel Goleman quoted that "CEOs are hired for their intellect and business expertise and fired for a lack of emotional intelligence. Ms. Guneet Kaur, MBA Alumni, IIM Lucknow took this session with the following aims

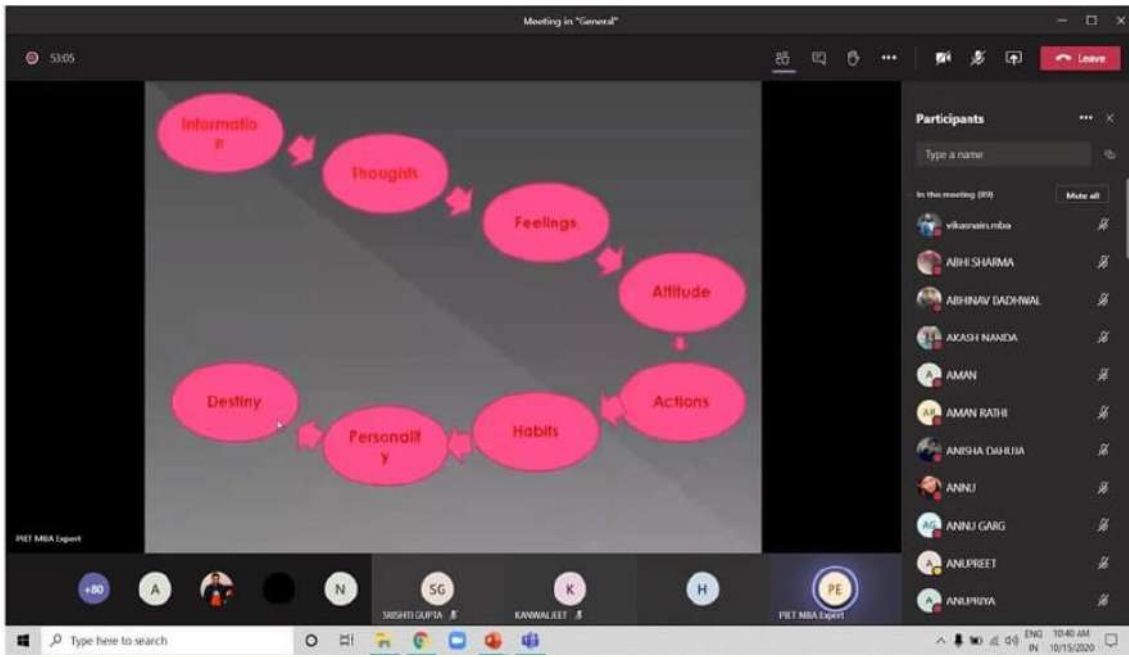
- Making the student understand their fears, Practice empathy
- Be yourself and manage your thoughts
- Remaining calm and composed during a crisis

She made the session interactive and interesting by asking the students to self-assess by providing some questions to check their Emotional Intelligence. Students were able to know themselves better and were even provided with plenty of solutions to strike a right balance of emotions. Ms. Kaur covered every aspect of the topic by discussing about emotional literacy, feelings wheel, amygdala etc. This session helped the students to understand their emotions and develop a new response to negative feelings like sadness, anger etc. After the session students were able to differentiate between low and high self-esteem. In addition to this, student gained various ways to take the charge of their emotions.

## Pictures of the session:

GUEST LECTURE ON 15TH OCTOBER, 2020 BY MS. GUNEET KAUR, ALUMNI- IIM LUCKNOW, ON "EMOTIONAL INTELLIGENCE"

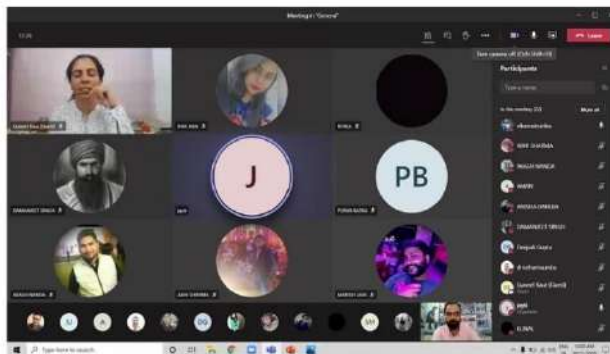




**GUEST LECTURE ON 15TH OCTOBER, 2020 BY MS. GUNEET KAUR, ALUMNI- IIM LUCKNOW, ON "EMOTIONAL INTELLIGENCE"**



**GUEST LECTURE ON 15TH OCTOBER, 2020 BY MS. GUNEET KAUR, ALUMNI- IIM LUCKNOW, ON "EMOTIONAL INTELLIGENCE"**



## STUDENT ASSESSMENT



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### CERTIFICATE OF EXCELLENCE

THIS CERTIFICATE OF EXCELLENCE IS HEREBY GRANTED TO

Ms. ASHIMA

OF DEPARTMENT OF MANAGEMENT STUDIES IN RECOGNITION OF HER  
EXEMPLARY PERFORMANCE AND REMARKABLE CONTRIBUTION AS THE  
PRESIDENT IN THE FINISHING SCHOOL FOR THE YEAR 2020-21.

**DR. AKHILESH MISHRA**

Head of the Department of Management Studies.

**MRS. JAYTI MAHAJAN**

Head of the Finishing School



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### CERTIFICATE OF EXCELLENCE

THIS CERTIFICATE OF EXCELLENCE IS HEREBY GRANTED TO

Ms. KARUNA

OF DEPARTMENT OF MANAGEMENT STUDIES IN RECOGNITION OF HER  
EXEMPLARY PERFORMANCE AND REMARKABLE CONTRIBUTION AS THE  
VICE PRESIDENT IN THE FINISHING SCHOOL FOR THE YEAR 2020-21.

**DR. AKHILESH MISHRA**

Head of the Department of Management Studies.

**MRS. JAYTI MAHAJAN**

Head of the Finishing School



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### CERTIFICATE OF EXCELLENCE

THIS CERTIFICATE OF EXCELLENCE IS HEREBY GRANTED TO

Ms. TANYA GUPTA

OF DEPARTMENT OF MANAGEMENT STUDIES IN RECOGNITION OF HER  
EXEMPLARY PERFORMANCE AND REMARKABLE CONTRIBUTION AS A  
COORDINATOR IN THE FINISHING SCHOOL FOR THE YEAR 2020-21.

**DR. AKHILESH MISHRA**

Head of the Department of Management Studies.

**MRS. JAYTI MAHAJAN**

Head of the Finishing School



## CERTIFICATE OF EXCELLENCE

THIS CERTIFICATE OF EXCELLENCE IS HEREBY GRANTED TO

**Ms. BHAVYA**

**OF DEPARTMENT OF MANAGEMENT STUDIES IN RECOGNITION OF HER  
EXEMPLARY PERFORMANCE AND REMARKABLE CONTRIBUTION AS A  
COORDINATOR IN THE FINISHING SCHOOL FOR THE YEAR 2020-21.**

**DR. AKHILESH MISHRA**

Head of the Department of Management Studies.

**MRS. JAYTI MAHAJAN**

Head of the Finishing School



## CERTIFICATE OF EXCELLENCE

THIS CERTIFICATE OF EXCELLENCE IS HEREBY GRANTED TO

**Mr. PRATHAM MEHTA**

**OF DEPARTMENT OF MANAGEMENT STUDIES IN RECOGNITION OF HIS  
EXEMPLARY PERFORMANCE AND REMARKABLE CONTRIBUTION AS A  
COORDINATOR IN THE FINISHING SCHOOL FOR THE YEAR 2020-21.**

**DR. AKHILESH MISHRA**

Head of the Department of Management Studies.

**MRS. JAYTI MAHAJAN**

Head of the Finishing School



## CERTIFICATE OF EXCELLENCE

THIS CERTIFICATE OF EXCELLENCE IS HEREBY GRANTED TO

**Mr. ABHI SHARMA**

**OF DEPARTMENT OF MANAGEMENT STUDIES IN RECOGNITION OF HIS  
EXEMPLARY PERFORMANCE AND REMARKABLE CONTRIBUTION AS A  
COORDINATOR IN THE FINISHING SCHOOL FOR THE YEAR 2020-21.**

