

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:

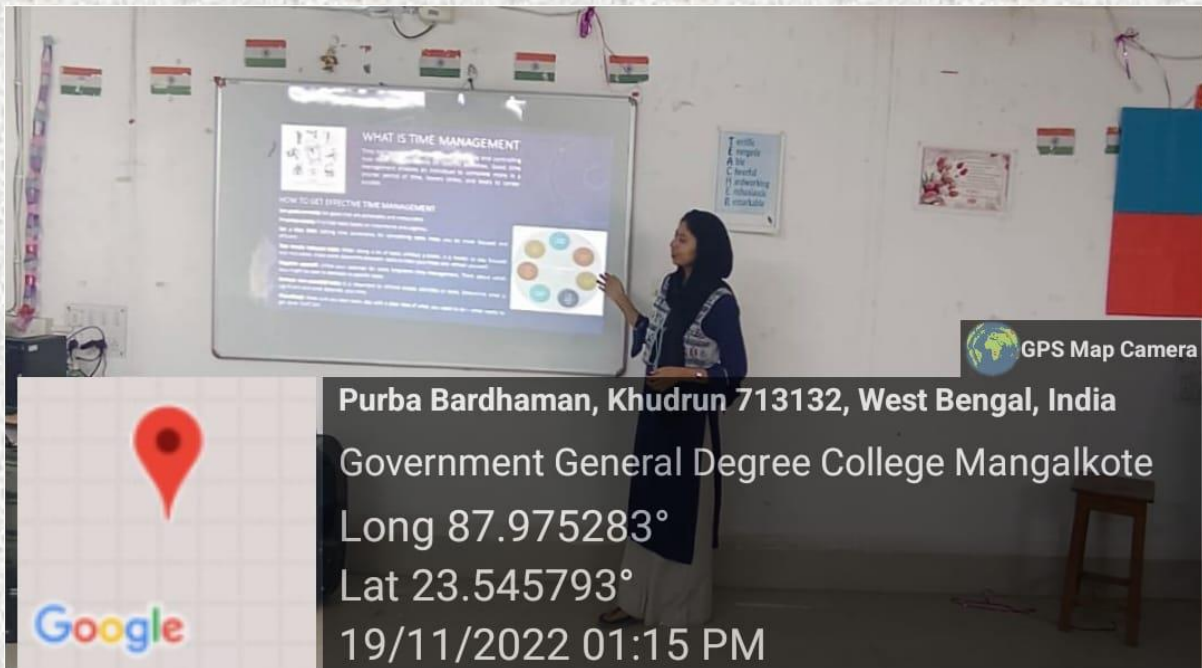
NO. OF STUDENTS REGISTERED FOR THE PROGRAMME: 46

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 ON 19.11.22



PIC.2: THE SPEAKER DELIVERING HER LECTURE ON 19.11.22

GOVERNMENT GENERAL DEGREE COLLEGE AT MANGALKOTE

UGC-SEMINAR COMMITTEE

DATE: 19.11.2022

TITLE OF SEMINAR: TIMB MANAGEMENT

STUDENTS ATTENDANCE CUM PARTICIPATION REPORT

SL. NO.	NAMES OF REGISTERED STUDENTS	STREAM	SEMESTER	SIGNATURE OF STUDENT
1	ARPAN MUKHERJEE	POL. SC.	SEM I	Arpan Mukherjee
2	ARPITA CHOWDHURY	POL. SC.	SEM I	
3	ASMA KHATUN	POL. SC.	SEM I	Asam Khatun
4	AVIJIT DEY	POL. SC.	SEM I	AVIJIT DEY
5	PAYEL THAKUR	POL. SC.	SEM III	Payel Thakur
6	RIYA PRAMANIK	POL. SC.	SEM III	Riya Pramanik
7	BEAUTI MAJHI	POL. SC.	SEM V	Beauty Majhi
8	BISWAJIT SARKAR	POL. SC.	SEM V	Biswajit Sarkar
9	MAMTAJ KHATUN	POL. SC.	SEM V	Mamtaj Khatun
10	RAJA SK	POL. SC.	SEM V	Raja SK
11	SHILPA PRAMANIK	POL. SC.	SEM V	Shilpa Pramanik
12	ABHIJIT MAJHI	BA GEN.	SEM I	Abhijit Majhi
13	AJIMUNNESA KHATUN	BA GEN.	SEM I	
14	AKASH DAS	BA GEN.	SEM I	Akash Das
15	SOMA SAMUI	BA GEN.	SEM III	Soma Samui
16	SUBHADEEPMUKHERJEE	BA GEN.	SEM III	Subhadeepmukherjee
17	SUBRATA PAL	BA GEN.	SEM III	SubRATA PAL
18	PIYA DAS	BA GEN.	SEM V	Piya Das
19	MAHUYA DUTTA	BENGALI	SEM III	Mahuya Dutta
20	MONIRA KHATUN	BENGALI	SEM III	Monira Khatun
21	MOUSUMI SAHA	BENGALI	SEM III	Mousumi Saha
22	PAYEL DAS	BENGALI	SEM V	Payel Das

