



**MANIPAL UNIVERSITY  
JAIPUR**

**FACULTY OF MANAGEMENT & COMMERCE**

**SCHOOL OF BUSINESS & COMMERCE**

**DEPARTMENT OF COMMERCE**

**Business Mannerisms**

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

*Saurabh*  
Head  
Department of Commerce  
Manipal University Jaipur

Dr Saurabh Sharma

HoD, Commerce

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## 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 basics 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 No.	Subject Code	Subject Title	L	T	P	C
1	CM3103	Professional & Personal Effectiveness	0	0	4	2

## 7. Lecture Plan

<b>Topics</b>	<b>Session Outcome</b>	<b>Mode of Delivery</b>	<b>Corresponding CO</b>
<b>Introduction to course</b>	Introduction to the course	Lecture	CM3103.1
Personality & Self Esteem	Learning basics of Personality and factors influencing self esteem	Lecture	CM3103.1
Perception	Being aware of how people form perceptions about us	Lecture	CM3103.1
Problem Solving,	Learning problem solving skills in management	Lecture	CM3103.2
Emotional Intelligence	Analysing the Impact of Emotion at the Workplace	Lecture	CM3103.2
<b>Emotional Quotient</b>	<b>Learning application of EQ at Workplace</b>	Lecture	CM3103.2
<b>Team Building</b>	Understanding basics of Group Dynamics	Activity	CM3103.3
Inter Group Relationships	Learning importance of harmonious group relations	Lecture	CM3103.3
Conflict Management	Learning traits of managing conflicts effectively at workplace	Activity	CM3103.3
change Management	Understanding basics of change Management	Lecture	CM3103.4
<b>Interpersonal Skills</b>	<b>Understanding the importance of Interpersonal skills and various Analyses to deepen the knowledge</b>	Lecture	CM3103.4
<b>Leadership Skills</b>	Learning traits of good leader and applying leadership skills in development of people	Lecture	CM3103.4
Time Management	Learning the importance of managing time to achieve goals	Lecture	CM3103.5
Goal Setting	Understanding the basics of goal-setting, and the manner of achieving pre-determined goals	Activity	CM3103.5

