



SEVADAL MAHILA MAHAVIDYALAYA, NAGPUR

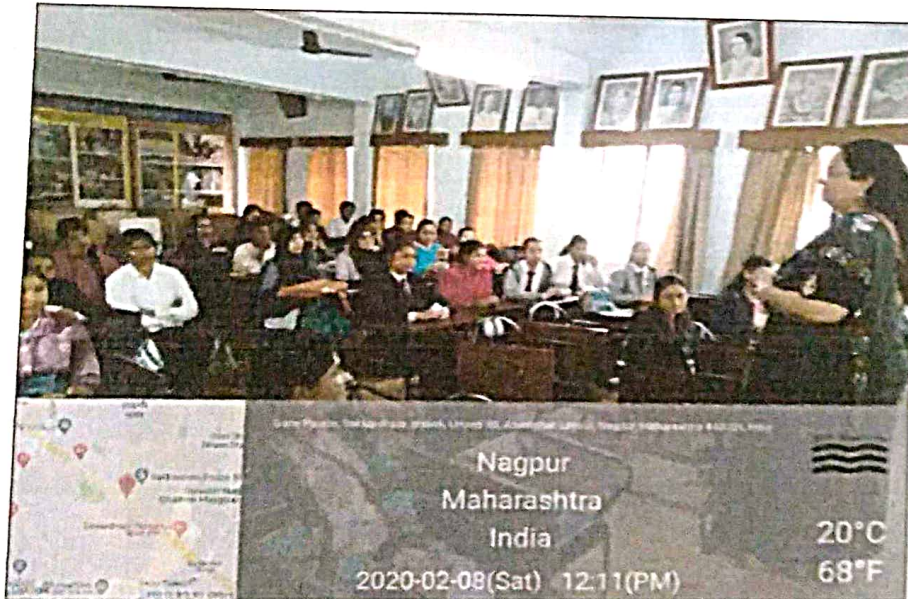
Report of Guest lecture

on

“Time Management”

Organized by

**B. Voc. Medical Laboratory and Molecular Diagnostic
Technology**



Date: 08th February 2020

Academic Session: 2019-2020



Principal
Sevidal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Report of Guest lecture

Name of the Guest Speaker: Ln. Mrs. Manisha Thakar,
Joint Secretary
Lions Club of Nagpur Legend, Nagpur

Class : B. Voc. First and Third Semester

Date : 08th February 2020

A Guest Lecture on "Time Management" was organized for students of B.Voc, Industrial Waste Treatment Technology & Medical Laboratory and Molecular Diagnostic Technology on 08th February 2020 at 12.00 . The guest speaker of the lecture was Ln. Mrs. Manisha Thakar.

Dr. Kirti Dubey, Nodal officer, B.Voc. 'Industrial Waste Treatment Technology' and Mrs. Seema Nimbarte, Nodal officer, B.Voc. 'Medical Laboratory and Molecular Diagnostic Technology' were on the dais. Faculty of B.Voc. felicitated guest speaker. Ms. Monali Poralkar, Assistant Professor introduced the speaker to the students.



Dr. Kirti Dubey, Nodal officer, B.Voc. 'Industrial Waste Treatment Technology and Mrs. Seema Nimbarte, Nodal officer, B.Voc. 'Medical Laboratory and Molecular Diagnostic Technology' felicitating Ln. Mrs. Manisha Thakar



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Madam started a lecture with benefits of time management so that, students should understand the importance of it. She told, "Obstacles are there in our daily life but to overcome it, it is important to identify it and find it's solution." Madam introduced students with different strategy for time management like making to do list, weekly chart, monthwise table and explained students how to divide our work according to urgency in four quadrant and told how to use waiting time. While doing this madam put two tasks in front of the students. This task helped students to understand the importance of time and its management.



Thakar madam explaining the concept of time management

Madam also explained the term 'Prime Time' and told how time management helps to balance work and life at a time. The whole lecture was informative and it showed way to work in a stratified manner.

At the end of guest lecture there was question and answer session. The concluding remarks were given by Ms. Monali Poralkar.

Mrs. S. R. Nimbarte

(Mrs. S. R. Nimbarte)

Nodal Officer - B.Voc. Course
Medical Laboratory & Molecular
Diagnostic Technology
Sevadal Mahila Mahavidyalaya, Nagpur



(Prof. Pravin Charde)
Principal

Sevadal Mahila Mahavidyalaya,
Nagpur