



# PRABANDHAN MANTRA

## A

### Quarterly Newsletter



### Editors Desk

As an institution which believes in academic pursuits which have practical implications, B.I.T Durg has always been a forerunner in academic endeavors setting benchmarks in education and industry.

This newsletter aims at empowering professionals everywhere to lead more productive work lives by disseminating knowledge processed here at our campus.

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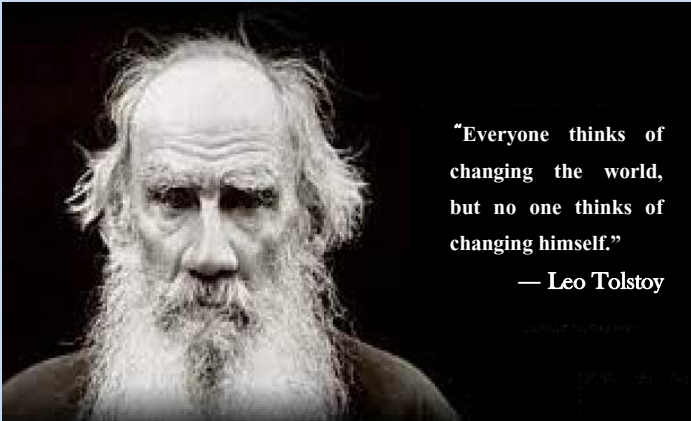
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## The Secret to Your Self-Motivation

Goal setting is easy, most people do it on a weekly, if not daily basis. Finding the self-motivation to achieve those goals is where most people tend to fall off the wagon.

According to research, less than 10% of people achieve the New Year’s resolution goals they set for themselves. Whether it’s life circumstances or financial woes, self-motivation invariably plays a big role in failing to achieve these goals.

For a few research-backed tips on how to set goals and bring them to fruition, check out the rest of this blog for more.

### Where Self-Motivation Falls Flat

There are two types of motivation that help us to achieve goals: intrinsic motivation and extrinsic motivation. The first is motivation that comes from within ourselves. Extrinsic motivation is found in external sources: friends, mentors, colleagues, spiritual leaders, your spouse, children, etc.

No matter the type of motivation you choose to lean on, there is one common denominator: intention.

In order to achieve the goals, you set for yourself, you should be intentional about your daily behavior. In other words, intentional behavior helps you to stay on the right path. Some of the main reasons why

motivation tends to head in the wrong direction is because of these factors:

- Tying motivation to huge, unattainable goals.
- Using up all your energy to power through and achieve a goal that may be too big to start with
- Neglecting self-care, which leads to burn out and loss of will power

Here are a few proven tips on how to realistically achieve your goals...

### 1. Be Specific and Make it a Challenge

Studies show that people who set goals with two important criteria are more likely to achieve what they put their mind to. Your criteria should be based on making your goal specific as well as challenging.

Goals that are too broad, general, and simple to achieve are actually far less motivating. This is because broad goals aren’t backed by measurable milestones you can check off along the way. Think of goal setting with this simple rule-of-thumb: goals are dreams with deadlines.

Nail down the specifics of a goal first, then determine how challenging it will be to achieve it.

### 2. Fuel Your Motivation with Empowering Beliefs

As the saying goes” the sky’s the limit”, but really, the only limit is yourself. If you feel like you just don’t have the self-motivation to achieve a goal, ask yourself whether you see yourself as a self-motivated person who is capable.

If your brain is trained to think and believe negative thoughts about yourself, this can totally derail you. It’s important to be aware of your self-talk and the inner-narrative in your mind. Try to take note of when you think negative thoughts, and actively change them into empowering beliefs.

### 3. Create a Realistic Action Plan



Maintaining your self-motivation starts with a simple action such as writing down what you want to achieve. This simple act is a way of identifying your purpose. Then, you'll need to establish a set of actionable steps to help you achieve your goal.

It's a good idea to plan out each step, track your progress, and check it off once you've achieved it. This documented plan is also a good way to bolster your self-motivation

because it's a tool you can refer to when challenges get in the way.

#### **4. Get a Handle on Your Multitasking**

In the world we live in today, it may not be realistic to completely banish multitasking. However, in order to maintain your self-motivation, you should get a handle on how many tasks you take on in a day.