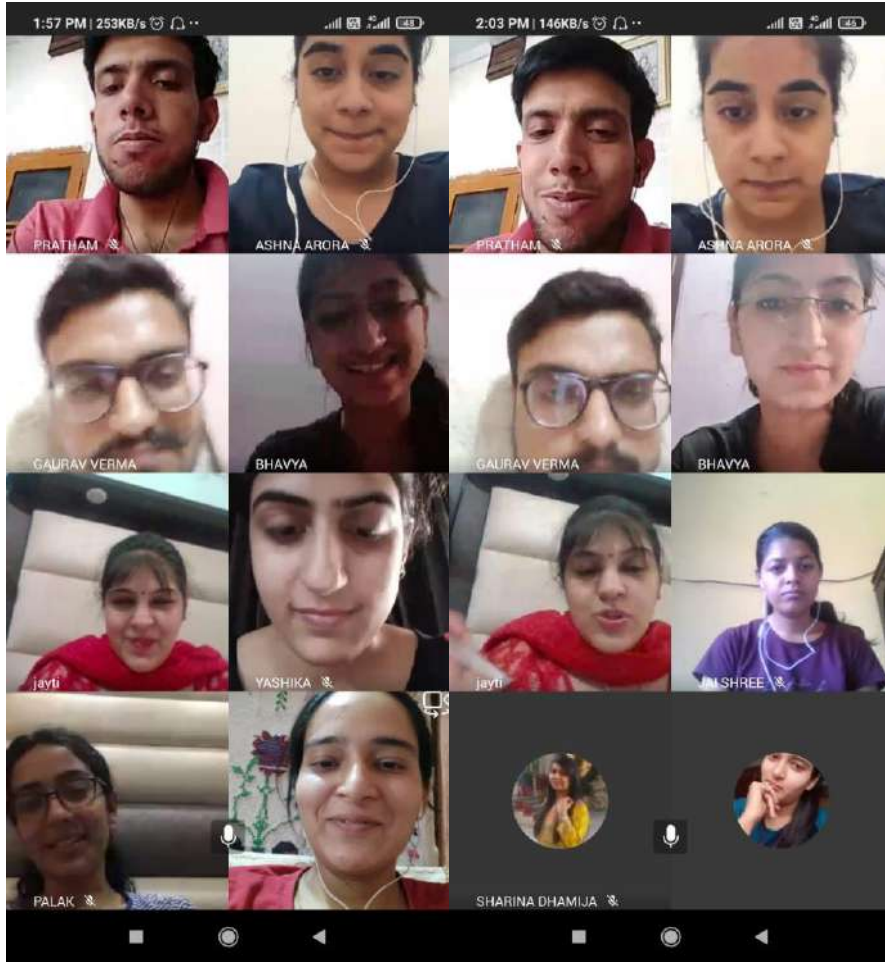
**DR. AKHILESH MISHRA**

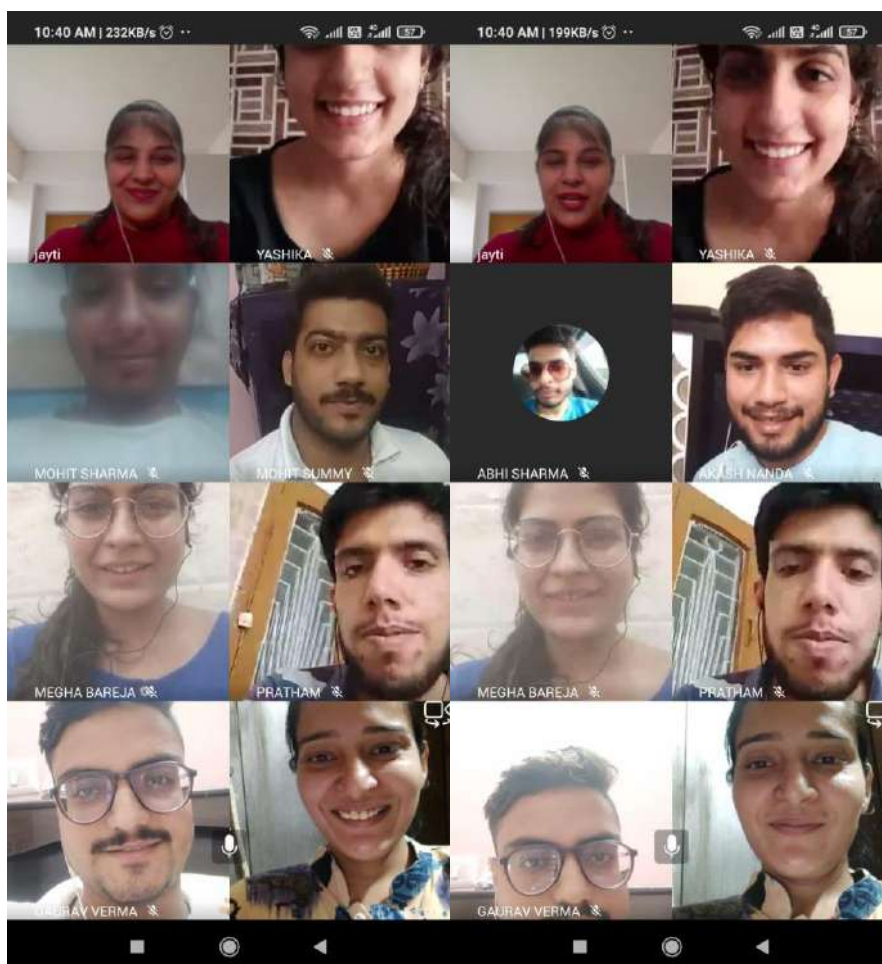
Head of the Department of Management Studies.

**MRS. JAYTI MAHAJAN**

Head of the Finishing School

# GLIMPSES





## **REPORT (BATCH 2020-2022)**

No. of students: 109

No. Of workshops conducted: 3

### **LIST OF STUDENTS**

S. No.	Roll No.	Name of the student
1	200101	Vidhi Saini
2	200104	Muskan Jain
3	200105	Ankit
4	200106	Mayank Jain
5	200107	Aakash Maan
6	200108	Shivam Goyal
7	200110	Gaurav
8	200112	Harmandeep
9	200113	Sourav Jhamb
10	200114	Rupali Saini
11	200115	Sonali Bhatia
12	200116	Sakshi
13	200117	Priyanka
14	200118	Jahnvi
15	200119	Ankush Bhandula



16	200120	Sahil Bhandula
17	200121	Anmol Batra
18	200122	Neha Sehgal
19	200123	Vinay Kadian
20	200124	Nikita Singla
21	200125	Radhika Sharma
22	200126	Sakshi Nandal
23	200127	Akshika Mittal
24	200128	Ishita Jain
25	200129	Ayushi Jain
26	200130	Mahak
27	200131	Pooja Rani
28	200132	Lakshay Dureja
29	200133	Rohan Bajaj
30	200134	Urja Jain
31	200135	Manya Dhingra
32	200136	Shweta Sharma
33	200137	Riya
34	200138	Rupali
35	200140	Shivangi Mittal
36	200141	Kamakshi Verma
37	200142	Sneh
38	200143	Neha
39	200144	Sainyam
40	200145	Piyush Chugh
41	200146	Nancy Bansal
42	200147	Tanya Gupta
43	200148	Shubham Bansal
44	200149	Pinki Kansal
45	200150	Shalini
46	200151	Mod Nawaj Siddique
47	200153	Tanya
48	200154	Vaibhav
49	200158	Priyanka Saini
50	200159	Khushbu
51	200160	Yatin Khurana
52	200161	Mansi
53	200162	Pooja Jain
54	200163	Vishakha Gupta
55	200164	Sheenu Kardwal
56	200165	Bhawna Grover
57	200166	Neeru
58	200167	Sagar
59	200168	Madhu

60	200169	Shubhda Goel
61	200170	Sonali Goel
62	200171	Rishabh Rakha
63	200172	Varun Bansal
64	200173	Vivek Kumar Jha
65	200174	Vernit Kumar
66	200175	Yashika
67	200176	Sakshi Bhutra
68	200177	Yashvi Gupta
69	200178	Neha Sharma
70	200179	Ashish Dhanda
71	200180	Ridhi Gupta
72	200181	Prem Narayan Mishra
73	200182	Priyanka
74	200183	Pragati Pathak
75	200184	Deepanshi Dhingra
76	200185	Devang Dudeja
77	200186	Nishant Bareja
78	200187	Priya Dhanda
79	200188	Prerna Jain
80	200189	Sidharth Jain
81	200190	Priya Bhardwaj
82	200191	Pankaj Dalal
83	200193	Sagar Singh
84	200194	Savi
85	200195	Bhumika Khurana
86	200196	Chetna Makkar
87	200197	Diksha Kalra
88	200198	Reema Ahuja
89	200199	Tapsi Katyal
90	200200	Kishor Sharma
91	200201	Suman Yadav
92	200202	Nimi Sachdeva
93	200203	Shivani
94	200205	Ritu Sharma
95	200206	Amita Rapria
96	200207	Bharti
97	200208	Japneet Singh
98	200210	Kirti
99	200211	Muskan
100	200212	Jayant Chawla
101	200213	Vaibhav Garg
102	200214	Ansh Sharma
103	200215	Nishu

104	200217	Isha Bhatia
105	200218	Sanjana Ahuja
106	200219	Nageshwar Vashisht
107	200220	Jasmeet Singh
108	200221	Parveen
109	200222	Kamal
110	200223	Puneet Jain
111	200224	Govind Ram Tayal
112	200225	Sahil Bharat
113	200226	Radhika Garg
114	200227	Atul Malik
115	200228	Shivani
116	200229	Lakshay Singla
117	200231	Subhajit Bhowmick
118	200232	Mohit Goel
119	200233	Swati
120	200234	Lokesh
121	200235	Saiffi Jain
122	200236	Abhishek
123	200237	Gourav Anand
124	200238	Lalit
125	200239	Anubhav Garg
126	200240	Muskan Nandwani
127	200241	Kamini
128	200242	Aarti Devi
129	200243	Yashika
130	200244	Neha Vasisth
131	200245	Nitika
132	200246	Jaideep Sheoran
133	200247	Aditi
134	200248	Raman Singla
135	200250	Shubham Goel
136	200251	Shefali Juneja
137	200252	Neha
138	200253	Shalini
139	200254	Aman Bhatia
140	200255	Abhishek
141	200256	Vanshika Garg
142	200257	Geetanjali
143	200258	Nancy
144	200259	Swati Gupta
145	200260	Shivani
146	200261	Gourav Nagpal
147	200262	Jatin Jindal
148	200263	Ridhi Bajaj

149	200265	Priyanka
150	200266	Bhavna Nagpal
151	200268	Mohit
152	200269	Rahat Sharma
153	200270	Ayush
154	200271	Kajal
155	200272	Riya Arora
156	200273	Anjali Lakhina
157	200274	Anupama
158	200275	Sunny Rathee
159	200277	Ruchi

### ATTENDANCE

S. No.	Roll No.	Name of the student	Class performance (5)	Willingness to learn(5)	Communication (5)	Attendance %
1	200101	Vidhi Saini	3	3	5	62.5
2	200104	Muskan Jain	3	3	3	100
3	200105	Ankit	3	3	3	87.5
4	200106	Mayank Jain				0
5	200107	Aakash Maan	4	4	4	50
6	200108	Shivam Goyal	3	5	4	25
7	200110	Gaurav	4	5	4	37.5
8	200112	Harmandeep	5	4	4	100
9	200113	Sourav Jhamb	4	3	3	37.5
10	200114	Rupali Saini	4	4	5	87.5
11	200115	Sonali Bhatia	4	5	4	100
12	200116	Sakshi				
13	200117	Priyanka	3	3	3	100
14	200118	Jahnvi	5	5	5	87.5
15	200119	Ankush Bhandula	4	3	3	25
16	200120	Sahil Bhandula				0
17	200121	Anmol Batra				
18	200122	Neha Sehgal	4	4	3	100
19	200123	Vinay Kadian				
20	200124	Nikita Singla	4	5	4	75
21	200125	Radhika Sharma	5	4	5	62.5
22	200126	Sakshi Nandal	2	2	2	50
23	200127	Akshika Mittal				0
24	200128	Ishita Jain				
25	200129	Ayushi Jain	3	3	3	75
26	200130	Mahak	5	5	4	50

