



Date: 06th June, 2022

Report	
Name of Activity	Workshop on ‘Time Management’
Date	10 th June, 2022
Venue	Seminar Hall
Organized by	Management Department, Mangalmay Institute of Management & Technology
No. of Beneficiaries	135 students
Resource Person	Mr. Anoop Solanki, Director-HR & OPS, Vardhaman Recruiters
Activity In-charge	Ms.Neha Dhingra, Faculty, MIMT
Objectives	<ul style="list-style-type: none">• The aim of the session was to learn skills to improve how students manage their time in order to maximize their potential to learn.• To determine factors associated with creating an environment conducive to student learning and achievement.
Content	<p>Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals complying with a due date. Mangalmay Institute of Management Technology organized a Workshop on Time Management to introduce the participants to systematic time planning techniques and highlights the methods available for effective scheduling and prioritization. The resource person for the workshop was Mr. Anoop Solanki, Director-HR & OPS, Vardhaman Recruiters . The workshop was started with the welcoming of all the dignitaries. Ms.Neha Dhingra, Faculty, MIMT welcomed the resource person by presenting tulsi sapling. The workshop was hosted by Perna Verma student of BCA 2nd year. He read the brief profile of the resource person to introduce him to the audience. He was invited by the host for starting his much awaited session. He started his session with the importance of time in one’s life. He uttered that Time management is not only limited to working during the office hours or the projects. It is necessary in all area of</p>



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	<p>life.</p> <p>This set encompasses a wide scope of activities, and these include planning, allocating, setting goals, delegation, analysis of time spent, monitoring, organizing, scheduling, and prioritizing. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Usually time management is a necessity in any project development as it determines the project completion time and scope. The session was really interesting and interactive.</p>
Outcome of Activity	Students are able to identify knowledge and skills needed to become an effective personality in professional as well as personal life.



LIST OF PARTICIPANTS

SR. NO.	NAME OF STUDENT	COURSE & YEAR
1	LAV KHARI	BCA 1 st Year
2	AASHISH KUMAR	BCA 1 st Year
3	SHASHANK UPADHYAY	BCA 1 st Year
4	SHIVAM DUBEY	BCA 1 st Year
5	JATIN UPADHYAY	BCA 1 st Year
6	SHIVAM	BCA 1 st Year
7	KARTIKEY	BCA 1 st Year
8	UTKARSH SINGHAL	BCA 1 st Year
9	SUBHAM KUMAR	BCA 1 st Year
10	SHAKSHI	BCA 1 st Year
11	ANSHU KUMARI	BCA 1 st Year
12	SHUBHAM RAJ	BCA 3 rd Year
13	JAYANT KUMAR PRAJAPATE	BCA 3 rd Year
14	ARTI SINHA	BCA 3 rd Year
15	UDIT SHARMA	BCA 3 rd Year
16	PRERNA VERMA	BCA 2 nd Year
17	MOHIT KUMAR	BCA 2 nd Year
18	AMAN KUMAR	BCA 2 nd Year
19	MD KASHIF ALI	BCA 2 nd Year



20	MOHD SUHAIL	BCA 2 nd Year
21	AMAN RAJ	BCA 2 nd Year
22	AFNAN RASHID	BCA 2 nd Year
23	MD QAMRUL HAQUE	BCA 2 nd Year
24	MOHIT SINGH	BCA 2 nd Year
25	MANISH KUMAR	BCA 2 nd Year
26	HARSH RAJ BHARDWAJ	BCA 2 nd Year
27	VINIT KUMAR	BCA 2 nd Year
28	PRATHAM SAXENA	BCA 1 st Year
29	AAYUSH GOYAL	BCA 1 st Year
30	ANKIT SINGH	BCA 1 st Year
31	ANURAG KUMAR	BCA 1 st Year
32	VIPIN PRAJAPATI	BCA 1 st Year
33	YUGAL KHATRI	BCA 1 st Year
34	AYUSH KUMAR KEJRIWAL	BCA 1 st Year
35	DEEPANSHU	BCA 1 st Year
36	AJEET KUMAR	BCA 1 st Year
37	NILESH KUMAR	BCA 1 st Year
38	CHANDAN KUMAR	BCA 1 st Year
39	MANISH PURI	BCA 1 st Year
40	ABHISHEK MISHRA	BCA 1 st Year
41	MAYANK TIWARI	BBA 1 st Year
42	AMAN CHANDELA	BBA 1 st Year



43	AYUSH PANCHAL	BBA 1 st Year
44	RAJSHEKHAR SINGH KUSHWAHA	BBA 1 st Year
45	SHIVAM SINGH	BBA 1 st Year
46	NISHANT KALA	BBA 1 st Year
47	ALISHA KUMARI	BBA 1 st Year
48	ADARSH SAHU	BBA 1 st Year
49	CHIRAG CHAUHAN	BBA 1 st Year
50	SANDHYA	BBA 1 st Year
51	DHIRAJ TRIPATHI	BBA 1 st Year
52	TUSHAR BIDHURI	BBA 1 st Year
53	ANUJ LOHIYA	BBA 1 st Year
54	ASHISH PATEL	BBA 1 st Year
55	ABHINAV JINDAL	BBA 1 st Year
56	PRINCE PATEL	BBA 1 st Year
57	NIDHI TONGER	BBA 1 st Year
58	PRASHANT	BBA 1 st Year
59	YOGESH BHATI	B.Com. 1 st Year
60	RAJESH PRASAD SINGH	B.Com. 1 st Year
61	HEMANT ISTWAL	B.Com. 1 st Year
62	VINAY KUMAR	B.Com. 1 st Year
63	HARPAL SHARMA	B.Com. 1 st Year
64	MUNMUN SINGH	B.Com. 1 st Year