In short, multitasking decreases your focus. Think of it like this — where focus goes, energy flows. Instead of trying to juggle multiple tasks at once, select one, and concentrate on it until it's complete, then move onto the next task or goal.

#### **5. Be Mindful of the Company You Keep**

Your headspace is very closely affected by the people you surround yourself with on a daily basis. Their energy can ultimately affect your own, as well as the inner narrative in your head.

Make an effort to surround yourself with positive, uplifting people, as these are the best type of motivators. Positive people have a way of uplifting your state of mind, which only adds fuel to your fire of self-motivation.

If you're feeling low or negative, take some time to call a positive friend or colleague or listen to a motivational podcast. Having regular encounters with positive people will rub off on you and stimulate those empowering feelings that fuel motivation.

#### **6. Don't Write Off Mistakes, Learn From Them**

Life is all about making mistakes. But this doesn't mean you should be discouraged by them, in fact, it's the exact opposite. Mistakes are necessary for personal growth and learning. Mistakes are not final, they hold important lessons that shape your character as well as your motivation.

Try not to let mistakes bring you down or derail your self-motivation. Instead, think of mistakes as a side-step, and not a hurdle. You've lost nothing and gained an important lesson.

#### **7. Schedule in Time for Self-Care**

This is a very important aspect of the journey of goal setting, achievements, and self-motivation. If you fail to take the time you need for yourself, this could also completely derail you.

Burning the midnight oil is not a trend that you need to follow in order to achieve your goals. Ever heard the saying "work smarter, not harder"? This couldn't be more accurate when trying to achieve your goals.

Prioritize time for rest and exercise to replenish your energy stores and boost your self-motivation — you're only human after all!

*Design Your Own Life and Live Out Your Dreams*

KHYATI JAIN  
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### **SMART Action Plan: A Blueprint for Getting Things Done**

Whether you're a business owner looking for a proactive blueprint, or an individual who wants to optimize their life, having a SMART action plan is what matters.

Goal-setting is a wonderful process, but often, it sets us up for failure. That may sound counterintuitive, but it's true! Why do people fail to achieve their carefully laid-out dreams?

**The answer can be several things.**





Many people have unrealistic expectations in which they set lofty goals while already having a full plate. Others deal with habitual negative thinking patterns, and some simply procrastinate. Still, more have vague goals that don't offer a direct approach, and this causes focus to be off.

How can you avoid these common mistakes and set SMART goals that are achievable and realistic?

In this guide, we offer a fantastic blueprint for getting things done. Don't waste another minute—keep reading now!

### **Specific**

We mentioned that one common problem with goal-setting is being vague.

Instead of thinking, “I want to be the best worker in my company,” think more along the lines of, “These are the skills I need to develop to move up in my company.”

As you can see, the former goal is too large to measure—what does being the best worker mean, exactly? With the latter train of thought, you'll know which specific skills you'll need to hone to achieve that success.

Keep your goals specific, simple, and concise. As much as possible, trim the fat from your goals and boil them down to their steps. What steps do you need to take?

Ask yourself what you want to accomplish and outline the ways to get there.

### **Measurable**

Businesses measure metrics on a timely basis to analyze what's working and what's not within their company. Similarly, individuals can do the same to ensure they're staying on track with their specific goals.

How can your goals be measurable, exactly?

Let's take the above example: you need to develop more skill sets to achieve a higher position. To do

this, you'll likely need to attend training courses, receive certifications, or even have meetings with those in-the-know and gather information from them.

To set these measurable goals, you can draw up a list of things you need to do (being as specific as possible), and offer yourself a timeframe to do them. These metrics will ensure you're staying on track. Cross them off or alter them as you go!

### **Attainable**

Another common problem when setting a goal is having high expectations. You may be thinking, “Wait, you're telling me to have low expectations for myself?” Quite the opposite, in fact.

What having attainable goals means is having achievable goals. That means starting with small steps that are within your game-crushing skill set and building from there. If you set lofty goals and then don't achieve them, you may feel discouraged to continue.

However, if you set smaller goals and face them head-on, accomplishing them one by one, you'll feel confident and motivated in your ability to achieve what you set out to achieve! This process allows you to keep building on your successes, rather than giving up before you've really started.

### **Realistic**

How realistic are your goals based on your life, your work, your resources, and your other goals? Are your goals relevant to the times, to the life you want to lead, and the life you currently lead?