27	200131	Pooja Rani	4	4	3	62.5
28	200132	Lakshay Dureja	5	5	5	75
29	200133	Rohan Bajaj	4	4	3	62.5
30	200134	Urja Jain				0
31	200135	Manya Dhingra	5	5	5	75
32	200136	Shweta Sharma	3	3	3	75
33	200137	Riya	5	5	5	100
34	200138	Rupali	5	5	5	100
35	200140	Shivangi Mittal	5	4	5	75
36	200141	Kamakshi Verma				0
37	200142	Sneh	3	5	3	87.5
38	200143	Neha	3	3	3	75
39	200144	Sainyam	4	4	3	50
40	200145	Piyush Chugh	5	5	4	100
41	200146	Nancy Bansal	3	3	3	37.5
42	200147	Tanya Gupta	4	4	3	12.5
43	200148	Shubham Bansal	1	2	2	25
44	200149	Pinki Kansal				0
45	200150	Shalini	2	2	2	37.5
46	200151	Mod Nawaj Siddique	5	5	4	100
47	200153	Tanya	4	4	4	75
48	200154	Vaibhav	1	2	2	75
49	200158	Priyanka Saini	4	4	3	87.5
50	200159	Khushbu	2	2	2	87.5
51	200160	Yatin Khurana	2	3	2	75
52	200161	Mansi	3	4	4	50
53	200162	Pooja Jain	5	4	4	87.5
54	200163	Vishakha Gupta	5	4	4	50
55	200164	Sheenu Kardwal	5	4	3	100
56	200165	Bhawna Grover	3	3	4	87.5
57	200166	Neeru	3	3	3	75
58	200167	Sagar	3	4	3	50
59	200168	Madhu	3	3	3	87.5
60	200169	Shubhda Goel	4	4	3	25
61	200170	Sonali Goel	4	4	4	37.5
62	200171	Rishabh Rakha	4	4	5	12.5
63	200172	Varun Bansal	5	4	5	75
64	200173	Vivek Kumar Jha	5	4	5	87.5
65	200174	Vernit Kumar	5	3	4	87.5
66	200175	Yashika	3	3	2	37.5
67	200176	Sakshi Bhutra	4	4	5	25

68	200177	Yashvi Gupta	5	5	4	75
69	200178	Neha Sharma				
70	200179	Ashish Dhanda	3	5	4	25
71	200180	Ridhi Gupta	1	3	2	25
72	200181	Prem Narayan Mishra	3	4	3	100
73	200182	Priyanka	4	5	4	50
74	200183	Pragati Pathak	3	4	3	50
75	200184	Deepanshi Dhingra	2	3	3	37.5
76	200185	Devang Dudeja	5	4	4	75
77	200186	Nishant Bareja	5	4	5	75
78	200187	Priya Dhanda	2	3	2	75
79	200188	Prerna Jain	4	3	3	75
80	200189	Sidharth Jain	1	3	2	25
81	200190	Priya Bhardwaj	2	3	2	50
82	200191	Pankaj Dalal	3	3	3	25
83	200193	Sagar Singh	3	5	3	37.5
84	200194	Savi	2	3	2	37.5
85	200195	Bhumika Khurana	5	5	4	75
86	200196	Chetna Makkar	4	3	3	62.5
87	200197	Diksha Kalra	5	4	5	75
88	200198	Reema Ahuja	2	3	2	75
89	200199	Tapsi Katyal				
90	200200	Kishor Sharma	4	5	3	75
91	200201	Suman Yadav				
92	200202	Nimi Sachdeva	1	3	2	12.5
93	200203	Shivani	1	3	2	25
94	200205	Ritu Sharma	1	3	2	37.5
95	200206	Amita Rapria	3	4	3	50
96	200207	Bharti	5	4	4	100
97	200208	Japneet Singh	4	4	3	87.5
98	200210	Kirti	3	5	3	37.5
99	200211	Muskan	4	5	3	62.5
100	200212	Jayant Chawla	4	5	5	50
101	200213	Vaibhav Garg				
102	200214	Ansh Sharma	5	5	3	87.5
103	200215	Nishu	3	4	2	87.5
104	200217	Isha Bhatia	4	3	3	75
105	200218	Sanjana Ahuja	3	5	3	37.5
106	200219	Nageshwar Vashisht	4	4	4	75
107	200220	Jasmeet Singh	3	4	2	62.5
108	200221	Parveen	4	5	3	50

109	200222	Kamal	4	5	4	37.5
110	200223	Puneet Jain	5	5	3	25
111	200224	Govind Ram Tayal	1	3	2	37.5
112	200225	Sahil Bharat				0
113	200226	Radhika Garg	5	4	4	87.5
114	200227	Atul Malik	4	4	3	50
115	200228	Shivani	1	3	2	25
116	200229	Lakshay Singla	1	3	2	37.5
117	200231	Subhajt Bhowmick	2	4	2	12.5
118	200232	Mohit Goel	0	0	0	0
119	200233	Swati	5	5	5	50
120	200234	Lokesh	4	4	3	75
121	200235	Saiffi Jain	1	3	2	50
122	200236	Abhishek	4	4	3	87.5
123	200237	Gourav Anand	1	3	2	37.5
124	200238	Lalit	4	4	3	25
125	200239	Anubhav Garg	4	2	3	37.5
126	200240	Muskan Nandwani	4	5	3	75
127	200241	Kamini	1	3	2	62.5
128	200242	Aarti Devi	3	4	3	50
129	200243	Yashika	1	3	2	25
130	200244	Neha Vasisth	4	4	3	25
131	200245	Nitika	4	4	3	62.5
132	200246	Jaideep Sheoran	1	3	2	62.5
133	200247	Aditi	1	3	2	75
134	200248	Raman Singla	4	5	3	50
135	200250	Shubham Goel	4	2	3	75
136	200251	Shefali Juneja	1	3	2	12.5
137	200252	Neha	4	4	3	50
138	200253	Shalini	4	5	4	62.5
139	200254	Aman Bhatia	4	4	3	75
140	200255	Abhishek	4	4	4	12.5
141	200256	Vanshika Garg	3	3	2	75
142	200257	Geetanjali	4	4	3	62.5
143	200258	Nancy	3	4	3	50
144	200259	Swati Gupta	3	4	3	87.5
145	200260	Shivani	4	4	4	37.5
146	200261	Gourav Nagpal	4	5	4	37.5
147	200262	Jatin Jindal	4	4	3	25
148	200263	Ridhi Bajaj	4	5	4	50
149	200265	Priyanka	1	3	2	37.5
150	200266	Bhavna Nagpal	5	5	5	75

151	200268	Mohit				0
152	200269	Rahat Sharma	4	5	4	62.5
153	200270	Ayush	1	3	2	62.5
154	200271	Kajal	1	3	2	50
155	200272	Riya Arora	4	5	3	25
156	200273	Anjali Lakhina	4	5	4	75
157	200274	Anupama	5	5	5	37.5
158	200275	Sunny Rathee	4	5	3	87.5
159	200277	Ruchi	5	5	5	87.5

### TIME TABLE

ONLINE TIME TABLE OF MBA 2nd Sem. & 4th Sem. 2021							
DAYS	9:30 - 10:15	10:30 - 11:15	11:30 - 12:15	12:30 - 01:15	01:15 - 01:45	1:45 - 02:30	2:45 - 03:30
Mon : Ist Yr (A)	MS-EXCEL -SJ	LE - SK	OR- MG	MKT.- SG	LUNCH TIME	HRM- Jayti	POM- VT
Mon : Ist Yr (B)	Finishing School - Ms. Jayti		MKT.- AS	HRM- SD		OR - VD	POM- SS
Mon : Ist Yr (C)	POM- Manoj	OR- MT	CF-DS	HRM -SS		BRM - SJ	LE- Manoj
Mon :FINAL	GD - Dr. Suman IRM - Dr. Dalbir	PEWM - Mr. Parikshit Comp. - Dr.Sandeep BM - Mr. Vikas Nain	CSR - Dr. Akhilesh Mishra	Ser. Mkt - Mr. Manoj		ISM- Mr. Vikas Tyagi MMNAB- Dr. Saurabh TS- Dr. Prince	Int.Mkt.- Dr.Ankur
Tue : Ist Yr (A)	HR Club - Ms. Sonu Mkt Club	CF- HJ	Case Study - AM	POM- VT		MKT.- SG	MS-EXCEL -SJ
Tue : Ist Yr (B)	- Dr. Ankur Fin. Club - Dr. Dalbir	HRM- SD	MS-EXCEL -SJ	POM- SS		OR - VD	MKT.- AS
Tue : Ist Yr (C)	ED Club - Mr. Manoj	HRM -SS	MKT.- VN	OR- MT		Finishing School - Ms. Jayti	
Tues: FINAL	Finishing School - Ms. Jayti		ED - Mr. Chankel	HR Club - Ms. Sonu Mkt Club - Dr. Ankur Fin. Club - Dr. Dalbir		BF - Dr. Mohan SHRM - Ms. Sonu RMM - Mr. Vikas Nain	CCGM - Dr. Saurabh EP- Mr. Manish PA- Mr. Vikas Deswal
WED : Ist Yr (A)	Finishing School - Ms. Jayti		LE - SK	OR- MG		BRM - Prince	News Analysis - PV
WED : Ist Yr (B)	OR - VD	CF- PV	Case Study - AM	BRM - Prince		LE - MG	
WED : Ist Yr (C)	OR- MT	BRM - SJ	LE - Manoj	MKT.- VN	MS-EXCEL -SJ		
Wed: FINAL	Int.Mkt.- Dr.Ankur	ISM- Mr. Vikas Tyagi MMNAB- Dr. Saurabh TS- Dr. Prince	CCGHRM- Ms. Sahiba PM - Mr. Chankel Pasricha	Ser. Mkt - Mr. Manoj	GD - Dr. Suman IRM - Dr. Dalbir	BF - Dr. Mohan SHRM - Ms. Sonu RMM - Mr. Vikas Nain	
Thu : Ist Yr (A)	BRM- Prince	POM- VT	LE - SK	HRM- Jayti	MKT.- SG	CF- HJ	
Thu : Ist Yr (B)	MKT.- AS	POM- SS	CF- PV	BRM- Prince	HRM- SD	LE - MG	



<b>Thu : 1st Yr (C)</b>	CF - DS	BRM - SJ	POM- Manoj	MKT.- VN		HRM- SS	LE - Manoj
<b>Thu: FINAL</b>	Finishing School - Ms. Jayti		CCGM - Dr. Saurabh EP- Mr. Manish PA- Mr. Vikas Deswal	ED - Mr. Chankel		Winter Project	NISM- MT
<b>FRI : 1st Yr (A)</b>	BRM - Prince	OR- MG	HRM- Jayti	CF- HJ		HR Club - Ms. Sonu Mkt Club - Dr. Ankur Fin. Club - Dr. Dalbir ED Club - Mr. Manoj	IT for Managers - VD & Dr. Prince (From 2:45 pm to 4:15 pm)
<b>FRI : 1st Yr (B)</b>	CF- PV	MS-EXCEL -SJ	LE - MG	BRM - Prince			
<b>FRI : 1st Yr (C)</b>	MS-EXCEL -SJ	CF- DS	Case Study - AM	POM- Manoj			
<b>Fri: FINAL</b>	Finance Lab - Dr. Himanshu HR Lab - Dr. Suman Mkt. Lab- Mr. Vikas Tyagi		CCGHRM- Ms. Sahiba PM - Mr. Chankel Pasricha	HR Club - Ms. Sonu Mkt Club - Dr. Ankur Fin. Club - Dr. Dalbir		PEWM - Mr. Parikshit Comp. - Dr.Sandeep BM - Mr. Vikas Nain	CSR - Dr. Akhilesh Mishra

