



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (West), Mumbai, 400 064
ISO 9001:2015 Certified

NOTICE

Date - 10/01/2022

B.Com (Accounting and Finance) In association with Placement Cell

Value Added Certificate Course in Time Management (30 hours)

"The common man is not concerned about the passage of time; the man of talent is driven by it."

(DEGREE & SFC)

The Bachelor of Accounting and Finance programme in association with Placement Cell of Prahladrai Dalmia Lions College of Commerce and Economics is organizing a value added course of 30 Hours for students of all programmes (both Degree and SFC) on **"Time Management"**. The first 100 students to register can avail the benefits of this course.

Course Details:

Subject: Time Management

Days for the assigned course: Fridays and Saturdays (starting from 15th January, 2022)

Registration Link: <https://forms.gle/ENegqPJ4KQn11zcg8>

Registration shall be on first come first serve basis on or before 13th janunary, 2022.

Registered students who have completed the course will be provided with e-certificates.

For further updates join or connect us with

Whatsapp Group Link: <https://chat.whatsapp.com/LFxX92WuqChlbsG9pJG>

S.H.S

Prof. Sailee Shringarpure
BAF - Coordinator

S.Naikar

Prof. Subhashini Naikar
Vice-Principal-SFC
& Placement Convener

Madhavi

Dr. Madhavi Nighoskar
Vice- Principal-Degree

K.Mane

Dr. Kiran Mane
I/C Principal

DI/N-STD/GEN/00

TIME MANAGEMENT VALUE ADDED COURSE MODULE WISE DISTRIBUTION

Module to be covered	Contents of the module	Hours distribution
Module 1	1.1 Why time management?	10 hours
Module 2	2.1 Key issues faced in time management	10 hours
Module 3	3.1 Quiz 3.2 Sheets	5 hours
Module 4	4.1 Question and Answer on sheets 4.2 Case Study	5 hours