The realistic part of SMART goal-setting is being sure that you're the right person to undergo these tasks. This point goes hand-in-hand with setting attainable goals. It merely means that to achieve the visions you have for yourself, it's helpful first to understand if those goals are realistic to your lifestyle.



That can depend on many things, such as the amount of time you have to undertake a project, the area you live in, your resources, expenses, and more. Carefully and objectively take a look at your goals to ensure they're not only achievable but relevant.

### **Time-Bound**

How can you stay motivated in your quest to crush your goals?

By making them time-bound and time-sensitive.

Having precise start and end dates allows you to feel that innate sense of urgency required to stay dedicated and focused. If you've got an open-ended timeframe, you may find days passing by without you doing clear work to move forward. After all, "sometime in the next ten years" feels so far away!

But before you know it, a decade has passed, and you're still in the same position. Why? Because you didn't take small steps regularly within a timeframe that you carefully laid out for yourself.

Part of staying on track is not just consistently checking in with your goals, but setting dates for yourself. Take out your calendar and provide yourself daily, weekly, or monthly reminders depending on what you want to accomplish. Honor your time-bound goals by using the above steps to stay within your dates.

### **The Benefits of a SMART Action Plan Are Clear**

As you can see, SMART goals are goals meant to be crushed.

Using this blueprint, you should be able to develop a SMART action plan that allows you to succeed at anything—whether that's business goals or personal development goals. In fact, the more areas in your life you can utilize this plan, the better!

Keep a consistent log of your efforts, so you know what's working (and what's not), and allow yourself the flexibility to alter when necessary. Being rigid

isn't the name of this game, but rather, adapting to changes as they come and confronting them head-on—with a well-thought-out plan.

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***"I wasted time, and now doth time waste me."***  
- William Shakespeare

## **TOUGHEST HIRING CHALLENGES FOR 2022**

As employers strive to rebuild capacity lost during the pandemic lockdowns, they're running into some new hiring challenges.

### **1. The Great Resignation**

The Great Resignation, a trend that took off in 2020 and continued throughout 2021, is still in full swing, with 4.3 million people quitting their jobs in January 2022, according to BLS data. Last year, almost 48 million workers quit their jobs, an annual record. The hiring rate is higher than the quits rate, indicating that most workers are moving to other jobs rather than quitting the labor force.

### **2. A Growing Divide**

Despite a record number of job openings and shortage of workers, employers continue to favor candidates with several years of experience and those who are available to work odd hours and willing to work on-site.

Workers, on the other hand, are seeking higher salaries, more flexibility (including flexible schedules and remote work options) and safe work environments. About 55% of job seekers on ZipRecruiter are seeking jobs that allow them to work from home, citing workplace safety concerns and childcare or family care needs.

This mismatch in priorities has created yet another post-Covid hiring challenge. Employers can't fill their



open positions, and job seekers can't find jobs despite applying to numerous positions online.

So while the unemployment rate has gradually dropped to 3.8% in February 2022 from a 72-year high of 14.8% in April 2020, the number of long-term unemployed people (out of work more than six months) stands at about 2 million, BLS reported.

### **3. Great Changes and Great Expectations**

Job duties and work procedures in certain jobs and industries have changed considerably since pre-pandemic times. For example, to cope with staff shortages, some bars and night clubs have resorted to pre-mixing cocktails in batches to save time. This trend works against experienced bartenders.

Ironically, however desperate employers are to find workers, many are unwilling to adjust their ways and expectations, refusing to raise wages to competitive levels and placing additional demands on employees, such as new on-call schedules.

Nevertheless, the tables have turned. Before the labor market shifted, employers would ask job candidates, "What makes you a good fit for this company?" Now, it's the other way around: "Let me tell you why our company is a good fit for you."

### **4. Robots Snub Promising Candidates**

In spite of it being a job seeker's labor market, many candidates cannot find a job. Blame the robots.

Seeking to streamline their job application processes, more companies are using automated screening systems that exclude candidates who are not a near perfect fit "on paper." According to a Harvard Business School study, nearly half of employers say they automatically reject candidates who have not worked in more than six months, regardless of the circumstances.

Job seekers apply to job postings assuming that a human being will read their applications and resumes.

