

	Andhra Christian College, Guntur Affiliated to Acharya Nagarjuna University Sambasivapet main road, Guntur -522001, A. P. E mail: accollegeguntur@gmail.com website: www.accollegeguntur.com	Criterion: V
		Metric: 5.1.2

2020-21

5.1.2 Capacity development and skills enhancement activities organized for improving student's capability.

Report on Programmes / activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)

Soft Skills

ANDHRA CHRISTIAN COLLEGE, GUNTUR

(Day, Evening, & P.G)

Notice

2020-21

29-01-2021

Topic: Time Management

Dear Students,

There is an orientation class for all degree students on the topic of Effective time management, arranged by IQAC and mathematics Department, which is a crucial skill that can significantly enhance your academic performance and personal well-being. Managing your time well enables you to meet deadlines, reduce stress, and achieve a balanced lifestyle. Kindly attend without fail.

Date: 30-1-2021

Time: 10 to 11 am

Venue : J.D.SEELEM SEMINAR HALL



T. Anita
PRINCIPAL
ANDHRA CHRISTIAN COLLEGE
(Day, Evening & P.G)
GUNTUR

	Andhra Christian College, Guntur Affiliated to Acharya Nagarjuna University Sambasivapet main road, Guntur -522001, A. P. E mail: accollegguntur@ymail.com website: www.accollegguntur.com	Criterion: V
		Metric:5.1.2

Brief Report

2020-21

Time Management

The following points are covered by the senior faculty from commerce, English and mathematics regarding time management.

Why Time Management?

1. **Improved Productivity**
 - Efficient use of time helps you complete tasks more quickly and effectively.
 - Prioritizing important tasks leads to better academic results.
2. **Reduced Stress**
 - Planning and organizing your time can help prevent last-minute rushes.
 - Having a clear schedule reduces anxiety and creates a sense of control.
3. **Better Work-Life Balance**
 - Managing time effectively allows you to allocate time for studies, hobbies, and relaxation.
 - Ensuring a balance between work and leisure is essential for overall well-being.
4. **Increased Opportunities**
 - Good time management enables you to participate in additional activities and opportunities.
 - Being organized can help you pursue interests and goals beyond academics.

Tips for Effective Time Management:

1. **Set Clear Goals**
 - Define specific, achievable goals for your studies and personal life.
 - Break larger goals into smaller, manageable tasks.
2. **Prioritize Tasks**
 - Identify tasks based on their importance and urgency.
 - Use tools like the Eisenhower Matrix to prioritize effectively.
3. **Create a Schedule**
 - Develop a daily or weekly schedule to plan your activities.
 - Allocate time slots for studying, extracurricular activities, and relaxation.
4. **Use Tools and Apps**
 - Utilize planners, calendars, and time management apps to organize your tasks.

- Set reminders for important deadlines and appointments.
- 5. **Avoid Procrastination**
 - Start tasks early and avoid delaying them unnecessarily.
 - Break tasks into smaller steps to make them more manageable.
- 6. **Stay Focused**
 - Minimize distractions while working on important tasks.
 - Use techniques like the Pomodoro Technique to maintain focus and productivity.
- 7. **Take Breaks**
 - Incorporate short breaks into your schedule to rest and recharge.
 - Ensure you have time for regular exercise and leisure activities.
- 8. **Reflect and Adjust**
 - Regularly review your progress and adjust your schedule as needed.
 - Learn from past experiences to improve your time management strategies.

Workshops and Resources:

- Attend time management workshops and seminars offered by the college.
- Seek guidance from academic advisors and counselors for personalized tips.
- Utilize resources available in the library and online for further reading on time management techniques.

By implementing these time management strategies, you can enhance your efficiency, reduce stress, and achieve a more balanced and fulfilling college experience. Let's strive to make the most of our time and reach our full potential.



Topic: Effective time management
Students Present

Date: 30-1-2021

S.NO	Class No	Name of the student	Signature of the Student
1	501	D. Triveni	D. Triveni
2	505	D. Nirmal	D. Nirmal
3	506	J. Bala Venkata Reddy	J. Bala Venkata Reddy
4	507	G. Gopi	G. Gopi
5	508	P. Ravi Kumar	P. Ravi Kumar
6	509	N.B. Nagoor Meeravali	N.B. Nagoor Meeravali
7	510	Ch. Venkateswarlu	Ch. Venkateswarlu
8	511	S. Srinu	S. Srinu
9	512	J. Siva	J. Siva
10	513	T. Sambasiva Rao	T. Sambasiva Rao
11	514	V. Ravi Kumar	V. Ravi Kumar
12	515	R. Anand Babu	R. Anand Babu
13	516	P. Saida Rao	P. Saida Rao
14	517	S. Ratna Babu	S. Ratna Babu