### **MODULES COVERED**

S.NO.	TOPICS	STATUS OF COMPLETION
<b>A</b>	<b>EMPLOYABILITY QUOTIENT</b>	<b>YES</b>
	Acing the Personal Interview	<b>YES</b>
	Art of Participating in GD	<b>YES</b>
	Resume Building	<b>YES</b>
	Psychometric Analysis	<b>YES</b>
	Mock Interview	<b>YES</b>
<b>B</b>	<b>SCIENCE OF BODY LANGUAGE</b>	
	The first Impression	<b>YES</b>
	Winning Gestures	<b>YES</b>
	Non Verbal messages	<b>YES</b>
<b>C</b>	<b>CORPORATE SOFT SKILLS</b>	<b>NO</b>
	Leadership	<b>NO</b>
	Team Building	<b>NO</b>
	Time Management	<b>YES</b>
	Stress Management	<b>YES</b>
	Emotional Intelligence	<b>YES</b>
	Customer Relationship Management	<b>YES</b>
<b>D</b>	<b>COMMUNICATION STRATEGY FOR MANAGERS</b>	
	Persuasive Messages	<b>NO</b>
	Team Communication	<b>NO</b>
	Cross Cultural Communication	<b>NO</b>
	Corporate communication with stakeholders	<b>NO</b>
<b>E</b>	<b>DIGITAL COMMUNICATION</b>	
	Telephonic conversation	<b>NO</b>
	teleconferencing	<b>NO</b>
	Email	<b>YES</b>
	Instant Messages	<b>NO</b>
	Social Media	<b>NO</b>
<b>F</b>	<b>PUBLIC EXPOSURE</b>	
	Powerpoint Presentation	<b>YES</b>
	Debate	<b>NO</b>
	Speech	<b>NO</b>
	Impromptu Presentation	<b>YES</b>
<b>G</b>	<b>SOCIAL GRACES &amp; ETIQUETTES</b>	
	Dining	<b>NO</b>
	High Tea	<b>NO</b>
	workplace	<b>NO</b>
	Social gathering	<b>NO</b>
<b>H</b>	<b>IMAGE CONSULTING</b>	
	Power Impression	<b>YES</b>
<b>I</b>	<b>SMART WORK LIFE BALANCE</b>	<b>YES</b>
<b>J</b>	<b>HEALTH AND WELLNESS</b>	
	Meditation	<b>NO</b>

### **TFS ACTIVITY RECORD**

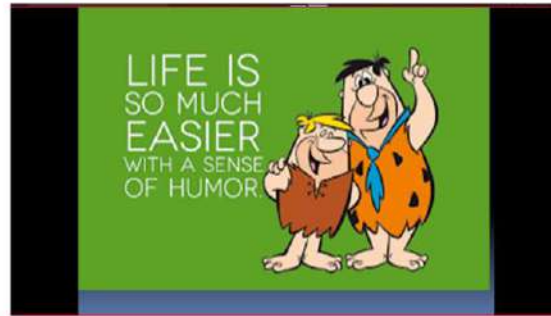
**ACTIVITY 1** : SENSE OF HUMOUR

**SKILLS IN FOCUS:** Presentation skills, communication skills, thinking skills.

**OBJECTIVE\_** : To know that why a sense of humour is a n essential life skill.

: To make them present in English.

Many activities took place and students enjoyed thoroughly. How having humour in one's life can change it so fast; it has been depicted via activities. Students were so active during the session that they produced different incidents that were humorous and how they changed the situation instantly.



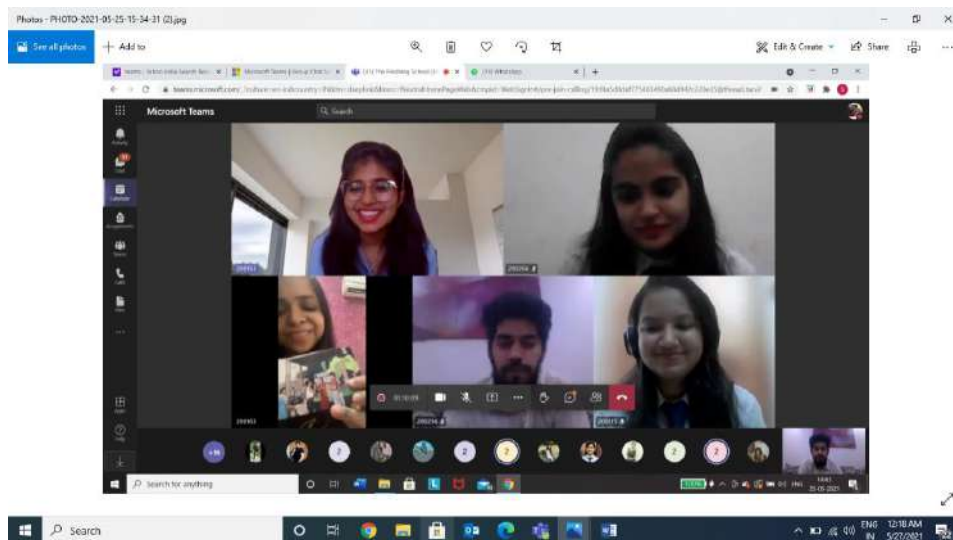
**ACTIVITY 2** : TEAMWORK SKILLS

**SKILLS IN FOCUS:** Team spirit, coordination skills, creative thinking.

**OBJECTIVE\_** : To make the students use new words in fun way

: To enhance their communication skills

The purpose of conducting this activity was to increase the teamwork spirit of the students and to help them speak and write in better language. Generally, it becomes difficult to retain new word, due to which Bolly vocab was introduced wherein students were told to convert the Hindi words of Bollywood movie, songs, dialogs. This helped the students in retaining a wide range of new words in a creative way by speaking dialogs and singing Songs in Hinglish.



**ACTIVITY 3** : VIRTUAL INTRODUCTION

**SKILLS IN FOCUS:** Communication skills, personality development, time management.

**OBJECTIVE** : To make the students introduce themselves without hesitation.

: To help the students understand the importance of time management.

: To enhance their personality.

Students were told to submit a Recorded Audio -Visual Introduction to make them understand its significance for future Job interviews and, they were supposed to keep a track of time as per instructions the length of the video assignment shall not exceed more than two minutes.



**ACTIVITY 4 : ART OF HAPPINESS**

**SKILLS IN FOCUS:** Communication skills, creative thinking skills,

**OBJECTIVE\_ :** To enhance Vocabulary through Visuals.

: To engage students in creative thinking.

: To enhance their Communication by using advance vocabulary.

This Finishing School session has provided students with a lot of knowledge and happiness and how a person should face all the problems with a beautiful smile. The team has tried to create a happy environment that enables every student to involve in discussion and various activities and motivational feedback from the mentor.



**ACTIVITY 5 : JAM SESSION**

**SKILLS IN FOCUS:** Public speaking, time management, communication skills.

**OBJECTIVE\_ :** To make them realize the dearth of ideas and selection of words under pressure.

: To teach how to get ideas quickly through mind mapping.

: To enhance time management and decision-making skills.

This is an impromptu activity which involves quick thinking and speaking skills. It is a brainstorming exercise. In this activity each student is asked to speak on a topic for just a minute on any random topic. This activity was conducted to check General speaking skill and smartness. flow of thoughts. confidence, flow of speech.



**ACTIVITY 6 : GD PREP WITH WH FAMILY**

**SKILLS IN FOCUS:** Group discussion, organization skills, presentation skills and communication skills.

**OBJECTIVE :** Awareness of the current topics

: To help the students prepare for the GD with the help of WH- FAMILY Words.

: To train the students on how to organize the content for presentation.

In this activity, students were trained to organize and present their content through presentation. Students were supposed to gather the content with the help of WH- family and were supposed to give the presentations.



**ACTIVITY 6 : BRAHASTRA TO ACHIEVE WHAT YOU WANT**

**SKILLS IN FOCUS:** Motivational activities, organization skills, presentation, and communication skills.

**OBJECTIVE :** Awareness of the current topics.

: To help the students prepare for the GD with the help of WH- FAMILY Words.

: To train the students on how to organize the content for presentation.

In this activity, students were trained to organize and present their content through presentation. Students were supposed to gather the content with the help of WH- family and were supposed to give the presentations.

**ACTIVITY 6** : GD PREP WITH WH FAMILY

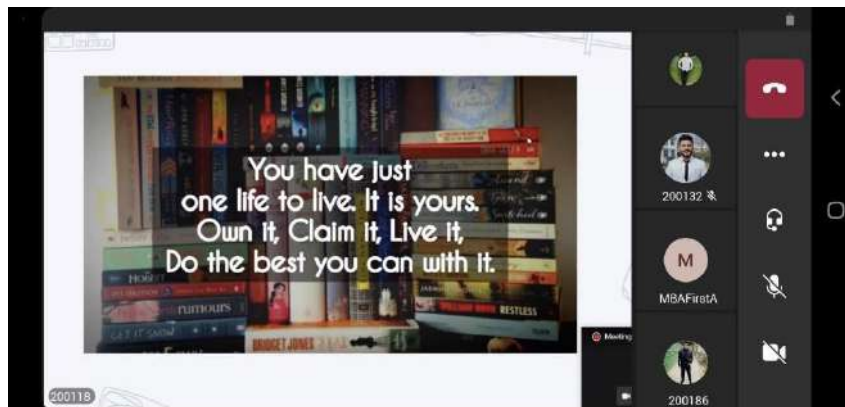
**SKILLS IN FOCUS:** Group discussion, organization skills, presentation skills and communication skills.

**OBJECTIVE** : Awareness of the current topics

: To help the students prepare for the GD with the help of WH- FAMILY Words.

: To train the students on how to organize the content for presentation.

In this activity, students were trained to organize and present their content through presentation. Students were supposed to gather the content with the help of WH- family and were supposed to give the presentations.



## **WORKSHOPS CONDUCTED**

### **Workshop 1**

Activity Name: SOCIAL GRACES AND GENERAL BEHAVIOUR

Activity type: GUEST LECTURE

Date of the event: 7<sup>TH</sup> JUNE 2021

Number of attendees: 76

Description of the event: The Finishing School of Department of Management Studies organized a session on social graces & general behaviour which came to its fruition with great applause & appreciation, as the guest speaker Ms. Kavita Dhillon, founder, and chief image consultant of Extra Edge IMAGE MANAGEMENT AND CONSULTING covered all the important points that can help the students cover the gap between what they are & what they desire to be in the corporate world, ranging from netiquette to dining table etiquettes, corporate dressing to the Image management.

Mode of session delivery: Online (GOOGLE MEET)

Objective of the program/activity organised: To prepare students to pace up with the society

Faculty Co-ordinator: Mrs. Jayti Mahajan

Student co-ordinators: Bhavna Nagpal, Nishant Bareja, Ruchi Gahlawat.