That's usually not the case these days. More than 90% of major employers are using automated screening systems to process job applications, Harvard Business School reported.

These systems use algorithms that can weed out unqualified and qualified candidates. Even using a wrong word or not using the exact right ones can eliminate a promising candidate. Consequently, despite having college degrees and decades of experience in suitable roles, many candidates are getting rejected within hours of filling out online job applications.

### **5. Retaining Top Performers**

At a time when hiring has become so difficult, employers should focus a bit more on retaining their good employees. This requires examining their corporate culture, compensation packages, perks and company policies from the perspective of retaining, rather than just attracting, employees.

One popular retention effort is to conduct "stay" interviews as a preventative step to stop their best talent from quitting. These informal check-in conversations take place every few months to discuss anything that could prevent employees from thriving at work.

### **6. Low Wages Turn Off Job Seekers**

The No. 1 reason businesses struggle to fill open jobs is that wages are too low, according to a survey of more than 3,000 hourly workers conducted by employer payment platform Branch. Fear of exposure to Covid-19 at work came in second with 46% of the vote.

Sixty-eight percent of the employees surveyed agreed that people can earn more from unemployment benefits and stimulus checks than from working for the retailers, hotels and restaurants that are desperate for workers.



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## Essential Tips for Completing a Successful Interview

### 1. Learn about behavioural interviewing techniques

Behavior-based interviewing is when your interviewer asks you about how you handled past situations at work. This interviewing technique gives a potential employer valuable insight into the way you approach challenges in your job and turn them into favorable opportunities.

You can prepare for this type of interview by making a list of your skills, strengths and weaknesses. Prepare an example of a time when you displayed each of these qualities. Your example can show the employer how you successfully handled the situation.

### 2. Prepare for the type of interview

Employers can conduct interviews in different formats and settings. Knowing what kind of interview to expect can help you enter the meeting feeling more prepared and confident. Some interview formats that differ from the traditional one-on-one meeting include:

**Out-of-office interviews:** You may arrive a few minutes before your interviewer for lunch or dinner interview. Browse through the restaurant menu online before arriving, and learn about what type of restaurant you'll be visiting to determine how to dress.

**Phone and video interviews:** Find a quiet room where there won't be any interruptions to do the interview. Make sure the technology you are using works efficiently and practice using it before the interview.

**Group interviews:** A group interview is when a panel of people interviews you. Besides practicing your answers to common questions, it may also help to practice your listening skills before going into this type of interview.

### 3. Make time for practice

Practicing for your interview can always lead to some improvement. Ask a family member or a friend to interview you and get their feedback. You can also record yourself when answering their sample questions. Study how you're delivering answers and observe your gestures and other nonverbal cues.

### 4. Prepare answers to common questions

Here are some common questions you may hear in an interview:

- Can you tell me about yourself?
- How did you hear about this job?
- Why do you want this job?
- Why should we hire you?
- What are your strengths?
- What are your weaknesses?
- What do you know about the company?
- Where do you see yourself in five years?
- What is your work ethic?
- What kind of environment do you prefer to work in?
- How do you handle work-related disagreements with your colleagues?
- How would your current employer and colleagues describe you?
- How do you handle pressure?
- Do you have any questions for me?

### 5. Remain professional from start to finish

The hiring manager isn't the only person you need to impress. Be polite and respectful to everyone in the building. This includes the person who greets you as you enter and the assistant who serves you a coffee or tea before the interview.

### 6. Get insider details

Contact other people already working at the organization to learn about the company culture





and work environment. If you don't know anyone with a connection to the organization, visit the company's social media pages to get an idea of the culture there. Learn as many details as you can about the company before the interview so you can ask informed questions.

## **7. Dress for the job**

Your first impression can have a significant effect on the way your interviewer views you. The way you dress can help ensure you make a positive first impression. Go beyond the traditional smart attire and focus on the details, such as ensuring your clothes are free of holes or wrinkles. The outfit you choose may depend on the company and the type of culture they promote.

Doing your research can help you decide if it's better to wear something slightly more casual or more formal. If there isn't any information and you are unsure what to wear, contact the person who scheduled your interview or err on the side of formality.

## **8. Prepare for small talk**

You may find yourself interacting on a personal level with your interviewer. You can practice some common casual conversation topics to help you feel more confident if your interview turns into an informal conversation. Here are some small talk tips that can help you:

Focus on the interviewing environment. You can comment on the design of the office or its location.

