

# **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**

# 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, 2<sup>nd</sup> 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



**OFFICER-IN-CHARGE  
GGDC, MANGALKOTE**



**CONVENER  
UGC-SEMINAR COMMITTEE  
GGDC, MANGALKOTE**



GOVERNMENT GENERAL DEGREE COLLEGE,  
MANGALKOTE

UGC SEMINAR COMMITTEE

*Invites you to join the*

**SEMINAR**

on

**TIME MANAGEMENT**



On 19<sup>TH</sup> NOVEMBER, 2022

AT: 01.00 P.M.

Venue: Seminar Hall, 2<sup>nd</sup> 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