**Notice:**

Respected Sir,

The Finishing School feels great pleasure to invite you to the Guest Lecture by Ms. Kavita Dhillon (Founder & Chief Consultant of Extra image Management & Consulting). We would highly appreciate your presence.

Regards

Presidential TEAM -TFS  
Ruchi, Bhavna, Nishant

Faculty Coordinator  
Mrs. Jayti Mahajan  
Assistant Professor



7 June | 10:00AM  
2021 | Onwards  
VENUE:- GOOGLE MEET  
(LINK WILL BE SHARED SOON)

## Poster:



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Department of  
Management Studies  
**THE FINISHING SCHOOL**  
We shape leaders, who shape the future

takes great pride in  
organising a  
**Guest Lecture  
On the Topic**

**SOCIAL GRACES AND  
GENERAL BEHAVIOUR**

Date **07 JUNE, 2021**  
Time **10:00 am.**

**ABOUT THE SPEAKER**  
Mrs. Kavita Dhillon, Founder and chief image consultant of EXTRA EDGE IMAGE MANAGEMENT AND CONSULTING. She has been empanelled as a Visiting Faculty Member at ICBI and at GD GOENKA UNIVERSITY

[www.piet.co.in](http://www.piet.co.in) | 1800 120 6884

## Summary:

Guest lecture on 'Social graces & general behaviour' was organized by The Finishing School on 7<sup>th</sup> June 2021 with an objective to make students ready for the corporate world and ensure that they are aware of the practices that will help them achieve success in the corporate.

### Key takeaways from the session

1. Social graces define our character and put an impression on the other person.
2. Having such social graces and etiquette shapes us as a better human being and creates a positive impact among the people around us.
3. Our polite nature depicts that we are a team player.
4. Handshake also speaks a lot about what kind of a person we are.

5. There are different Netiquette's that we should follow because today most of our official or professional communications happen through emails.
6. We should also be aware of mobile phone etiquette while conversing with someone over cellphones.
7. Nowadays, as majority of things have become digital and due to the pandemic "work from home" has become the new normal, so we should keep in mind some online meeting etiquettes because we should not forget our professionalism.
8. The first impression formed, consists of: 7% words, 38% of voice modulation or tone of our voice and 55% of the body movements.
9. Hence, we must project an image that is Appropriate, Authentic, Attractive and Affordable.
10. Corporate Dressing plays a key role in building and projecting our image.
11. We also need to take care of the dining etiquette while having breakfast, lunch or dinner with our clients or business partners.
12. In conclusion, it can be said that etiquette has a prominent place in building and projection of our professional image.

### **List of Participants**

<b>S. No.</b>	<b>Roll No.</b>	<b>Name</b>	<b>S. No.</b>	<b>Roll No.</b>	<b>Name</b>
1	200101	Vidhi Saini	37	200185	Devang Dudeja
2	200105	Ankit	38	200186	Nishant Bareja
3	200112	Harmandeep	39	200188	Prena
4	200114	Rupali Saini	40	200195	Bhumika Khurana
5	200115	Sonali Bhatia	41	200196	Chetna
6	200117	Priyanka	42	200197	Dikhsa Kalra
7	200118	Jahnvi	43	200200	Kishor Sharma
8	200120	Sahil	44	200201	Suman Yaadav
9	200122	Neha Sehgal	45	200206	Amita Rapria
10	200124	Nikita Singla	46	200207	Bharti
11	200126	Sakshi Nandal	47	200210	Kirti Singla
12	200129	Ayushi Jain	48	200219	Nageshwar Vashisht
13	200131	Pooja Rani	49	200220	Jasmeet Singh
14	200132	Lakshay Dureja	50	200226	Radhika Garg
15	200133	Rohan Bajaj	51	200231	Subhajit Bhowmick
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17	200136	Shweta Sharma	53	200234	Lokesh
18	200137	Riya	54	200235	Saiffi Jain
19	200142	Sneh	55	200237	Gourav Anand
20	200143	Neha	56	200238	Lalit



21	200145	Piyush Chugh	57	200240	Muskan Nandwani
22	200146	Nancy Bansal	58	200241	Kamini
23	200151	Nawaj Siddique	59	200245	Nitika
24	200159	Khusbu	60	200246	Jaideep Sheoran
25	200162	Pooja Jain	61	200248	Raman Singla
26	200163	Vishakha Gupta	62	200251	Shefali Juneja
27	200164	Sheenu Kardwal	63	200254	Aman Bhatia
28	200166	Neeru	64	200256	Vanshika Garg
29	200167	Sagar Kajal	65	200260	Shivani
30	200168	Madhu	66	200263	Ridhi Bajaj
31	200171	Rishabh Rakha	67	200266	Bhavna Nagpal
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33	200173	Vivek Jha	69	200273	Anjali Lakhina
34	200175	Yashika	70	200275	Sunny Rathee
35	200179	Ashish Dhanda	71	200277	Ruchi
36	200181	Prem			

**Pictures of the session:**

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**GUEST LECTURE ON 7TH JUNE, 2021 BY MRS. KAVITA DHILLON, FOUNDER AND CHIEF IMAGE CONSULTANT OF EXTRA EDGE IMAGE MANAGEMENT AND CONSULTING, ON "SOCIAL GRACES AND GENERAL BEHAVIOUR"**

Kavita Dhillon is presenting

WE ALL CARRY CERTAIN SKILLS, EXPERIENCE AND ABILITIES, BUT PEOPLE WE MEET OFTEN JUDGE US ONLY BY WHAT MEETS THE EYE.

**FIRST IMPRESSIONS**

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Department of Management Studies  
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**Guest Lecture On the Topic**

**SOCIAL GRACES AND GENERAL BEHAVIOUR**

**ABOUT THE SPEAKER**  
 Mrs. Kavita Dhillon, Founder and Chief Image Consultant of Extra Edge Image Management and Consulting, Panipat, Haryana. She has worked for various organizations in the field of image management and consulting.

Date **07 JUNE, 2021**  
 Time **10:00 am.**

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Admission Enquiry

WhatsApp Meet - dmk-qaz-bhd people-person spoolym - fimg Compliment or Praise a speaker

https://meet.google.com/dmk-qaz-bhd

Kavita Dhillon is presenting

Kavita Dhillon

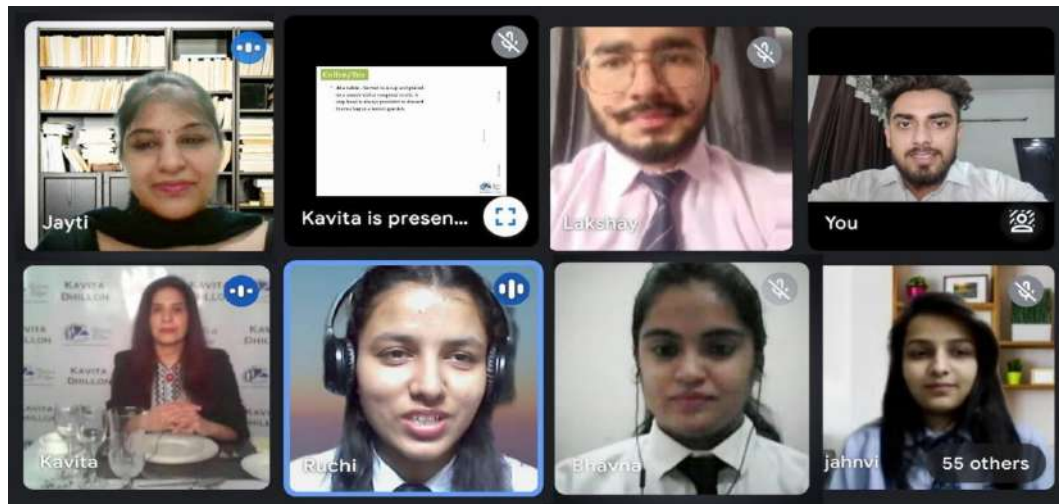
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61 others

Radhika Sharma Lakshay Dureja Bhavna Nagpal Anamika Sharma Himanshu Bhatnagar Muskan Jain Aman Bhatia Vishakha Gupta Anrita Raptia Rupali Mukherjee



**Kavita Dhillon** • 1st

Founder and Chief Image Consultant,Behavioural Facilitator,Business etiquette c...  
3mo • 5

In business, one of the fundamental measures of success is the ability to build long-term, profitable relationships. These Relationships can be profitable by measure of intangible assets, such as knowledge, experience, goodwill, association and reputation. In the quest for driving toward optimal outcomes in any relationship, valuable connections begin by passing the initial test of making a good first impression. These early encounters are often evaluated by a person's conformity to cultural norms and social graces. Social graces are skills used to interact politely in social situations. They include manners and etiquette, which are specifically accepted rules within a culture for the application of universal manners.

Engrossing session with the MBA students of DMA, Panipat Institute of Engineering and technology. #PIETPanipat #DMS #socialgraces #etiquette #netiquette #onlineetiquette #successmindset #selflove #positivevibes #positive #motivational #believeinyourself #entrepreneurship #entrepreneur #entrepreneurlife #successful #motivated #training #strong #goodvibes #positivethinking #imagemanagement #etiquettecoach #NLPcoach #softskills #coaching #mentoring #extraedge #bringingoutthebestinyou



## Workshop 2

Activity Name: ART OF MANAGING PEOPLE

Activity type: GUEST LECTURE

Date of the event: 8<sup>TH</sup> JUNE 2021

Number of attendees: 77

Description of the event: All management can be reduced to three words: people, product & profit. People come first. So, to make students understand the art of managing people, The Finishing School of Department of Management Studies successfully organized a guest lecture on The Art of Managing People which was

attended by all the management students with great enthusiasm & applause. Prof. Shilpi Dixit came up with several interesting activities for the students that will help them handle people in their professional career.

Mode of session delivery: Online (MS TEAMS)

Objective of the program/activity organised:

Faculty Co-ordinator: Mrs. Jayti Mahajan

Student co-ordinators: Nishant Bareja, Ruchi Gahlawat, Bhavna Nagpal,

**Notice:**



**PANIPAT INSTITUTE OF  
ENGINEERING & TECHNOLOGY**  
(Approved by AICTE, New Delhi & Affiliated to Kurukshetra University, Kurukshetra)



**DMS**  
Department of Management Studies

*Hello to The Budding Professionals,  
Let's not miss the opportunity to learn The Art of  
Managing People by Prof. Shilpi Dixit. Hope to  
see you all on MS Teams at 09:30 AM.  
Let us unite, let us grow  
Regards  
Presidential TEAM -TFS  
Ruchi, Bhavna, Nishant*

*Faculty Coordinator  
Mrs. Jayti Mahajan  
Assistant Professor*



Department of  
Management Studies  
**THE FINISHING SCHOOL**  
We shape leaders, who shape the future

8 June | 09:30AM  
2021 | Onwards  
VENUE:- MS TEAMS  
(LINK WILL BE SHARED SOON)



**Poster:**

Department of  
Management Studies  
**THE FINISHING SCHOOL**  
We shape leaders, who shape the future

takes great pride in  
organising a  
**Guest Lecture**  
**On the topic**

## ART OF MANAGING PEOPLE

Date **08 JUNE, 2021**  
Time **09:30 am.**

[www.piet.co.in](http://www.piet.co.in) | 1800 120 6884

### ABOUT THE SPEAKER

**Prof. Shilpi Dixit** is the director of Employment Mantras & also running her training institute named Digital Mantras. Apart from this she is a professor, trainer, & a corporate coach. Also she is the author of the book "Employability Skills"

### Summary:

Guest lecture on 'Art of Managing People' was organized by The Finishing School on 8<sup>th</sup> June 2021 with an objective to develop the skill to deal with people in the corporate.

