



**PRAHLADRAI DALMIA LIONS COLLEGE OF
COMMERCE & ECONOMICS
ISO 9001: 2015 Certified**

Date: 19th January, 2022

TIMETABLE AND SCHEDULE FOR TIME MANAGEMENT VALUE ADDED COURSE

(DEPARTMENT OF BAF & PLACEMENT- 2021-2022)

The Schedule for the Value Added Course shall be as follows:

Sr. No.	Date	Day	Time	Topic
1.	15/01/2022	Saturday	2:00 pm to 3:30 pm	Why time management? Objectives of time management. Sequence How to make effective use of time
2.	16/01/2022	Sunday	11:00 am to 1:30 pm	Importance of schedule and timetable Knowledge on how to priorities Issues faced in time management
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
4.	22/01/2022	Saturday	3:00 pm to 4:30 pm	Tricks to manage time effectively. Importance of To Do's.
5.	28/01/2022	Friday	3:00 pm to 4:30 pm	Quiz Sheets Analysis of log sheets and quizzes. Overview of activity
6.	29/01/2022	Saturday	3:00 pm to 4:30 pm	Quiz Sheets Analysis of log sheets and quizzes. Overview of activity
7.	04/02/2022	Friday	3:00 pm to 4:30 pm	Question and Answer on sheets Time waster analyses Case Study
8.	05/02/2022	Saturday	3:00 pm to 4:30 pm	Question and Answer on sheets Time waster analyses Case Study

- ❖ E-Certificate will be issued after attending all the sessions & after filling all the sessions' feedback forms.
- ❖ Google meet link: <https://meet.google.com/tkd-gbzh-cop>
- ❖ Google classroom link
<https://classroom.google.com/c/NDU2MDc5OTkwODgz?cjc=ewhyn5p>
- ❖ For any queries kindly contact: Prof. Sailee Shringarpure and Prof. Subhashini Naikar.



Prof. Sailee Shringarpure
(BAF Coordinator)



Prof. Subhashini Naikar
(Vice Principal –SFC &
Placement Convener)



Dr. Kiran Mane
(I/C Principal)

DI/N-STD/GEN/00