

GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE

SEMINAR REPORT

ON

Time Management

ORGANISED BY: UGC-SEMINAR COMMITTEE

DATE: 19.11.22

TIME: 01.00 pm - 2.30 pm

VENUE: Seminar Hall, 2nd Floor

OBJECTIVE OF THE SEMINAR:

The seminar was organised with the objective of nurturing the soft skills of students by making them aware about the necessity of time management and how to avoid distractions.

SPEAKER:

Ms. Tinat Rukhsana, Assistant Professor, Department of Political Science, GGDC, Mangalkote

PROCEEDINGS OF THE SEMINAR:

The speaker began her lecture by addressing the currently growing issue of distractions and multi-tasking that has led to the young generation not having enough time for anything. She referred to some reports that claim the human mind to have become more fleeting than ever where the young generations are the worst sufferers because they have too many options for things to do and too less time to actually do them. She stressed on the fact that time management skills are important for development of individuals overall performance and achievements. She highlighted that poor time management leads to increased stress levels which affects individual's diet, concentration, productivity, work-life balance and planning skills. Thus, their overall mental and physical health are affected. The speaker then went on to describe some simple techniques to manage time efficiently and reduce their levels of stress. Eventually, she ended her lecture by emphasizing on the need to manage time in order to boost the productivity of the students' efforts.

PARTICIPANT DETAILS:

NO. OF STUDENTS REGISTERED FOR THE PROGRAMME: 46

NO. OF STUDENTS ATTENDED THE PROGRAMME: 43

OUTCOME OF THE PROGRAMME:

The students came to know about the importance of time management and how it can benefit their mental health, sleep-wake cycle and overall performance in their desired fields.

GLIMPSES FROM THE SEMINAR



PIC.1: THE SPEAKER WITH HER PRESENTATION



PIC.2: THE SPEAKER DELIVERING HER LECTURE

GOVERNMENT GENERAL DEGREE COLLEGE AT MANGALKOTE

UGC-SEMINAR COMMITTEE

DATE: 19.11.22

TITLE OF SEMINAR: *Time Management*

SPEAKER: Ms. Tinat Rukhsana, Assistant Professor, Department of Political Science, GGDC, Mangalkote

STUDENTS ATTENDANCE CUM PARTICIPATION REPORT

SL. NO.	NAMES OF REGISTERED STUDENTS	STREAM	SEMESTER	PRESENT/ABSENT
1	ARPAN MUKHERJEE	POL. SC.	SEM I	PRESENT
2	ARPITA CHOWDHURY	POL. SC.	SEM I	ABSENT
3	ASMA KHATUN	POL. SC.	SEM I	PRESENT
4	AVIJIT DEY	POL. SC.	SEM I	PRESENT
5	PAYEL THAKUR	POL. SC.	SEM III	PRESENT
6	RIYA PRAMANIK	POL. SC.	SEM III	PRESENT
7	BEAUTI MAJHI	POL. SC.	SEM V	PRESENT
8	BISWAJIT SARKAR	POL. SC.	SEM V	PRESENT
9	MAMTAJ KHATUN	POL. SC.	SEM V	PRESENT
10	RAJA SK	POL. SC.	SEM V	PRESENT
11	SHILPA PRAMANIK	POL. SC.	SEM V	PRESENT
12	ABHIJIT MAJHI	BA GEN.	SEM I	PRESENT
13	AJIMUNNESA KHATUN	BA GEN.	SEM I	ABSENT
14	AKASH DAS	BA GEN.	SEM I	PRESENT
15	SOMA SAMUI	BA GEN.	SEM III	PRESENT
16	SUBHADEEP MUKHERJEE	BA GEN.	SEM III	PRESENT
17	SUBRATA PAL	BA GEN.	SEM III	PRESENT
18	PIYA DAS	BA GEN.	SEM V	PRESENT
19	MAHUYA DUTTA	BENGALI	SEM III	PRESENT
20	MONIRA KHATUN	BENGALI	SEM III	PRESENT
21	MOUSUMI SAHA	BENGALI	SEM III	PRESENT
22	PAYEL DAS	BENGALI	SEM V	PRESENT