## 8. Screenshots of the event

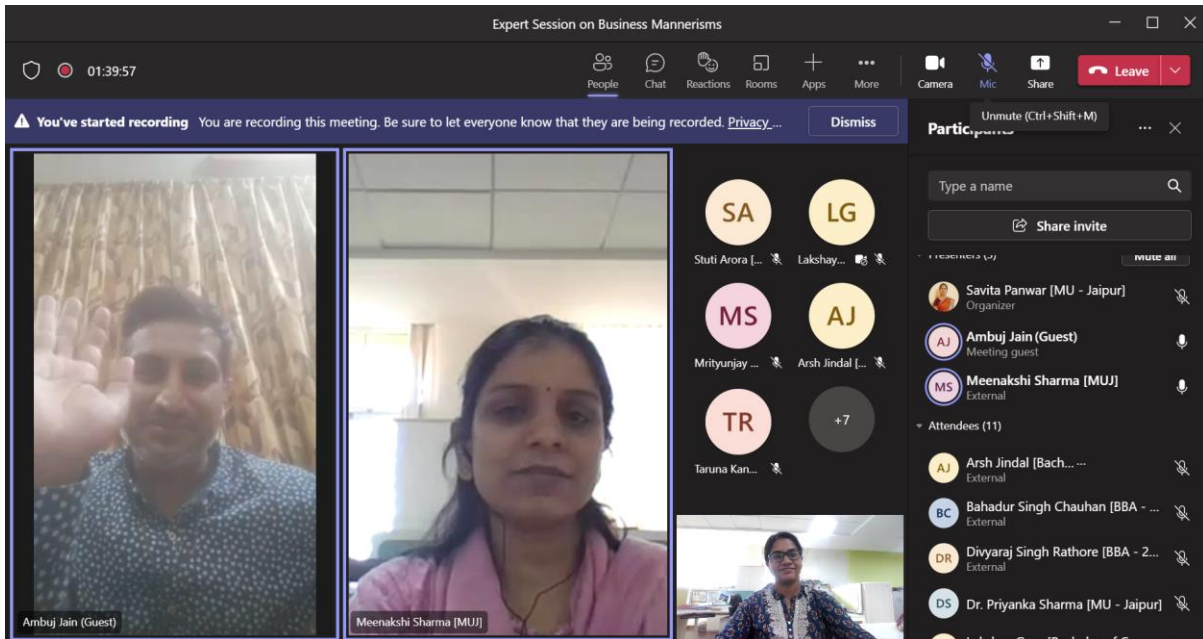


Figure 1 Dr Meenakshi Sharma inviting Guest Speaker

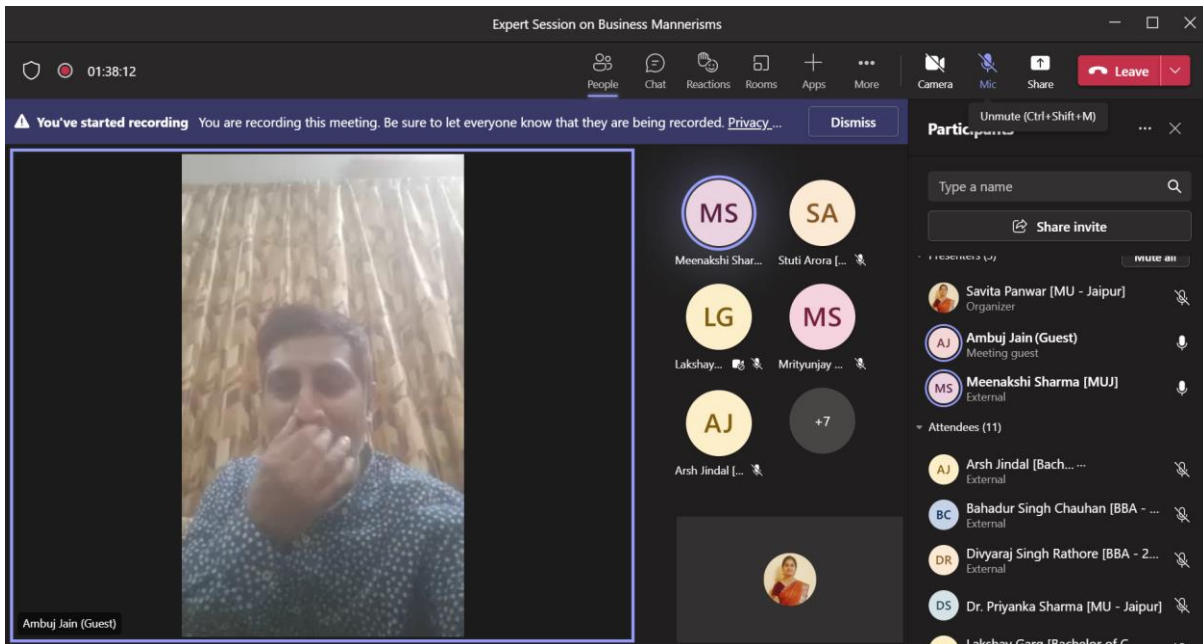


Figure 2 Mr. Ambuj explaining the etiquettes required during business meetings



## 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

**NAAC A+ 3.28 SCORE**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTdjYWI1M2MtZjI1Zi00N2EyLWI4ZDAtNzVhOTAyZGY0MDJi%40thread.v2/0?context=%7b%22id%22%3a%22a1608842-8390-4bf6-90af-89ae3ab30761%22%2c%22oid%22%3a%2298af64ef-32ac-4ddf-a023-244052c7adb4%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTdjYWI1M2MtZjI1Zi00N2EyLWI4ZDAtNzVhOTAyZGY0MDJi%40thread.v2/0?context=%7b%22id%22%3a%22a1608842-8390-4bf6-90af-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	210902002	POOJA KUMAWAT	BCOM
5	210902004	SIDDHARTH JALAN	BCOM
6	210902005	ANMOL AGRAWAL	BCOM
7	210902006	BHARTI SINGH	BCOM
8	210902007	BIPASHA KAR	BCOM
9	210902008	NIDIT JAIN	BCOM
10	210902009	KASHISH KHATANA	BCOM
11	210902010	KAIF ALI FARIDI	BCOM
12	210902014	MITANSHI SHARMA	BCOM
13	210902015	PRANAV SHARMA	BCOM
14	210902040	ARYAN KUMAR CHAUBEY	BCOM



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15	210902041	SHUBHRANSHU SINGH	BCOM
16	210902042	PRAVEEN SIRVI	BCOM
17	210902043	MIDHAT KHURSHEED ZARGER	BCOM
18	210902045	SHEETAL CHAURASIA	BCOM
19	210902046	KRATIKA YADAV	BCOM
20	200902003	UMESH KHATRI	BCOM
21	200902004	KARTIKYA SINGH	BCOM
22	200902005	PRATIK	BCOM
23	200902006	VANSHIKA CHOUDHARY	BCOM
24	200902007	ISHU GODARA	BCOM
25	200902008	TARUNA KANWAR RATHORE	BCOM
26	200902009	ARSH JINDAL	BCOM
27	200902022	PRIYANSHU BIJARNIA	BCOM
28	200902023	KUSH PAREEK	BCOM
29	200902024	DIVYANSH SINGH	BCOM
31	200902025	TANMAI VERMA	BCOM
32	200902026	RANI	BCOM
33	200902027	ABHIJEET KHOD	BCOM
34	200902028	NARESH KUMAR	BCOM
35	200902022	PRIYANSHU BIJARNIA	BCOM
36	200902023	KUSH PAREEK	BCOM

11. Link of MUJ Website

  
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Department of Commerce  
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