### Key takeaways from the session

"The job of human resources is to make sure that resources come to work with their hearts and go back to their homes with happiness." "Amongst many qualities of a true leader, he is a successful manager who has mastered the art of people management." And to train this life skill Prof. Shilpi Dixit came up with several interesting activities for the students, which made the session really interactive and engaging.

The lecture enriched the knowledge of the students immensely and made them a step ahead in this changing professional world.

### List of Participants

S. No.	Roll No.	Name	S. No.	Roll No.	Name
1	200101	Vidhi Saini	37	200185	Devang Dudeja
2	200105	Ankit	38	200186	Nishant Bareja
3	200112	Harmandeep	39	200188	Prena
4	200114	Rupali Saini	40	200195	Bhumika Khurana
5	200115	Sonali Bhatia	41	200196	Chetna
6	200117	Priyanka	42	200197	Dikhsa Kalra
7	200118	Jahnvi	43	200200	Kishor Sharma

8	200120	Sahil	44	200201	Suman Yaadav
9	200122	Neha Sehgal	45	200206	Amita Rapria
10	200124	Nikita Singla	46	200207	Bharti
11	200126	Sakshi Nandal	47	200210	Kirti Singla
12	200129	Ayushi Jain	48	200219	Nageshwar Vashisht
13	200131	Pooja Rani	49	200220	Jasmeet Singh
14	200132	Lakshay Dureja	50	200226	Radhika Garg
15	200133	Rohan Bajaj	51	200231	Subhajit Bhowmick
16	200135	Manya Dhingra	52	200233	Swati
17	200136	Shweta Sharma	53	200234	Lokesh
18	200137	Riya	54	200235	Saiffi Jain
19	200142	Sneh	55	200237	Gourav Anand
20	200143	Neha	56	200238	Lalit
21	200145	Piyush Chugh	57	200240	Muskan Nandwani
22	200146	Nancy Bansal	58	200241	Kamini
23	200151	Nawaj Siddique	59	200245	Nitika
24	200159	Khusbu	60	200246	Jaideep Sheoran
25	200162	Pooja Jain	61	200248	Raman Singla
26	200163	Vishakha Gupta	62	200251	Shefali Juneja
27	200164	Sheenu Kardwal	63	200254	Aman Bhatia
28	200166	Neeru	64	200256	Vanshika Garg
29	200167	Sagar Kajal	65	200260	Shivani
30	200168	Madhu	66	200263	Ridhi Bajaj
31	200171	Rishabh Rakha	67	200266	Bhavna Nagpal
32	200172	Varun Bansal	68	200270	Ayush
33	200173	Vivek Jha	69	200273	Anjali Lakhina
34	200175	Yashika	70	200275	Sunny Rathee
35	200179	Ashish Dhanda	71	200277	Ruchi
36	200181	Prem			

**Pictures of the session:**

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The job of human resources is to make sure that resources come to work with their hearts and go back to their homes with happiness." Amongst many qualities of a true leader, he is a successful manager who has mastered the art of people management." And to train this skill The Finishing School of IMS organized a guest lecture on "ART OF MANAGING PEOPLE" on 8<sup>th</sup> of June which cheered the minds and thoughts of management students, with various important life skills which are never taught through books. Prof. Shri Dhan came up with several interesting activities for the students, which made the session really interactive and engaging.

The lecture enriched the knowledge of the students immensely and made them a step ahead in this changing professional world.

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Microsoft Teams

Recording has started. The meeting is being recorded by you, and an ongoing consent for the recording has been provided. Privacy policy

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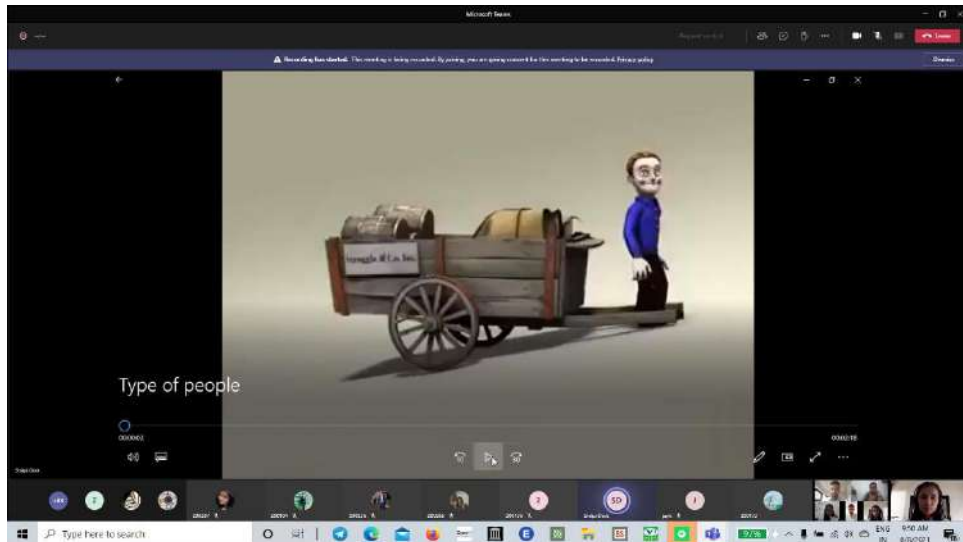
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### **Workshop 3:**

**Activity Name:** POWERFUL TECHNIQUES TO ACE HIGH IMPACTFUL PRESENTATION

**Activity type:** GUEST LECTURE

**Date of the event:** 18<sup>TH</sup> JUNE 2021

**Number of attendees:** 71

**Description of the event:** The Finishing School of Department of Management Studies organized a session on “Powerful Techniques to Ace High Impactful Presentations”. The event turned out to be outstanding and well applauded as the guest speaker Ms. Jaswin Kaur, who is a Talent Development Professional and NLP Coach, addressed and acknowledged the students. She covered all the important points that can help the students to grow in their career. From brushing them up to having fun interactions with them, she was very prominent in her teachings.

**Mode of session delivery:** Online (GOOGLE MEET)

**Objective of the program/activity organised:** To develop the confidence in the students and capability to give good presentations, and to stand up in front of an audience and speak well.

**Faculty Co-ordinator:** Mrs. Jayti Mahajan

**Student co-ordinators:** Ruchi Gahlawat, Bhavna Nagpal, Nishant Bareja

**Notice:**





Dear all Management Students,  
The Finishing School cordially invites you to the  
**Guest Lecture by Prof. Jaswin Kaur,**  
a seasoned professional with two decades of  
expertise in Operations Management, Talent  
Development and Coaching in Luxury Hospital,  
Fashion, Retail and Fitness Industry.  
*We would highly appreciate your presence.*

**Event Coordinators -**  
Aman Bhatia  
Manya Dhingra  
Chetna Makkar

**Faculty Coordinator**  
Mrs Jayti Mahajan  
Assistant Professor

**Date - 18th June 2021**

**Time - 10 A.M**

**TOPIC: "POWERFUL TECHNIQUES TO ACE  
HIGH IMPACTFUL PRESENTATIONS"**

Poster:

takes a great pride in  
organising a

**Guest Lecture  
on the topic**

**POWERFUL TECHNIQUES  
TO ACE HIGH IMPACTFUL  
PRESENTATIONS**

Date **18 JUNE 2021**  
Time **10:00 am.**

[www.piet.co.in](http://www.piet.co.in) | 1800 120 6884



**ABOUT THE SPEAKER**

Ms. Jaswin Kaur is a seasoned professional with two decades of expertise in Operations Management, Talent Development and Coaching in Luxury Hospital, Fashion, Retail and Fitness Industry. Jaswin is also a Marshall Goldsmith Certified Executive and Team Coach.

Summary:

Guest lecture on ‘Powerful Techniques to Ace High Impactful Presentations’ was organized by The Finishing School on 18<sup>th</sup> June 2021 with an objective to develop the confidence and capability to give good presentations, and to stand up in front of an audience and speak well.

Key takeaways from the session

1. Being nervous is okay.
2. We should focus in overcoming our fear.
3. Taking deep breaths help in calming your nerves when you feel anxious.
4. Smiling more and having a positive self-talk helps in reducing stress and boosts your confidence.
5. Start your presentation with a bang.
6. Be the energy you want to attract.
7. Sharing your personal stories with the audience keeps them engaged with you during the presentation.

She truly helped the students understand how to “Own the Stage” and “Be the Voice”. All the students from Management Studies adhered to the event and took magnificent learnings from the session.

