



**MANIPAL UNIVERSITY  
JAIPUR**

MUJ/Q&C/021/F/1.01

Event Report Format



**MANIPAL UNIVERSITY  
JAIPUR**

**FACULTY OF MANAGEMENT & COMMERCE**

**SCHOOL OF BUSINESS & COMMERCE**

**DEPARTMENT OF BUSINESS ADMINISTRATION**

**Business Mannerisms**

**06<sup>th</sup> September, 2022**

**Head  
Department of Business Administration,  
Manipal University Jaipur**

Dr Birajit Mohanty  
HoD, Business Administration



Content of Report

1. Introduction of the Event
2. Objective of the Event
3. Beneficiaries of the Event
4. Details of the Guests
5. Brief Description of the event
6. Program Scheme
7. Lecture Plan
8. Photographs
9. Brochure or creative of the event
10. Attendance of the Event
11. Link of MUJ website



## 1. Introduction of the Event

The Event has been conducted on “Business Mannerisms” by School of Business and Commerce. The session has been taken up by Mr. Ambuj Jain, Director, Innovative Brainz. Trainer talks about basic manners that one should follow while you are facing interview for job or for any business deals. Discussing on various points and how one can work more on those points to make them as their strength.

## 2. Objective of the Event

- The objective of the event was to make student about basic manners that they should follow while facing interviews during their placement. Also while going for some business deals

## 3. Beneficiaries of the Event

Students and the faculty members are the beneficiaries who got insight about 21 key points to be remembered while facing job interview. Which will enhance their selection in particular company.

## 4. Details of the Guests

Mr. Ambuj Jain, Director, Innovative Brainz, Conducting training sessions for professionals and students. His forte is a Corporate Training, manager training, change management, Real life role play and Interview skills, personality and Etiquette development.

## 5. Brief Description of the event

The event has been conducted to make student aware about how digital platforms are now a days making a great reach within the corporates as well as in the world. Speaker discussed about the skill set required by a individual to post on professional details on digital platform. He also elaborated on the Do’s and Don’t’s while posting on digital platforms for professional perspectives.

## 6. Program Scheme

SEMESTER VI						
Course	Subject Code	Subject Title	L	T	P	C
	BB3102	Personality development	3	0	0	3

## 7. Lecture Plan

Lec No	Topics	Session Outcome	Mode of Delivery	Mode of Assessing the Outcome
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BB31 02.1	Introduction and Course Hand-out briefing	To acquaint with syllabus, clear teachers' expectations and understand student expectations	Lecture & Discussion	NA
BB31 02.2	Understanding Personality	Understanding Personality	Lecture & Discussion	NA
BB31 02.3-4	Determinants of Personality; Force field analysis,	Learn Determinants of Personality; Force field analysis,	Lecture & Discussion	Class Quiz
BB31 02.5-8	Personality – concept, factors, factors of association, personality formation structure – mind mapping Creativity, lateral thinking, divergent thinking.	Understand the Personality	Lecture & Discussion	
BB31 02.8-12	Factors of Association – Relationship, Personality Traits, Developing Effective Habits and Emotional Intelligence;	Learn the Factors of Association	Lecture & Discussion	
BB31 02.13-17	Types of Personalities – Introvert, Extrovert and Ambivert; Learning about Effective Communication and its key aspects; Leadership – Understanding Assertiveness, Decision Making Skills, Conflict and	Understand Types of Personalities	Lecture & Discussion	



	its process and resolution, Leadership and qualities of a successful Leader			
BB31 02.18 -24	<p>Social Skills – Interpersonal Relationship, Personality Development as a Spiritual Journey beyond management of change, Importance of Good Manners and Etiquettes, Understanding Effective Speech, Body Language and projective Body Language; Attitude – Understanding Attitude, its significance and factors effecting attitudes, Understanding Positive Attitude and its advantages, Understanding Negative Attitude and its disadvantages; The various ways to develop positive attitude, Understanding Carl Jung’s contribution to Personality</p>	Learn Social Skills –Attitude	Lecture & Discussion	



	Development Theory;			
BB31 02.25 -30	Managing Stress: Major elements of stress, Managing stress, eliminating stress, Situational stressors & anticipatory stressors, developing resilience, diagnostic surveys for managing stress, skill analysis practice and application	Learn Managing Stress	Lecture & Discussion	

