



**Prahladrai Dalmia Lions College of Commerce and  
Economics Sunder Nagar, Malad (west), Mumbai -400064**

Date – 15/01 – 5/2/22

Time-2.00 PM onwards

Mode- Google Meet

Count of Student: 176

**Report on Time Management value added course**

In the word of William Shakespeare, the Time management is define as “Better to be three hours too soon, than a minute too late.” Hence Time Management a value added course was organized for Degree and SFC students by BAF program in association with Placement cell from 15<sup>th</sup> January to 5<sup>th</sup> February 2022 for 30hours course work program. Time management is characterized by the process through which an individual or group effectually accomplish its objectives. Control over ones time involves establishing specific target and determining which activities are most important towards achieving the target. Keeping in mind the essence of time management, the module for time management was organized as follows:-

Module 1:	
1.1	Why time management?
1.2	Objectives of time management.
1.3	Sequence
1.4	How to make effective use of time

Module 2:	
2.1	Key issues faced in time management
2.2	How to overcome the problems of time management
2.3	Tricks to manage time effectively
2.4	Importance of To Do's and Time log sheets

Module 3:	
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3.1	Quiz
3.2	Sheets
3.3	Analysis of sheets and quizzes
3.4	Overview of activity

Module 4:	
4.1	Question and Answer on sheets
4.2	Time waster analyses
4.3	Case Study
4.4	Case Study

Time management plays a vital role in every field specially students life. It help the students for better understanding, proper planning, prioritizing and completing any task successfully. It is imperative that time management is a required skill for any role in one's personal or professional life to boost the productivity of a person. Hence keeping in mind, we have organized time management value added course module wise and faculties of time management were selected subject accordingly. The details of time management value added course faculty wise are as follows :-

Sr. No.	Date	Day	Time	Topic	Topic covered by
1	15/01/2022	SATURDAY	3:00 pm to 4:30 pm	Why time management? Objectives of time management. Sequence How to make effective use of time	Prof. Subhashini Naikar
2	16/01/2022	SUNDAY	3:00 pm to 4:30 pm	Importance of schedule and timetable Knowledge on how to priorities Issues faced in time management	Prof. Rahul Yadav
3	21/01/2022	FRIDAY	3:00 pm to 4:30 pm	Key issues faced in time management. How to overcome the problems of time management	Prof. Sailee Shringarpure
4	22/01/2022	SATURDAY	3:00 pm to 4:30 pm	Tricks to manage time effectively. Importance of To Do's	Prof. Sneha Hathi
5		FRIDAY			Prof. Sarita Jha

	28/01/2022		3:00 pm to 4:30 pm	TM Models Sheets Analysis of log sheets and quizzes. Overview of activity	
6	29/01/2022	SATURDAY	3:00 pm to 4:30 pm	Practical application of Time management Sheets analysis and Overview of activity	Prof. Aditi Save
7	04/02/2022	FRIDAY	3:00 pm to 4:30 pm	Project Model, Time Balance, Time waster analyses Case Study	Prof. Shilpi Dey
8	05/02/2022	SATURDAY	3:00 pm to 4:30 pm	Innovative teaching model, Time saving technique, Case Study	Prof. Shilpi Dey

- The first module of Time management value added course work was started by Prof. Subhashini Naikar and Prof. Rahul yadav by addressing the students about the Time management and its importance in students life.
- Prof. Sailee Shringarpure and Prof. Sneha Hathi oriented the students about the key issues faced while managing time in personal life of students and method to overcome these issues which could benefit in the long run for the students.
- Prof. Sarita Jha and prof. aditi Save inform the students about the time management model and technique along with practical practical application of these model in personal life of students in an elaborate manner.
- Prof Shilpi Dey informed the students about time saving technique and case study along with quizzes.



**Prof. Sailee Shringarpure**  
**BAF Co-ordinator**



**Prof. Subhashini Naikar**  
**Vice Principal(SFC)**



**Dr . Kiran Mane**  
**I/C Principal**