



# 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

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

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

Place of visit/ details of Industrial visit place (if applicable):	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]**

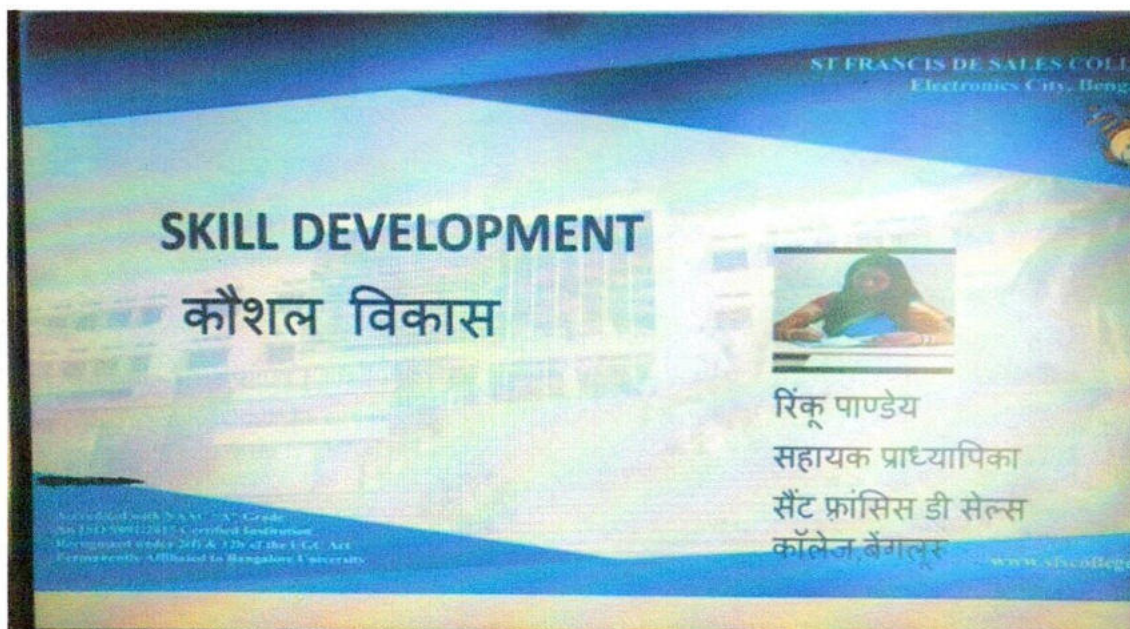
#### OBJECTIVE-

- 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 Sudents 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

*Rinku Pandey*

COORDINATOR  
Department of Hindi  
St. Francis de Sales College  
Bengaluru - 560 100.

*Royce*

PRINCIPAL  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100.



# SKILL DEVELOPMENT

## कौशल विकास



रिंकू पाण्डेय

सहायक प्राध्यापिका

सैंट फ्रांसिस डी सेल्स

कॉलेज, बेंगलूर

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2012/2013 Certified Institution  
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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

*Sevintha*  
DSDC Coordinator

*Praveen*  
Department Coordinator

*Reyfe*  
Principal

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



Questions Responses 133

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Summary

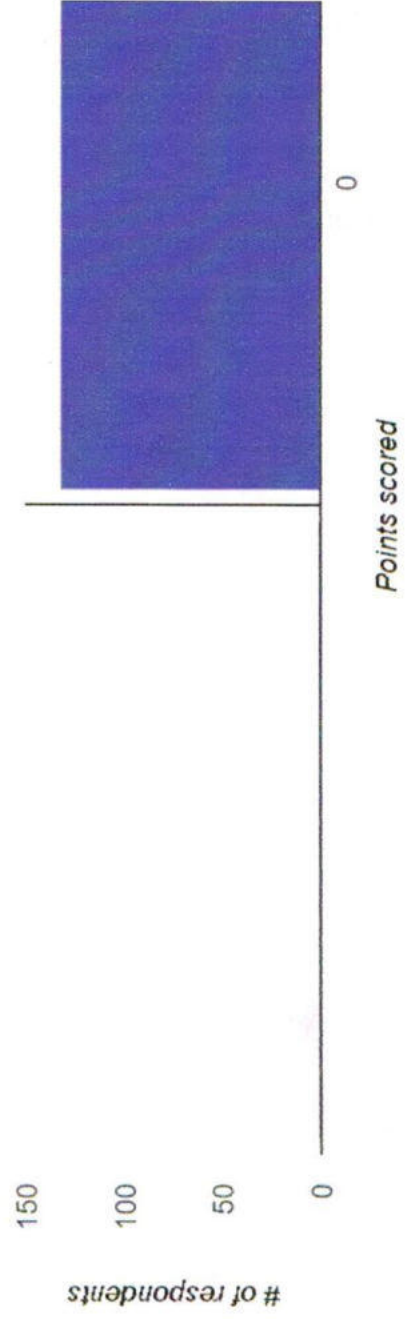
Question

## Insights

Average  
0 / 0 points

Median  
0 / 0 points

Total points distribution





Meeting details

People (45)

+ Add people

IN CALL

Meeting participants (45):

Name	Initials
Niraya S	N
Sreesha C	S
Gayathry T G	G
Shahmin Hera	S
Uday Harshad...	U
Narisha K C	N
Nidini Shukla	N
Krishna Prasa...	K
John Abraham	J
Pavindra S	P
A Anand	A
Pradeep Kum...	P
Vijaykumar V	V
Akshaya P	A
Ranya M	R
Sahil A	S
Mizayan Chak...	M
Pavandeep K...	P
Abhinav Kerk...	A
Pavan K	P
Nirmal Raj M	N
Sathvika Redd...	S
Pavan H	P
Suraj B	S
Dhanalakshmi...	D
Rajresh Kumar	R
Alit	A
Vijay G M	V
Karthik B	K
Ajay S	A
KEVIN Joseph	K
Yashaswini H A	Y
Dhanush S P	D
Samir Jha S G	S
Preethi S	P
Rachitha S	R
Gakul B	G
Suma N	S
Josephin Sabu	J
Lavanya M	L

Meeting controls:

- Turn on captions
- Turn on chat
- Turn on video
- Turn on audio
- Turn on screen sharing
- Turn on reactions
- Turn on poll
- Turn on whiteboard
- Turn on help
- Turn on settings

Meeting toolbar:

- Google
- PDF Converter
- Online Examination
- e-Admission by Unip...
- Gmail
- New Tab
- YouTube
- Maps

Meeting status: 45 people in the meeting

Meeting link: meet.google.com/cpn-wjai-dua

Meeting ID: 45

Meeting name: Engage Campus Technology

Meeting type: Video Conference

Meeting duration: 00:00:00

Meeting controls: Turn on captions, Turn on chat, Turn on video, Turn on audio, Turn on screen sharing, Turn on reactions, Turn on poll, Turn on whiteboard, Turn on help, Turn on settings

Meeting toolbar: Google, PDF Converter, Online Examination, e-Admission by Unip..., Gmail, New Tab, YouTube, Maps

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