



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

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## A FRANSALIAN INSTITUTE OF HIGHER LEARNING

### Report of Seminar/ Workshop/Social Outreach/ Conference/ Visit/ Trekking/ Guest Lecture/IVs

<b>Title</b>	Time Management
<b>Date of Event(s)</b>	28-01-2021
<b>Department / Association</b>	SURABHI (Dept. of Hindi)
<b>Venue</b>	SFS College, Hebbagodi, Bangalore
<b>Number of Participants</b>	120

<b>Resource Person(s) with qualification</b>	Dr. Rinku Pandey MA,BED,NET/JRF,PHD
<b>Books (if published)</b>	NA

<b>Place of visit/ details of Industrial visit place (if applicable):</b>	NA
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### Report

#### SKILL DEVELOPMENT PROGRAMME

#### TIME MANAGEMENT

'SURABHI' Dept of Hindi had conducted the Skill Development Programme for students to ensure they learn importance of time management techniques which help them to become a better professional in life. TIME MANAGEMENT program scheduled on 28th January, 2021 at 1 PM for 1st year BA/BBA/BCA/BSC/BCOM students. In this special class more than 120 students participated and showed their interest to learn new skill. Time management strategies allow students to plan out their time so that they can get things done and have a more balanced, less stressful life. In this training session, we have explored why student need time management techniques, how to figure out how much time student actually need to accomplish tasks.

#### RESOURCE PERSON –

**Dr. RINKU PANDEY [(MA,BED,NET/JRF,PHD )Assistant Professor, Dept. of Hindi , SFS college]**

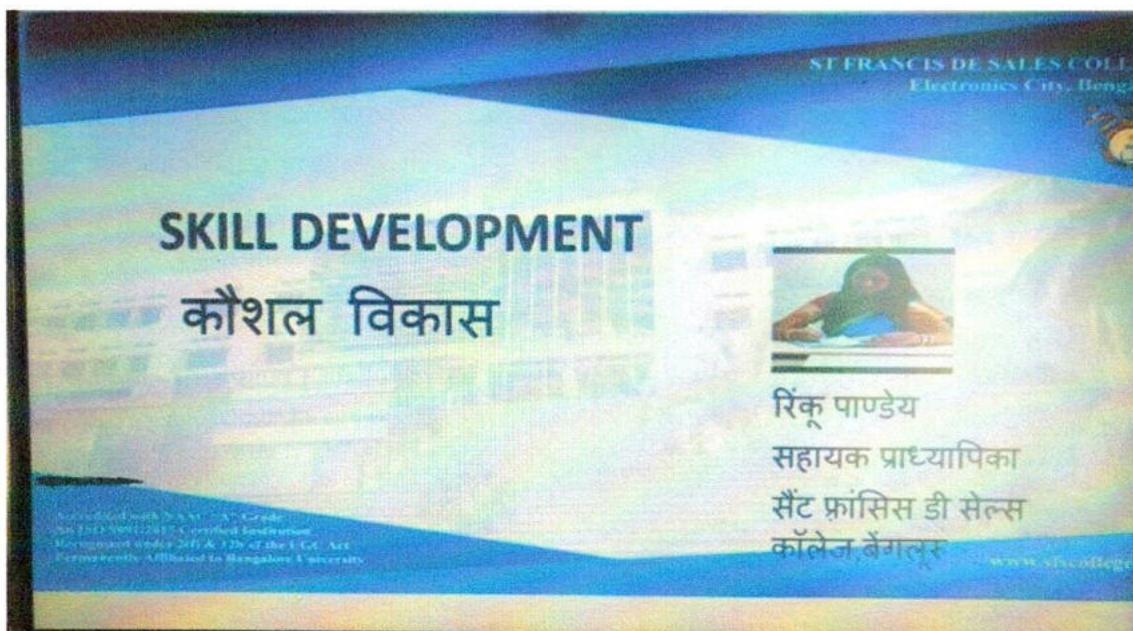
#### OBJECTIVE-

- Time management makes student punctual and disciplined->Knowing how to

manage time properly is important as it brings a numbers of great benefits in routine work and life overall. Student learns to work when it is actually required as a result of effective time management. To make the judicious use of time, they should prepare a "TASK PLAN" or a "TO DO" List at the start of the day to jot down activities which need to be done in a particular day as per their importance and urgency.

- **Student becomes more organized as a result of effective time management** → Keeping the things at their proper places minimizes the time which goes on unnecessary searching of documents, important files, folders, stationery items and so on. For better time management, students keep their workstations, study zones, clean and organized. Students learn to manage things well as a result of Time Management.
- **Effective time management boosts students moral and makes them confident-managing time effectively so that the right time is allocated to the right activity.** Effective time management allows students to assign specific time slots to studies as well as activities as per their importance. Time Management refers to making the best use of time as time is always limited.
- **Research says that individuals who accomplish tasks on time are less prone to stress and anxiety- There is no point in wasting time and cribbing later. Time Management Helps Students finish off pending work on time and then they would have ample time for their friends, relatives and family members.**

**Photos of the Event (please add captions also for each photo)**



Dr. RINKU PANDEY

*Akademici*

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*Rajee*

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# SKILL DEVELOPMENT

## कौशल विकास

रिकू पाण्डेय

सहायक प्राध्यापिका  
सैंट फ्रांसिस डी सेल्स  
कॉलेज, लैंगलूर





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## CERTIFICATE OF PARTICIPATION

This is to certify that {{Full Name}}  
of {{Other Identifier}}

has Participated in the Skill development- soft skill “Time Management”  
conducted by **Surabhi**, the Department of **Hindi** in association with DSDC  
of St Francis de Sales College, Electronic City on 28/01/2021

*Surabhi*  
DSDC Coordinator

*Reyfe*  
Principal

Department Coordinator

[www.sfscollege.in](http://www.sfscollege.in)

## Summary

### Question

Insights

Average  
0 / 0 points

Median  
0 / 0 points

### Total points distribution