## 8. Screenshots of the event

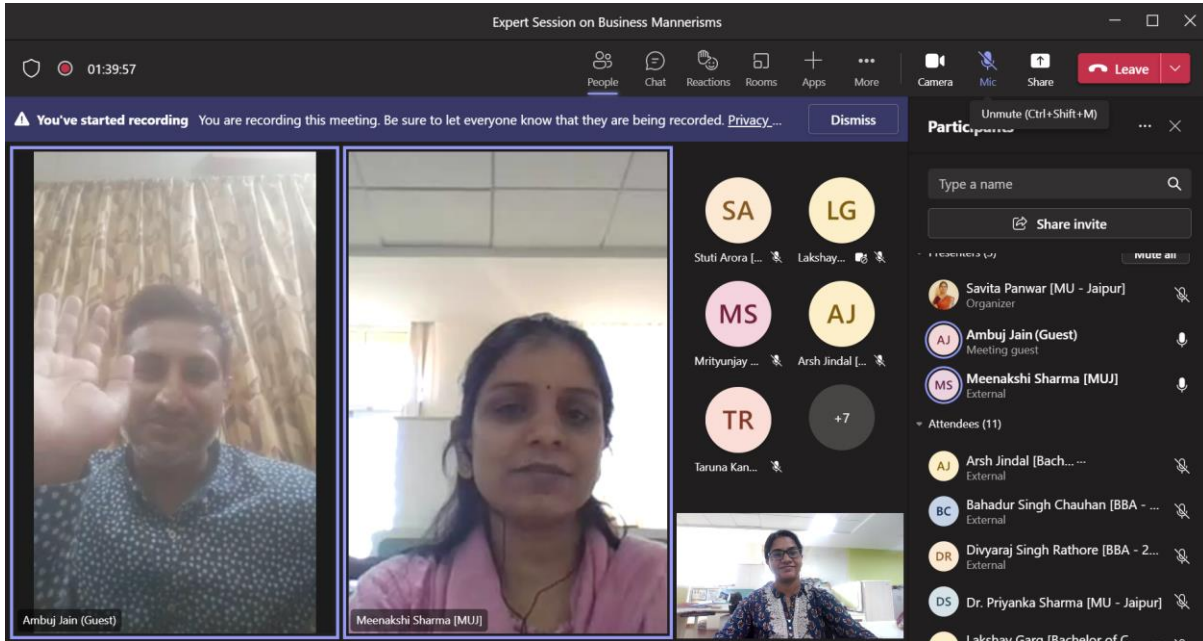


Figure 1 Dr Meenakshi Sharma inviting Guest Speaker

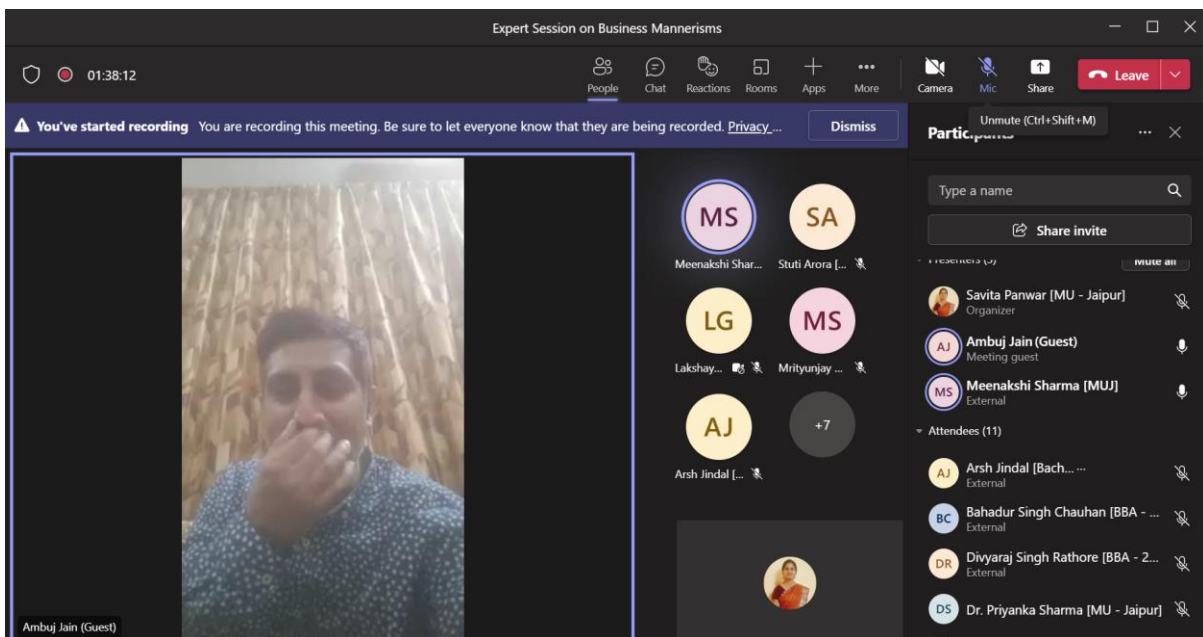


Figure 2 Mr. Ambuj explaining the etiquettes required during business meetings



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## 9. Brochure of the event

 **MANIPAL UNIVERSITY  
JAIPUR**  
(University under Section 2(f) of the UGC Act)

**Faculty of Management and Commerce  
School of Business and Commerce**

*Expert session  
on  
"Business Mannerisms"  
By  
Mr. Ambuj Jain, Director, Innovative Brainz*

**Date: September 6<sup>th</sup>, 2022** **Time: 4 pm-6pm on MS Teams**

**Convenors**  
**Dr. Meenakshi Sharma, Assistant Professor, Department of Business Administration**  
**Dr. Savita Panwar, Assistant Professor, Department of Commerce**



[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTdjYWl1M2MtZjI1Zi00N2EyLWI4ZDAtNzVhOTAyZGY0MDJi%40thread.v2/0?context=%7b%22id%22%3a%22a1608842-8390-4bf8-90af-89ae3ab30761%22%2c%22oid%22%3a%2298af64ef-32ac-4ddf-a023-244052c7adb4%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTdjYWl1M2MtZjI1Zi00N2EyLWI4ZDAtNzVhOTAyZGY0MDJi%40thread.v2/0?context=%7b%22id%22%3a%22a1608842-8390-4bf8-90af-89ae3ab30761%22%2c%22oid%22%3a%2298af64ef-32ac-4ddf-a023-244052c7adb4%22%7d)

## 10. Attendance of the Event

### Total attendee-

S.No	Reg. No.	Name of The Student	Department