Subhismita Das
CONVENER

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23	ARGHYA MOHANTA	ENGLISH	SEM I	Arghya Mohanta
24	BARNALI GHOSH	ENGLISH	SEM I	Barnali Ghosh
25	DEBOLINA MODAK	ENGLISH	SEM III	Debolina Modak
26	MAHMUDA KHATUN	ENGLISH	SEM III	Mahmuda Khatun
27	MONIRUL HOQUE	ENGLISH	SEM III	Monirul Hoque
28	PRIYA MALLICK	ENGLISH	SEM V	Priya Mallick
29	SHIPRA AICH SARKAR	ENGLISH	SEM V	
30	ABIDA SULTANA	HISTORY	SEM I	ABIDA Sultana
31	ANKITA GHOSH	HISTORY	SEM I	Ankita Ghosh
32	BISWAJIT KHANRAIT	HISTORY	SEM I	Biswajit Khanrait
33	BRISTI GHOSH	HISTORY	SEM I	Bristi Ghosh
34	DIPIKA GHOSH	HISTORY	SEM I	Dipika Ghosh
35	AMIN SK	HISTORY	SEM V	Amin SK
36	ASHA PRAMANIK	HISTORY	SEM V	Asha Pramanik
37	RESHMI KHATUN	SOCIOLOGY	SEM V	Reshmi Khatun
38	SANCHITA SAHA	SOCIOLOGY	SEM V	Sanchita Saha
39	AFROJA SULTANA	ZOOLOGY	SEM I	Afroja Sultana
40	ARPITA GHOSH	ZOOLOGY	SEM I	Arpita Ghosh
41	ARUNIMA GOSWAMI	ZOOLOGY	SEM I	Arunima Goswami
42	NASIMA AFROJ	ZOOLOGY	SEM III	Nasima Afroj
43	RUBI KHATUN	ZOOLOGY	SEM III	RUBI KHATUN
44	ARITRA DUTTA	ZOOLOGY	SEM V	ARITRA Dutta
45	DEBKANTA PAL	ZOOLOGY	SEM V	Debkanta Pal
46	MALA DAS	ZOOLOGY	SEM V	Mala Das

Sulismita Das

CONVENER

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GGDC, MANGALKOTE

Basu
Dr. Pradipta Kumar Basu
OFFICER IN CHARGE, W.B.E.S.
Government General Degree College, Mangalkote
Dt. Purba Bardhaman, West Bengal- 713132



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
Dr. Palle Sarin, 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**





Government of West Bengal
Office of the Principal
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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
OFFICER IN CHARGE, W.B.E.S.
Government General Degree College, Mangalkote
Dt. Purba Bardhaman, West Bengal-713132

**CERTIFICATES OF THE
PARTICIPATING
STUDENTS HAVE BEEN
ATTACHED BELOW**



Dr. Pradipta Kumar Basu
OFFICER IN CHARGE, W.B.E.S.,
Government General Degree College, Mangalkhata
Dt. Purba Bardhaman, West Bengal-713132



GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE

CERTIFICATE OF PARTICIPATION

This is to certify that ARPAN MUKHERJEE of Semester I, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

Officer in Charge

Dr. Pradipta Kumar Basu
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*This is to certify that ASMA KHATUN of Semester I, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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*This is to certify that PAYEL THAKUR of Semester III, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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*This is to certify that RIYA PRAMANIK of Semester III, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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This is to certify that BEAUTI MAJHI of Semester V, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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*This is to certify that BISWAJIT SARKAR of Semester V, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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*This is to certify that MAMTAJ KHATUN of Semester V, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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This is to certify that SHILPA PRAMANIK of Semester V, Dept. of POLITICAL SCIENCE, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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*This is to certify that ABHIJIT MAJHI of Semester I, Dept. of B.A. (GENERAL), GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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This is to certify that AKASH DAS of Semester I, Dept. of B.A. (GENERAL), GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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*This is to certify that SOMA SAMUI of Semester III, Dept. of B.A. (GENERAL), GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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This is to certify that SUBHADEEP MUKHERJEE of Semester III, Dept. of B.A. (GENERAL), GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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*This is to certify that SUBRATA PAL of Semester III, Dept. of B.A. (GENERAL), GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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This is to certify that PIYA DAS of Semester V, Dept. of B.A. (GENERAL), GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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This is to certify that MAHUYA DUTTA of Semester III, Dept. of BENGALI, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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This is to certify that MONIRA KHATUN of Semester III, Dept. of BENGALI, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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This is to certify that MOUSUMI SAHA of Semester III, Dept. of BENGALI, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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*This is to certify that ARGHYA MOHANTA of Semester I, Dept. of ENGLISH, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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This is to certify that BARNALI GHOSH of Semester I, Dept. of ENGLISH, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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*This is to certify that DEBOLINA MODAK of Semester III, Dept. of ENGLISH, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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*This is to certify that MAHMUDA KHATUN of Semester III, Dept. of ENGLISH, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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This is to certify that MONIRUL HOQUE of Semester III, Dept. of ENGLISH, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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This is to certify that PRIYA MALLICK of Semester V, Dept. of ENGLISH, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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This is to certify that ABIDA SULTANA of Semester I, Dept. of HISTORY, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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This is to certify that ANKITA GHOSH of Semester I, Dept. of HISTORY, GGDC, Mangalkote has successfully participated in the Seminar on 'Time Management' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal

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*This is to certify that BISWAJIT KHANRAIT of Semester I, Dept. of HISTORY, GGDC, Mangalkote has successfully participated in the Seminar on '**Time Management**' held on 19.11.2022 at Government General Degree College, Mangalkote, West Bengal*

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