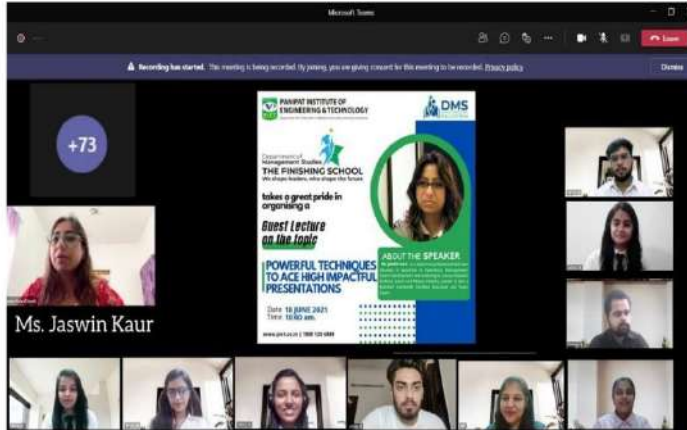
**List of Participants**

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12	200129	Ayushi Jain	48	200219	Nageshwar Vashisht
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18	200137	Riya	54	200235	Saiffi Jain
19	200142	Sneh	55	200237	Gourav Anand

20	200143	Neha	56	200238	Lalit
21	200145	Piyush Chugh	57	200240	Muskan Nandwani
22	200146	Nancy Bansal	58	200241	Kamini
23	200151	Nawaj Siddique	59	200245	Nitika
24	200159	Khusbu	60	200246	Jaideep Sheoran
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29	200167	Sagar Kajal	65	200260	Shivani
30	200168	Madhu	66	200263	Ridhi Bajaj
31	200171	Rishabh Rakha	67	200266	Bhavna Nagpal
32	200172	Varun Bansal	68	200270	Ayush
33	200173	Vivek Jha	69	200273	Anjali Lakhina
34	200175	Yashika	70	200275	Sunny Rathee
35	200179	Ashish Dhanda	71	200277	Ruchi
36	200181	Prem			

**Pictures of the session:**

**GUEST LECTURE ON 18TH JUNE, 2021 BY MS. JASWIN KAUR, TALENT DEVELOPMENT PROFESSIONAL AND NLP COACH, ON "POWERFUL TECHNIQUES TO ACE HIGH IMPACTFUL PRESENTATIONS"**



The Finishing School of Department of Management Studies organized a great session on 'POWERFUL TECHNIQUES TO ACE HIGH IMPACTFUL PRESENTATIONS'. The event turned out to be outstanding and well applauded as the guest speaker Ms. Jaswin Kaur, who is a Talent development professional and NLP coach, addressed and acknowledged the

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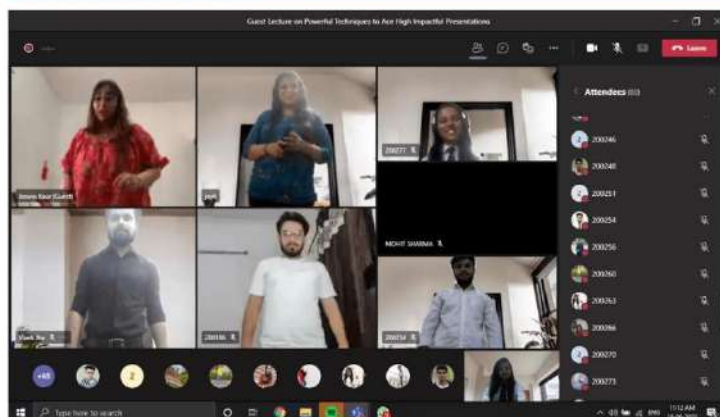


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**STUDENT ASSESSMENT**

S. NO	ROLL NO.	Name of the student	Class performance (5)	Willingness to learn(5)	Communication(5)	Confidence (5)	Attendance %	Attendance (5)	TOTAL Finishing School (25)
1	200101	Vidhi Saini	3	3	5	4	62.5	4	19
2	200104	Muskan Jain	3	3	3	3	100	5	17
3	200105	Ankit	3	3	3	3	87.5	5	17

4	200106	Mayank Jain					0	0	0
5	200107	Aakash Maan	4	4	4	4	50	4	20
6	200108	Shivam Goyal	3	5	4	4	25	3	19
7	200110	Gaurav	4	5	4	5	37.5	3	21
8	200112	Harmandeep	5	4	4	5	100	5	23
9	200113	Sourav Jhamb	4	3	3	3	37.5	3	16
10	200114	Rupali Saini	4	4	5	4	87.5	5	22
11	200115	Sonali Bhatia	4	5	4	5	100	5	23
12	200116	Sakshi							0
13	200117	Priyanka	3	3	3	3	100	5	17
14	200118	Jahnvi	5	5	5	5	87.5	5	25
15	200119	Ankush Bhandula	4	3	3	4	25	3	17
16	200120	Sahil Bhandula					0	0	0
17	200121	Anmol Batra							0
18	200122	Neha Sehgal	4	4	3	3	100	5	19
19	200123	Vinay Kadian							0
20	200124	Nikita Singla	4	5	4	3	75	5	21
21	200125	Radhika Sharma	5	4	5	4	62.5	4	22
22	200126	Sakshi Nandal	2	2	2	2	50	4	12
23	200127	Akshika Mittal					0		0
24	200128	Ishita Jain							0
25	200129	Ayushi Jain	3	3	3	3	75	5	17
26	200130	Mahak	5	5	4	4	50	4	22
27	200131	Pooja Rani	4	4	3	3	62.5	4	18
28	200132	Lakshay Dureja	5	5	5	5	75	5	25
29	200133	Rohan Bajaj	4	4	3	4	62.5	4	19
30	200134	Urja Jain					0	0	0
31	200135	Manya Dhingra	5	5	5	5	75	5	25
32	200136	Shweta Sharma	3	3	3	4	75	5	18
33	200137	Riya	5	5	5	4	100	5	24
34	200138	Rupali	5	5	5	5	100	5	25
35	200140	Shivangi Mittal	5	4	5	4	75	5	23
36	200141	Kamakshi Verma					0	0	0

37	200142	Sneh	3	5	3	4	87.5	5	20
38	200143	Neha	3	3	3	2	75	5	16
39	200144	Sainyam	4	4	3	4	50	4	19
40	200145	Piyush Chugh	5	5	4	5	100	5	24
41	200146	Nancy Bansal	3	3	3	3	37.5	3	15
42	200147	Tanya Gupta	4	4	3	4	12.5	3	18
43	200148	Shubham Bansal	1	2	2	2	25	3	10
44	200149	Pinki Kansal					0	0	0
45	200150	Shalini	2	2	2	2	37.5	3	11
46	200151	Mod Nawaj Siddique	5	5	4	5	100	5	24
47	200153	Tanya	4	4	4	5	75	5	22
48	200154	Vaibhav	1	2	2	3	75	5	13
49	200158	Priyanka Saini	4	4	3	4	87.5	5	20
50	200159	Khushbu	2	2	2	2	87.5	5	13
51	200160	Yatin Khurana	2	3	2	2	75	5	14
52	200161	Mansi	3	4	4	4	50	4	19
53	200162	Pooja Jain	5	4	4	4	87.5	5	22
54	200163	Vishakha Gupta	5	4	4	5	50	4	22
55	200164	Sheenu Kardwal	5	4	3	4	100	5	21
56	200165	Bhawna Grover	3	3	4	3	87.5	5	18
57	200166	Neeru	3	3	3	3	75	5	17
58	200167	Sagar	3	4	3	4	50	4	18
59	200168	Madhu	3	3	3	3	87.5	5	17
60	200169	Shubhda Goel	4	4	3	4	25	3	18
61	200170	Sonali Goel	4	4	4	5	37.5	3	20
62	200171	Rishabh Rakha	4	4	5	4	12.5	3	20
63	200172	Varun Bansal	5	4	5	5	75	5	24
64	200173	Vivek Kumar Jha	5	4	5	5	87.5	5	24
65	200174	Vernit Kumar	5	3	4	5	87.5	5	22
66	200175	Yashika	3	3	2	3	37.5	3	14
67	200176	Sakshi Bhutra	4	4	5	4	25	3	20
68	200177	Yashvi Gupta	5	5	4	4	75	5	23

69	200178	Neha Sharma							0
70	200179	Ashish Dhanda	3	5	4	4	25	3	19
71	200180	Ridhi Gupta	1	3	2	3	25	3	12
72	200181	Prem Narayan Mishra	3	4	3	4	100	5	19
73	200182	Priyanka	4	5	4	4	50	4	21
74	200183	Pragati Pathak	3	4	3	4	50	4	18
75	200184	Deepanshi Dhingra	2	3	3	3	37.5	3	14
76	200185	Devang Dudeja	5	4	4	4	75	5	22
77	200186	Nishant Bareja	5	4	5	4	75	5	23
78	200187	Priya Dhanda	2	3	2	2	75	5	14
79	200188	Prerna Jain	4	3	3	3	75	5	18
80	200189	Sidharth Jain	1	3	2	2	25	3	11
81	200190	Priya Bhardwaj	2	3	2	2	50	4	13
82	200191	Pankaj Dalal	3	3	3	4	25	3	16
83	200193	Sagar Singh	3	5	3	4	37.5	3	18
84	200194	Savi	2	3	2	2	37.5	3	12
85	200195	Bhumika Khurana	5	5	4	4	75	5	23
86	200196	Chetna Makkar	4	3	3	4	62.5	4	18
87	200197	Diksha Kalra	5	4	5	4	75	5	23
88	200198	Reema Ahuja	2	3	2	2	75	5	14
89	200199	Tapsi Katyal							0
90	200200	Kishor Sharma	4	5	3	4	75	5	21
91	200201	Suman Yadav							0
92	200202	Nimi Sachdeva	1	3	2	2	12.5	3	11
93	200203	Shivani	1	3	2	2	25	3	11
94	200205	Ritu Sharma	1	3	2	2	37.5	3	11
95	200206	Amita Rapria	3	4	3	3	50	4	17
96	200207	Bharti	5	4	4	5	100	5	23
97	200208	Japneet Singh	4	4	3	3	87.5	5	19
98	200210	Kirti	3	5	3	4	37.5	3	18
99	200211	Muskan	4	5	3	4	62.5	4	20



100	200212	Jayant Chawla	4	5	5	4	50	4	22
101	200213	Vaibhav Garg							0
102	200214	Ansh Sharma	5	5	3	4	87.5	5	22
103	200215	Nishu	3	4	2	3	87.5	5	17
104	200217	Isha Bhatia	4	3	3	4	75	5	19
105	200218	Sanjana Ahuja	3	5	3	3	37.5	3	17
106	200219	Nageshwar Vashisht	4	4	4	5	75	5	22
107	200220	Jasmeet Singh	3	4	2	3	62.5	4	16
108	200221	Parveen	4	5	3	4	50	3	19
109	200222	Kamal	4	5	4	3	37.5	3	19
110	200223	Puneet Jain	5	5	3	3	25	3	19
111	200224	Govind Ram Tayal	1	3	2	2	37.5	3	11
112	200225	Sahil Bharat					0		0
113	200226	Radhika Garg	5	4	4	4	87.5	5	22
114	200227	Atul Malik	4	4	3	3	50	4	18
115	200228	Shivani	1	3	2	2	25	3	11
116	200229	Lakshay Singla	1	3	2	2	37.5	3	11
117	200231	Subhajt Bhowmick	2	4	2	2	12.5	3	13
118	200232	Mohit Goel	0	0	0	0	0	0	0
119	200233	Swati	5	5	5	4	50	4	23
120	200234	Lokesh	4	4	3	3	75	5	19
121	200235	Saiffi Jain	1	3	2	2	50	4	12
122	200236	Abhishek	4	4	3	3	87.5	5	19
123	200237	Gourav Anand	1	3	2	3	37.5	3	12
124	200238	Lalit	4	4	3	3	25	3	17
125	200239	Anubhav Garg	4	2	3	3	37.5	3	15
126	200240	Muskan Nandwani	4	5	3	3	75	5	20
127	200241	Kamini	1	3	2	2	62.5	4	12
128	200242	Aarti Devi	3	4	3	2	50	4	16
129	200243	Yashika	1	3	2	2	25	3	11
130	200244	Neha Vasisth	4	4	3	4	25	3	18
131	200245	Nitika	4	4	3	3	62.5	4	18
132	200246	Jaideep Sheoran	1	3	2	2	62.5	4	12