Compliment the employer on an award the team might have won recently or other similar achievements.

Find a common interest and talk about that.

Be positive during the conversation.

## **9. Use calming techniques on the day of the interview**

You can help yourself stay calm on the day of your interview by making sure you're prepared and practicing stress-management techniques. Being on time, or ideally 15 minutes early, is one way of showing your potential employer your professionalism.

Drive to the location ahead of time so you can find out the exact location before the day of the interview. If traffic is heavy in the area, prepare enough time for the drive there.

If you are feeling nervous, take a deep breath and be confident that you have prepared well for it. Being nervous is normal, but try to stay as calm as you can during the interview. Ask for clarification if you haven't understood a question, and take your time to give the best answer you can.

## **10. Consider what to bring**

The following is a list of things you should bring with you for a successful interview:

- A printed copy of your resume
- A list of references
- Work samples and publications to show the employer
- A list of questions to ask the employer
- A notebook and pen to take notes

## **11. Build rapport with your interviewer**

Your interview is your opportunity to create a connection with your potential employer. While the interviewer may ask questions for the majority of the meeting, you can still use each question to turn the interview into a more comfortable conversation. Try to make a personal connection with your interviewer while remaining professional.

## **12. Be authentic**





Practice and preparation may help you have a successful interview, but it's best to act like yourself when you meet with your interviewer. Be positive, assertive and confident, but also remain candid and concise in what you say. Focus on telling the truth when answering questions, using real-world examples from your career.

### 13. Remember to follow up

Write a short email after the interview to thank the employer for taking the time to meet. You can reiterate important details mentioned during the interview, such as your enthusiasm for the position and organization. This can help employers remember you and contact you regarding next steps.

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### The Ant's Secret Formula to Success

There is a world that humans are not aware of – or could even comprehend when they witness it. What humans didn't know was that there is an insect world that operates just like the human world does.

The insects have responsibilities, jobs, hobbies, friends, and even sports games that they take seriously. The most anticipated and important game for them is the great acrobatic balloon competition which only occurs a couple of times each year.

The flying insects were the favorite to win the competition because they can grab the balloon strings and take them in any direction. However, on the day of the competition, there was an unlikely group of ants who joined the game.

They were not the crowd's favorite because they can't do anything special. They were very light and had never joined the competition in the past. When asked by the other insects why they wish to take part in the

game, the ants just simply say that "Our formula to success is teamwork."

The other insects made fun of them and told them that they are no match for the flying insects. When the competition began, it was not surprising that the firefly and butterfly did an amazing job with their amazing colors and their twist and turns.

When it was time for the ants' performance, one by one they climbed up the balloon string – making a black thread of ants. To reach the balloon, the last ant climbed over his teammates when the string was covered and this got everyone's attention. The ant continued to climb right under the balloon where it was tied and waited for everyone to gather there.

Finally, the ant at the top opened its jaw and bite the balloon. This caused a hole and the balloon started blowing out air. It flew wildly all over the place doing thousands of spins while the synchronized ants made shapes from out of the string

The performance was so good and unique that all the insects decided that the winner should be the ants. From then on, they all understood how important working together was and even practiced it in other everyday activities.

#### Moral of the Story:

Although it is true that you can achieve success on your own, the biggest success there still is achieved through teamwork. Successful people around the world always have a good team behind them.

KINTALI UMA MAHESHWARI,  
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**"Expectation is the root of all heartache."**  
- William Shakespeare

### Human Resources Terms You Need To Know

#### 1. Attrition

This term refers to the voluntary and involuntary terminations, deaths and employee retirements that



result in a reduction to the employer's physical workforce. If you work in a human resources department at a large organization, keeping track of attrition trends can be a job in and of itself.

## **2. Balanced scorecard**

Developed in the early 1990s by Drs. Robert Kaplan and David Norton, the term “balanced scorecard” refers to a management and measurement system, which evaluates four areas of business: internal business processes, financial performance, customer knowledge and learning and growth.

