



School of Management Studies

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Report on “A Workshop on Personal & Professional Grooming”

- 1. Title of Event:** Personal & Professional Grooming
- 2. Type of Event:** Workshop
- 3. Date, Time and Venue of the Event:** Acharya Chanakya Hall on 29th March 2025 and 02nd April, 2025 from 10.00 AM to 02.00 PM

4. Description of Event:

A workshop on personal and professional grooming, led by Ms. Vachika Shelat was organized. The session focused on basic etiquettes, emphasizing the importance of punctuality, appropriate dress code, and effective body language. We learned about different types of interviews and how to respond accordingly. The expert guided student on answering common interview questions confidently, highlighting the significance of clarity, conciseness, and positivity. Additionally, students were taught manners to uphold during interviews, such as maintaining eye contact, active listening, and respectful communication. Along with that mock interviews of few students were also performed to get more insights about the interviews. The workshop was insightful and helpful in boosting students' confidence.

5. Expert Details:

Ms. Vachika Shelat

Miss Vachika Shelat a soft skill trainer. She is director at Mitra education Institute and an MBA professional along with 15 years of experience in UG and PG levels in various subjects.

6. Number of Participants:

The workshop was organized for the 63 students of BBA Semester 4



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7. Geotag Photographs of the Event:



8. Flyer of the Event:

**Gujarat Technological University**
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A Workshop
on
Personal & Professional Grooming
with Eminent Speaker
Ms. Vachika Shelat
Professional Trainer



 29-03-2025

 Acharya Chanakya Hall, GSMS

 10:00 AM to 02:00 PM

Invitee
Dr. Pankajray Patel
Director - GSMS

Coordinator
Mr. Rajan Modha
Assistant Professor - GSMS

Locate us @ : GTU SMS, Academic Block-4, GTU Campus, Visat Gandhinagar Highway, Chandkheda, Ahmedabad Gujarat

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9. Feedback of the Event:

The workshop on personal and professional grooming was highly informative and engaging. The expert provided practical insights on personal hygiene, dress codes, body language, and



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effective communication. The session was interactive, with real-life examples that made the concepts understandable. Overall, it was a valuable learning experience for both personal and professional growth.

10. Social media post of the Event:

Source- LinkedIn





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Dr. Neela Multani

Assistant Professor, GTU – SMS.

Coordinator of the Event:

Report prepared by:

Mikhil Mandaviya

BBA Semester- 4

Report Edited by:

Mr. Rajan Modha

Assistant Professor, GTU – SMS.