65	KARAMVEER	B.Com. 1 st Year
66	SUSHIL KUMAR SHARMA	B.Com. 1 st Year
67	PAPPU TOMER	B.Com. 1 st Year
68	GULAB SINGH	B.Com. 1 st Year
69	MANOJ KUMAR NEGI	B.Com. 1 st Year
70	RAJ KUMAR	B.Com. 1 st Year
71	RAJ KUMAR KAUSHIK	B.Com. 1 st Year
72	RAM VINOD SINGH	B.Com. 1 st Year
73	SHIV KUMAR MAHTO	B.Com. 1 st Year
74	RISHI KUMAR SINGH	B.Com. 1 st Year
75	SHIVANI SINGH	B.Com. 2 nd Year
76	ANNU CHAUHAN	B.Com. 2 nd Year
77	ANSHU PAL	B.Com. 2 nd Year
78	CHIRAG RANA	B.Com. 2 nd Year
79	KULDEEP KUMAR	B.Com. 2 nd Year
80	MOHIT BHATI	B.Com. 2 nd Year
81	VICKY BHATI	B.Com. 2 nd Year
82 83	ROLI SHEKHAR	B.Com. 2 nd Year
84	AMAN NAGAR	B.Com. 2 nd Year
85	AYUSHI TYAGI	B.Com. 2 nd Year
86	AKASH FAGNA	B.Com. 2 nd Year



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87	KHUSHBOO TIWARI	B.Com. 2 nd Year
88	TANU NIMESH	B.Com. 3 rd Year
89	SHIVANI PAL	B.Com. 3 rd Year
90	NIKITA	B.Com. 3 rd Year
91	SHUBHAM SHUKLA	B.Com. 3 rd Year
92	AMIT	B.Com. 3 rd Year
93	SOHIT TONGER	B.Com. 3 rd Year
94	ARUSHI GUPTA	B.Com. 3 rd Year
95	AQUIM CHAUHAN	B.Com. 3 rd Year
96	MOIRANGTHEM STRANJAN LOIS	B.Com. 3 rd Year
97	KHUSHBU BANSAL	B.Com. 3 rd Year
98	DIYA CHAUHAN	BA B.Ed. 1 st Year
99	PRIYANKA YADAV	BA B.Ed. 1 st Year
100	PRATIKSHA BHATI	BA B.Ed. 1 st Year
101	RICHA JHA	BA B.Ed. 1 st Year
102	RIYA JHA	BA B.Ed. 1 st Year
103	ROHAN BHATI	BA B.Ed. 1 st Year
104	ARTI BHATI	BA B.Ed. 1 st Year
105	PRAGYA BHATI	BA B.Ed. 1 st Year
106	NEHA CHAUHAN	BA B.Ed. 1 st Year
107	DIVYA MALIK	BA B.Ed. 1 st Year



108	KAVITA MALIK	BA B.Ed. 1 st Year
109	SHIVAM JHA	BA B.Ed. 1 st Year
110	MANI BHATI	BA B.Ed. 1 st Year
111	PRACHI BHATI	BA B.Ed. 1 st Year
112	SIDDHARTH KUMAR	BA B.Ed. 1 st Year
113	AKSHA SAIFI	BA B.Ed. 1 st Year
114	TUSHAR CHAPRANA	BA B.Ed. 1 st Year
115	AKANSHA BHATI	BA B.Ed. 1 st Year
116	VISHU NAGAR	BA B.Ed. 1 st Year
117	HARSHITA	BA B.Ed. 2 nd Year
118	NEHA NAGAR	BA B.Ed. 2 nd Year
119	ANKIT KUMAR	BA B.Ed. 2 nd Year
120	KHUSHBU PAL	BA B.Ed. 2 nd Year
121	SIMRAN MANGLA	BA B.Ed. 2 nd Year
122	BHOOMIKA PARASHAR	BA B.Ed. 2 nd Year
123	PAYAL BHATI	BA B.Ed. 2 nd Year
124	JAYA KUMARI	BA B.Ed. 2 nd Year
125	MANVI TYAGI	BA B.Ed. 2 nd Year
126	RASHMI SINGH	BA B.Ed. 3 rd Year



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127	DEEPIKA BIDHURI	BA B.Ed. 3 rd Year
128	SIDDHARTH KARMAKAR	BA B.Ed. 3 rd Year
129	KAJAL BHATI	BA B.Ed. 3 rd Year
130	SHIVANGI KANOJIA	BA B.Ed. 3 rd Year
131	ANJALI MAVI	BA B.Ed. 3 rd Year
132	AASHU	B.Ed. 1 st Year
133	ABHISHEK KUMAR PATHAK	B.Ed. 1 st Year
134	ADARSH YADAV	B.Ed. 1 st Year
135	ALPA KULSHRESHTHA	B.Ed. 1 st Year