Sushmita Das

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23	ARGHYA MOHANTA	ENGLISH	SEM I	PRESENT
24	BARNALI GHOSH	ENGLISH	SEM I	PRESENT
25	DEBOLINA MODAK	ENGLISH	SEM III	PRESENT
26	MAHMUDA KHATUN	ENGLISH	SEM III	PRESENT
27	MONIRUL HOQUE	ENGLISH	SEM III	PRESENT
28	PRIYA MALLICK	ENGLISH	SEM V	PRESENT
29	SHIPRA AICH SARKAR	ENGLISH	SEM V	ABSENT
30	ABIDA SULTANA	HISTORY	SEM I	PRESENT
31	ANKITA GHOSH	HISTORY	SEM I	PRESENT
32	BISWAJIT KHANRAIT	HISTORY	SEM I	PRESENT
33	BRISTI GHOSH	HISTORY	SEM I	PRESENT
34	DIPIKA GHOSH	HISTORY	SEM I	PRESENT
35	AMIN SK	HISTORY	SEM V	PRESENT
36	ASHA PRAMANIK	HISTORY	SEM V	PRESENT
37	RESHMI KHATUN	SOCIOLOGY	SEM V	PRESENT
38	SANCHITA SAHA	SOCIOLOGY	SEM V	PRESENT
39	AFROJA SULTANA	ZOOLOGY	SEM I	PRESENT
40	ARPITA GHOSH	ZOOLOGY	SEM I	PRESENT
41	ARUNIMA GOSWAMI	ZOOLOGY	SEM I	PRESENT
42	NASIMA AFROJ	ZOOLOGY	SEM III	PRESENT
43	RUBI KHATUN	ZOOLOGY	SEM III	PRESENT
44	ARITRA DUTTA	ZOOLOGY	SEM V	PRESENT
45	DEBKANTA PAL	ZOOLOGY	SEM V	PRESENT
46	MALA DAS	ZOOLOGY	SEM V	PRESENT

Sushismita Das

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GOVERNMENT GENERAL DEGREE COLLEGE AT MANGALKOTE

UGC-SEMINAR COMMITTEE

DATE: 11.11.22

NOTICE

All concerned are hereby notified that a Workshop on “**Time Management**” has been scheduled to be organised by the UGC-Seminar Committee, GGDC, Mangalkote on 19.11.22 from 01.00 pm – 2.30 pm (venue – Seminar Hall, 2nd Floor). The programme is a part of the capacity building of the students in the current scenario of distractions and multi-tasking. Ms. Tinat Rukhsana, Assistant Professor, Department of Political Science, GGDC, Mangalkote will act as in-house resource person for the said programme.

All the departments are requested to encourage their students for maximum participation in the programme and to register for the same at the earliest. The brochure will be shared shortly.

COUNTERSIGNED



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GOVERNMENT GENERAL DEGREE COLLEGE,
MANGALKOTE

UGC SEMINAR COMMITTEE

Invites you to join the

SEMINAR

on

TIME MANAGEMENT



On 19TH NOVEMBER, 2022

AT: 01.00 P.M.

Venue: Seminar Hall, 2nd Floor

ABOUT THE PROGRAMME:

Time management is a soft skill which many students are not aware of even though they find difficult to manage time in the midst of multitasking and various other distractions like social media. Managing time helps to lead a balanced life where work, rest, leisure and family-time all are important. The programme is an attempt to enhance time management skills in students so that they can give their best performance in whatever field they choose to.

TARGET AUDIENCE:

U.G. Students of GGDC, Mangalkote

SPEAKER:

PROF. TINAT RUKSHANA

ASSISTANT PROFESSOR,
DEPARTMENT OF POLITICAL SCIENCE,
GGDC, MANGALKOTE



Basu

Dr. Pradipta Kumar Basu
OFFICER IN CHARGE, W.B.S.S.
Government General Degree College, Mangalkote
Dk. Palle Sarthanan, West Bengal- 713132



Government of West Bengal
Office of the Principal
GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE
PANCHANANTALA, KHUDRUN DIGHI, MANGALKOTE
P.O. - MAJHIGRAM; BLOCK - MANGALKOTE; SUB DIVISION - KATWA
DISTRICT - PURBA BARDHAMAN; WEST BENGAL; PIN CODE - 713132; INDIA
Email: ggdc Mangalkote@gmail.com; Website: <https://mangalkotegovtcollege.org>

To,
Ms. Tinat Rukhsana
Assistant Professor
Department of Political Science
GGDC, Mangalkote, Burdwan

Sub: Invitation to deliver a Special Lecture titled “*Time Management*” in the in-house seminar organized by UGC-Seminar Committee, GGDC, Mangalkote on 19.11.2022 at 01:00 PM.

Sir,

It is our honour to invite you as a speaker to deliver a Special Lecture titled “*Time Management*” in the in-house seminar organized by UGC-Seminar Committee, GGDC, Mangalkote on 19.11.2022 at 01:00 PM. We sincerely hope that it will be an enriching experience for the students to listen to your thought provoking and pertinent deliberation.

We shall be highly obliged if you kindly accept our invitation.

**Officer-In-Charge
GGDC, Mangalkote**





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DISTRICT – PURBA BARDHAMAN; WEST BENGAL; PIN CODE – 713132; INDIA
Email: ggdcmangalkote@gmail.com; Website: <https://mangalkotegovtcollege.org>

Certificate of Appreciation

This certificate is awarded to:

Ms. Tinat Rukhsana
Assistant Professor, Department of Political Science
GGDC, Mangalkote

In recognition of her valuable contribution as an in-house speaker in the seminar entitled “*Time Management*” on 19.11.2022, organized by the UGC-Seminar Committee, GGDC, Mangalkote.

Officer-In-Charge
GGDC, Mangalkote



Dr. Pradipta Kumar Basu
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