133	200247	Aditi	1	3	2	2	75	5	13
134	200248	Raman Singla	4	5	3	5	50	4	21
135	200250	Shubham Goel	4	2	3	4	75	5	18
136	200251	Shefali Juneja	1	3	2	2	12.5	3	11
137	200252	Neha	4	4	3	4	50	4	19
138	200253	Shalini	4	5	4	5	62.5	4	22
139	200254	Aman Bhatia	4	4	3	4	75	5	20
140	200255	Abhishek	4	4	4	3	12.5	3	18
141	200256	Vanshika Garg	3	3	2	2	75	5	15
142	200257	Geetanjali	4	4	3	4	62.5	4	19
143	200258	Nancy	3	4	3	4	50	4	18
144	200259	Swati Gupta	3	4	3	4	87.5	5	19
145	200260	Shivani	4	4	4	4	37.5	3	19
146	200261	Gourav Nagpal	4	5	4	4	37.5	3	20
147	200262	Jatin Jindal	4	4	3	4	25	3	18
148	200263	Ridhi Bajaj	4	5	4	3	50	4	20
149	200265	Priyanka	1	3	2	2	37.5	3	11
150	200266	Bhavna Nagpal	5	5	5	5	75	5	25
151	200268	Mohit					0	0	0
152	200269	Rahat Sharma	4	5	4	4	62.5	5	22
153	200270	Ayush	1	3	2	2	62.5	4	12
154	200271	Kajal	1	3	2	2	50	4	12
155	200272	Riya Arora	4	5	3	3	25	3	18
156	200273	Anjali Lakhina	4	5	4	3	75	5	21
157	200274	Anupama	5	5	5	5	37.5	3	23
158	200275	Sunny Rathee	4	5	3	4	87.5	5	21
159	200277	Ruchi	5	5	5	5	87.5	5	25

**GLIMPSES OF THE FINISHING SCHOOL**



**Nishant**  
Host



**Jahnvi**  
Life Influencer



**Rupali**  
Vocab Master



**Varun**  
Photographer



**Nawaz**  
Schedule Maker



**Vernit**  
Activity Record Keeper



**Piyush**  
Feedback Tracker



**Lakshay**  
Moderator



**Shubham**  
Record keeper



**Ruchi**  
Host



**Manya**  
Vocab Master



**Radhika**  
Life Influencer



**Bharti**  
Major Influencer



**Aman Bhatia**  
Video Creator



**Varun**  
Power Source



**Rupali**  
Moderator



**Nawaz**  
Motivator

**MR. DEVANG (HOST)**



**MISS. TANYA  
(MODERATOR)**

**MISS. SONALI  
(INFLUENCER)**



**MISS. BHAVNA  
(VOCAB MASTER)**

**MISS. VANSHIKA  
(SCHEDULE MAKER)**



**MR. ANSH  
(PHOTOGRAPHER  
AND FEEDBACK)**

**MISS. MUSKAN  
(ACTIVITY RECORD KEEPER)**



## *Glimpse*





**DMS**  
Department of Management Studies  
विद्या ददाति विजयं

**DEPARTMENT OF  
MANAGEMENT STUDIES  
&**

**THE FINISHING  
SCHOOL  
PRESENTS**

The Motife Chiefs  
on  
Team working skills



**MAY 25TH, 1:45PM-3:30PM  
AT MICROSOFT TEAMS APP**



Hey folks  
 I had been an active member of THE FINISHING SCHOOL , wherein our mentor headed us towards featuring ourselves and made us jot down 'A LETTER TO SELF', I believe it is a great concept and should be implemented in every profession, be it a start of learning or experienced individuals.

A share with me would be highly appreciated 🙏

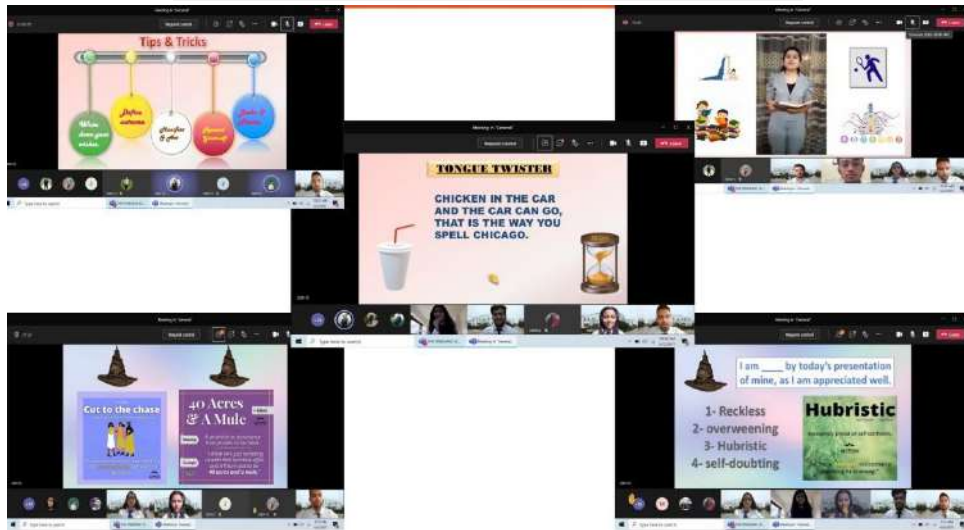
**#share #learning #skills #leadership #inspiration #motivation #mentoring #personaldevelopment #coaching**



Share your support...



Post

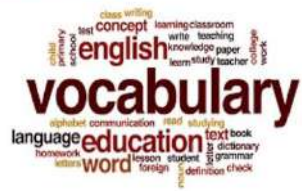
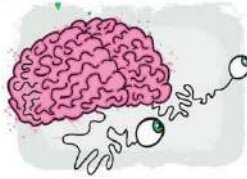




### GLIMPSES



**THEME: THE LEARNERS OF TODAY ARE  
THE LEADERS OF TOMORROW**



**Team Members**



**Sonali Bhatia  
(Host)**



**Bhavna Nagpal  
(Moderator)**



**Bhumika Khurana  
(Photographer)**



**Muskan Jain  
(Record Keeper)**



**Japneet Singh  
(Influencer)**



**Sunny Rathee  
(Feedback Taker)**



**Devang Dudeja  
(Vocab Master)**





**Jayant**  
Host



**Priyanka**  
Vocab Master



**Kishor**  
Influencer



**Parveen**  
Moderator



**Lokesh**  
Photographer



**Lalit**  
Record keeper

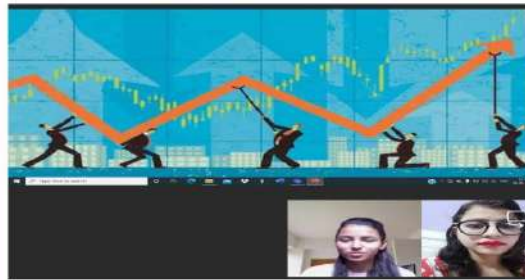
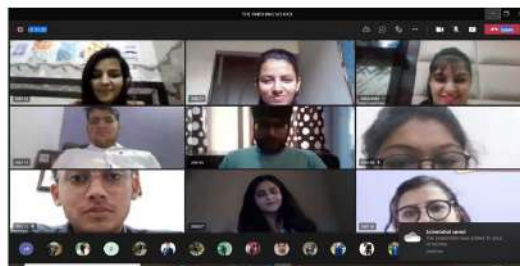


**Atul**  
Activity record keeper



**Shivangi**  
Feedback taker





## TESTIMONIALS



**Pooja Jain**

The Finishing School provides podium to the students for invaluable learnings. It helps in strengthening the personality and enhancing our communication skills to excel in our career



**Kishor Sharma**

It is a new concept for me as it gave me a platform to open up with my thoughts and views. With the help of this new idea, my thought process has improved.



**Sonali Bhatia**

I really appreciate the time I spent learning in 'The Finishing School', it is a great platform to learn new things and motivated us to give our best ideas. It also helped us to know are weaknesses and how we to overcome them.



**Neeru**

Well, I am feeling delighted to be a part of this Finishing School, it has taught me a lot of remarkable things that I can impliment in the real life.



**Lakshay Dureja**

The Finishing School is one of the best initiative taken by department of management studies. We learnt soft skills, interpersonal skills, GD skills and many more under Finishing School



**Priyanka Saini**

Finishing school is a great platform to learn new things and it has given me new experiences that can't be learnt from books. I am thankful to the Finishing School mentor.



**Sheenu Kardwal**

We never forget what we learn with pleasure. I have been an active member of THE FINISHING SCHOOL, wherein our mentor headed us towards featuring ourselves. I believe it is a great concept and should be implemented in every profession.



**Radhika Garg**

The finishing school is a personality development course offered by our valuable mentor. It has helped us to get rid of hesitation and start participating in every activity.



**Rupali Mukhija**

It's difficult to express the contribution of the Finishing School in few lines. But, every second I spent in the class, I felt myself pervaded with abundant enthusiasm, passion and wisdom.



**Aman Bhatia**

It was the best learning experience, as I participated in the FINISHING SCHOOL activities, lots of memories have been collected. I worked in a team and we set a benchmark. I can never forget that it motivated me to participate more and explore more.



**Rupali Saini**

The finishing school has given the students abundant opportunities to discover their talent and showcase their passion in form of different activities.



**Ankush Bhandula**

I've got so much to learn from the finishing school classes. It has helped me to develop my overall personality.



**Jahnvi Puri**

Finishing School is one of the greatest concept started by Department of Management Studies under the guidance of our esteemed mentor Ms. Jayti Mahajan. This has personally helped me to grow and enhance my skill set, May it be communication skills, presentation skills or soft skills. From being an introvert earlier I have become an extrovert now.



**Prerna**

The second semester of the degree has been very fruitful. The efforts our faculty showed are appreciable and we have grown to a great extent with lots of learning.



**Priyanka Kumar**

The head of the Finishing School is the best teacher to help me prepare for the interview. She has lots of ideas to help me study effectively and to improve my skillset.



**Bhavna Nagpal**

The Finishing School has helped me alot in finding the capabilities that I inherit. The guest lectures that were arranged gave the required flavour of the corporate world that is needed in order to mould ourselves to be corporate ready. Our respected faculty member Mrs. Jayti Mahajan is hands down the finest teacher who excerpets best from her students.



**Nishant Bareja**

My experience with the Finishing School has been very productive and insightful. Overall, it helped us to inculcate the corporate values. I am glad to be the part of it. I am highly thankful to our mentor Ms. Jayti Mam.



**Sakshi Kundu**

Great energy from Jayti Mam makes finishing school activities enjoyable . I feel much more confident in myself. Being a part of the Finishing School, I found it fun, engaging, and motivating.