## **3. Behavioral competency**

Behavioral competency is essentially an evaluation of the behavior qualities and character traits of an employee. How these competencies are defined can vary by employer, but fundamentally they revolve around people skills, managerial skills and achievement skills. Certain positions work better for certain behavioral competencies, and these particular markers will help determine whether a candidate will be successful at the position he or she is applying for—as you might imagine, a candidate applying for a managerial position should have strong achievement and development-related competencies.

## **4. Benchmarking**

Benchmarking is a process of measuring the performance of an organization or team through a variety of metrics—for example, customer satisfaction rate, sales and retention—for future comparison. Benchmarking can be used to compare internal performance and the external performance of competitors to measure if improvement has occurred.

## **5. Broadbanding**

Broadbanding is a pay structure that places less emphasis on hierarchy than job duties, skills and performance. This type of pay structure encourages the development of a wide variety of employee skills and growth but comes with a significant decrease in

promotion opportunities. For example, a company that subscribes to broadbanding may have a larger range of potential salaries for a marketing specialist, while a company that doesn't is likely to have multiple titles with a smaller range of potential salaries for each (for example: junior marketing specialist, marketing specialist and sr. marketing specialist).

## **6. Bumping**

Bumping is a practice that gives established senior employees whose positions are to be eliminated the option of taking other positions—often a step down, complete with less pay—within the company that they are qualified for and that are currently held by employees with less seniority. This is a way for an organization to retain institutional knowledge and experienced workers.

## **7. Change management**

This is a considered approach for transitioning individuals or organizations from one state to another in order to manage and monitor change. Companies can stay ahead of the game when they think ahead about how they can manage the introduction, implementation and consequences of major organizational changes.

## **8. Confidentiality agreement**

This is an agreement between an employer and employee in which the employee may not disclose branded, patented or confidential information. Many companies have protected information that, if leaked, could be devastating for the brand or welfare of the organization—a confidentiality agreement serves as legal protection from this.

## **9. Distributive bargaining**

Distributive bargaining is the negotiation between competing parties that involves the distribution of a finite resource. One party prevails, to the detriment of the other.



### **10. Due diligence**

Generally speaking, due diligence refers to the steps taken to ensure compliance with laws and regulations. In mergers and acquisitions, due diligence is the process of thoroughly examining the details of an investment or purchase to ensure all paperwork and documentation is up to date and compliant.

### **11. Emotional intelligence**

Emotional intelligence is the ability to recognize, assess and manage one's own emotions, as well as others' emotions. High emotional intelligence is a must-have skill for those working in human resources.

### **12. Exit interview**

An exit-interview is the final meeting between management and an employee leaving the company. Information is gathered to gain insight into work conditions and possible changes or solutions, and the employee has a chance to explain why he or she is leaving.

### **13. Freedom of association**

Freedom of association is a right for people to associate with (or leave) any group of their choosing. That group also has the right to take collective action in pursuit of its members' interests. In an HR context, this generally refers to workers' freedom to form labor unions.

### **14. Grievance**

A grievance is a complaint brought forward by an employee about an alleged violation of law or dissatisfaction with work conditions.

### **15. Gross misconduct**

Gross misconduct is an action so serious that it calls for the immediate dismissal of an employee. Physical violence and intoxication at work are two common examples of this.

### **16. Hawthorne effect**

The Hawthorne effect is a phenomenon observed as a result of an experiment conducted by Elton Mayo. In an experiment intended to measure how a work environment impacts worker productivity, Mayo's researchers noted that workers productivity increased not from changes in environment, but when being watched. Applied to HR, the concept is that employee motivation can be influenced by how aware they are of being observed and judged on their work—a basis for regular evaluation and metrics to meet.

### **17. Nepotism**

Nepotism is preferential hiring of relatives and friends, even though others might be more qualified for those positions. The favoritism is generally showed by individuals in a position of authority such as CEOs, managers or supervisors.

### **18. Onboarding**

Onboarding is the process of moving a new hire from applicant to employee status, ensuring that paperwork is done and orientation is completed.

### **19. Retention strategy**

Retention strategy refers to the processes and policies used to ensure employees stay. In order to retain employees and reduce turnover, managers must help employees meet their goals without losing sight of the organization's goals. This is always a balance that must be managed carefully.

### **20. Succession planning**

This is the process of identifying long-range needs and cultivating a supply of internal talent to meet those future needs. It assists in finding, assessing and developing the individuals necessary to the strategy of the organization.

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