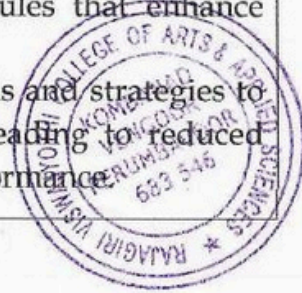




RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES

2. Report on Time Management Strategies

Programme Details in a Nutshell	
Name of the Event	Time Management Strategies
Nature of the Event	Workshop
Objectives	<ul style="list-style-type: none"> To equip participants with effective techniques for prioritizing tasks and managing their schedules efficiently. To educate practical tools to enhance productivity and reduce stress through improved time management.
Resource Person	Ms. Arya T. P Research Scholar, Kerala University Trivandrum
Date and Time	22-02-2022 to 23-02-2022 9.30 AM to 4.30 PM
Duration	12 Hrs
Beneficiaries	38 Students
Venue or Platform	3 rd Year B.Com Lecture Hall, RVCAS
Organizing Dept./ Cell	Department of Business Administration in association with IQAC
Coordinator	Mr Jithu Philip, Assistant Professor, Department of Business Administration
Outcome/ Benefit of the Programme	<ul style="list-style-type: none"> Participants will develop the ability to prioritize tasks and create efficient schedules that enhance productivity. Attendees will gain practical tools and strategies to manage their time effectively, leading to reduced stress and improved overall performance.

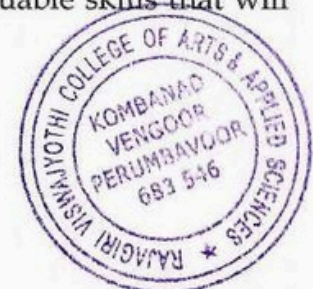


Detailed Report

A Workshop on "Time Management Strategies," was organized by the Department of Business Administration in association with the Internal Quality Assurance Cell (IQAC) and was held on February 22nd and 23rd, 2022. The workshop took place in the 3rd Year B. Com Lecture Hall and it was coordinated by Mr Jithu Philip. The workshop aimed to enhance participant's ability to manage their time more effectively. Ms. Arya T. P, a Research Scholar from Kerala University, Trivandrum, served as the resource person for the workshop. Ms. Arya brought extensive expertise in time management and productivity, providing attendees with valuable insights and practical advice. Her sessions equipped participants with techniques for prioritizing tasks and managing schedules efficiently and to introduce practical tools to improve productivity and reduce stress.

During the workshop, a variety of topics were covered to ensure a comprehensive understanding of time management. The sessions began with an introduction to the significance of effective time management in both personal and professional contexts. Participants learned to identify common time-wasting habits and their impact on productivity. Attendees were also educated on developing effective daily, weekly, and monthly schedules and utilizing tools and apps to streamline their planning processes. The workshop highlighted how effective time management can significantly reduce stress and improve overall well-being by balancing work, study, and personal life.

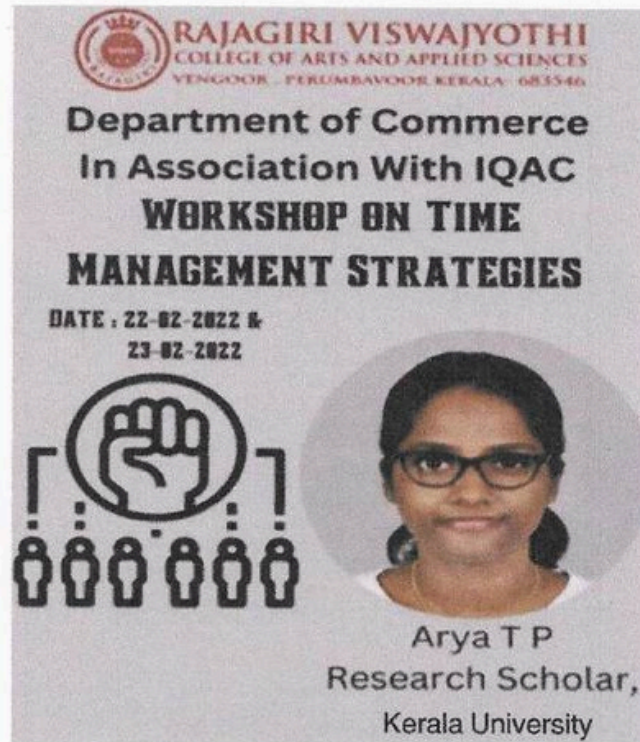
The outcome of the workshop was positive. Participants demonstrated a clear understanding of how to prioritize tasks and create efficient schedules, leading to enhanced productivity. The practical tools and strategies shared during the sessions empowered attendees to manage their time more effectively, resulting in reduced stress and improved performance in their academic and personal endeavors. The workshop successfully achieved its objectives and provided valuable skills that will benefit the students in their future endeavors.