1	Mr.Ambuj Jain	Guest Speaker	
2	Dr.Meenakshi.Sharma	Faculty	
3	Dr.Savita Pawar	Faculty	
4	210901126	Mayuri Shanta	BBA
5	210901138	Maivya Saini	BBA
6	210901351	Vivek bohara	BBA
7	210901144	Sara Thakur	BBA
8	210901268	Paurush Sharma	BBA
9	210901277	Anjana Meher	BBA
10	210901108	Arnav agrawal	BBA
11	210901222	Sourabh Kumar Jajpura	BBA
12	210901261	PIYUSH MANGAL	BBA
13	210901091	Nitin Sabnani	BBA
14	210901358	ANUJ KANDOI	BBA
15	210901361	JAYANSH SHARMA	BBA

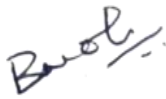




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16	210901364	DEVANSH KHURANA	BBA
17	210901057	Akshat Choudhary	BBA
18	210901043	Harsh Karnani	BBA
19	210901284	Ayush Kumar	BBA
20	210801229	Dhruvi Choudhary	BBA
21	210901203	Ritik Kumar	BBA
22	210901219	Rahul Jain	BBA
23	200901287	Vishal Thakran	BBA
24	200901289	Rajeev Gujjar	BBA
25	200901291	Ishan sharma	BBA
26	200901294	Harsh Garg	BBA
27	200901298	Rajeev Sharma	BBA
28	200901302	ANURAG CHOUDHARY	BBA
29	200901011	Mehar Ahuja	BBA
31	200901020	Tejaswi Ujwal	BBA
32	200901023	Devansh garg	BBA
33	200901029	Saral dasot	BBA
34	200901033	Akshit kothari	BBA
35	200901034	Uday Kaushik	BBA
36	200901039	Mukul Agarwal	BBA

11. Link of MUJ Website

  
**Head**  
**Department of Business Administration,**  
**Manipal University Jaipur**

Dr Birajit Mohanty  
HoD, Business Administration