



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE AND ECONOMICS

ISO 9001: 2015 CERTIFIED



**Self Financed Courses - BAF Program In Association with
Placement Cell
Organizes**

30 HOURS VALUE ADDED CERTIFICATE COURSE ON "TIME MANAGEMENT"

CONNECT WITH US FOR ANY QUERIES

BAF Program

**Prof. Sailee Shringarpure –
BAF Coordinator**

Prof. Sneha Hathi

Prof. Shilpi Dey

Prof. Sarita Jha

Prof. Rahul Yadav

Prof. Aditi Save

Placement Cell

**Prof. Subhashini Naikar –
Placement Cell Convenor**

Prof. Sailee S

Prof. Varsha T

Prof. Manisha J

Prof. Mohini N

Prof. Satish Pandey

Prof. Rupali Mishra

Prof. Namrata P

Prof. Shilpi Dey

Prof. Namrata N

COURSE HIGHLIGHTS

- A comprehensive course comprising of 30 hours which can be useful for a lifetime.
- Resources will remain with students for a lifetime.
- e-Certificate will be provided on successful course completion
- Limited 100 Seats
- Course commencing from 15th January 2022

Registration link <https://forms.gle/AQupq3EXDTxDPPrD28>

Join WhatsApp group

<https://chat.whatsapp.com/LFxFjX92WuqChlbsG9plJG>

**★ ★ Grab this golden opportunity and Register now for
Free! ★ ★**

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https://instagram.com/pdlc_baf?igshid=1huxic6i0s3i5



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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