Feedback Report

The "Workshop on Time Management Strategies" was a great success and received positive feedback from all participants. Ms. Arya T. P did an excellent job explaining how to manage time better, covering everything from setting priorities to overcoming procrastination. Her engaging sessions provided practical tools that the students found immediately useful. Participants felt that the workshop made a real difference in their productivity and stress levels. They appreciated learning new techniques that helped them organize their time more effectively. The workshop was very beneficial and met its goals, leaving everyone with valuable skills for their academic and personal lives.





Poster of the Workshop on Time Management Strategies



Interactive Segment of the Workshop



Participant's List



RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR, PERUMBAVOOR

Name of the Program: Workshop on Time Management Strategies

Date: 22/02/2022

S I No	Name of Student	Department	Signature
1.	Asher Mathew	III BBA	
2.	FARSIN S	III BA English	
3.	Dino Shibu	III BBA	
4.	Han P Shaju	III Bcom model 2 Finance & Taxation	
5.	Megha Thomas	III Bcom model 2 Finance & Taxation	
6.	Noel Felin	III Bcom	
7.	Murthas Steen	III BB-A	
8.	Ahly Sabu	III BCOM model 2	
9.	Alphy F Varghese	III Bcom model 2	
10.	Abhimanyu Nopi	III Bcom model 2 Finance & Taxation	



11	Muhammed Amal	III B.Com	Muhammed
12	Muhammed Shahid	III B.Com	Muhammed
13	Nandana . P.A	III B.Com	Nandana P.A
14	Navami Vijikumar	III B.Com	Navami
15	Thansihu Nbalu	III B.Com	Thansihu
16	Tom Jose	III B.Com	Tom Jose
17	Abin Anil	III B.Com	Abin
18	Arun PS	III B.Com	Arun PS
19	Murthas S	III B.Com	Murthas S
20	Sainel Maryam Mammen	III B.Com	Sainel Mammen
21	Randhrajenth	III B.Com	Randhrajenth
22	Abharth A Kump	III B.Com	Abharth Kump
23	Sivathimika Tg	III B.Com	STIS
24	Siyanna CS	III B.Com	Siyanna CS
25	Seeraj Sunil	III B.Com	Seeraj Sunil
26	Abhimanya Gopi	III B.Com	Abhimanya Gopi



27	Aghin Raj	III BCOM Model 2 Financial and Taxation	<u>Aghin</u>
28	Alan P Shaju	III B-com model 2 financial and Taxation	<u>Alan</u>
29	Alphy J Varghese	III B-com model 2 Finance and Taxation	<u>Alphy</u>
30	Anna Mariya	III Bcom model 2 Finance and Taxation	<u>Anna</u>
31	Joseph Anel	III Bcom model 2 Finance and Taxation	<u>Joseph</u>
32	Megha Thomas	III Bcom model 2 Finance and Taxation	<u>Megha</u>
33	Jeffry Joby	III Bcom model 2 Finance and Taxation	<u>Jeffry</u>
34	Akshay S	III BBA	<u>Akshay</u>
35	Asher Mathew	III BBA	<u>Asher</u>
36	Adhul Krishna	III BBA	<u>Adhul</u>
37	Devadathan	III BBA	<u>Devadathan</u>
38	Dino Shibu	III BBA	<u>Dino</u>

Principal

Joy P. Joseph

Joy P. Joseph, Ph.D
PRINCIPAL
Rajagiri Viswajyothi College of
Arts and Applied Sciences
Vengoor, Perumbavoor
Ernakulam (Dt) 680548

