



# PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by A.I.C.T.E & Affiliated to Kurukshetra University, Kurukshetra.  
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## Department of Electronics and Communication Engineering

Ref. No. PIET/ECE/SS/2023/1

Dated – 14/03/ 23

### NOTICE

#### “THE ART OF TIME MANAGEMENT: SKILLS FOR A PRODUCTIVE LIFE”

This is the information for the concerned that the Department of Electronics and Communication with Information Technology department is organizing a session on” THE ART OF TIME MANAGEMENT: SKILLS FOR A PRODUCTIVE LIFE” on 17th March 2023. This session is specifically designed for students of B.Tech (ECE and IT) departments. Interested students should contact their departmental coordinators. The session aims to understand the importance of time management in personal and academic life.

CC:

1. HOD – B.Tech (IT Dept.)
2. All Notice Boards

  
HEAD OF DEPARTMENT

Department of ECE  
Panipat Institute of Engg. & Technology  
Samalkha-132102, Panipat



## **REPORT**

**TOPIC** –THE ART OF TIME MANAGEMENT: SKILLS FOR A PRODUCTIVE LIFE

**SPEAKER** – MS. SHAILJA SHARMA

**DATE** – 17<sup>th</sup> March 2023

**NO. OF STUDENTS ATTENDED** – 49

**COORDINATOR:** Mr. Yeshu Relhan and Mr. Sandeep Goel

The session titled "**The Art of Time Management: Skills for a Productive Life**" was conducted to address the critical need for effective time management skills in both personal and professional settings.

The welcome address was delivered by the HO (ECE) **Dr. Manoj Arora**, who warmly greeted the participants and highlighted the importance of time management in achieving a balanced and productive life. The speaker, **Ms. Shailja Sharma**, emphasized that mastering time management techniques can lead to improved efficiency, reduced stress, and greater overall satisfaction.

The speaker, **Ms. Shailja Sharma** commenced the session with an overview of the significance of time management, emphasizing its impact on academic performance, stress reduction, and overall well-being. Participants engaged in interactive discussions, sharing personal experiences and challenges related to time management. The session included interactive sessions where participants engaged in group activities, case studies, and role-playing exercises to apply the concepts discussed. These activities encouraged collaboration, critical thinking, and practical application of time management strategies. As an outcome, attendees learned to set clear, achievable goals, prioritize tasks effectively, and create structured schedules. The session also emphasized techniques for managing distractions. Participants gained tools for breaking down complex tasks into manageable steps, improving decision making and balancing work with personal life.

At the end of the session, participants were guided to develop their personalized action plans customized to their specific goals and challenges. The session "**The Art of Time Management: Skills for a Productive Life**" provided students with valuable insights and practical tools to optimize their time and achieve their academic and personal aspirations.

The success of this session is attributed to the dedication and active participation of everyone involved. Special thanks are due to our esteemed facilitators and the speaker, Ms. Shailja Sharma for their invaluable contributions, to the coordinators for their support and coordination, and to the participants for their enthusiasm and commitment to learning.



Pic1: Ms. Shailja Sharma giving presentation during the workshop



Pic 2: Ms. Shailja Sharma interacting with the students during the workshop



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Session – THE ART OF TIME MANAGEMENT: SKILLS FOR A PRODUCTIVE LIFE  
DATE – 17<sup>th</sup> March 2023

## List of Students

| S No. | Enrollment No | Name            | Course    | Sem |
|-------|---------------|-----------------|-----------|-----|
| 1     | 2819405       | Vikas           | B.Tech-IT | 7th |
| 2     | 2819374       | vibhor verma    | B.Tech-IT | 7th |
| 3     | 2819376       | Vaibhav         | B.Tech-IT | 7th |
| 4     | 2819386       | Tushar Sharma   | B.Tech-IT | 7th |
| 5     | 2819367       | Sonali jha      | B.Tech-IT | 7th |
| 6     | 2819392       | Shantanand      | B.Tech-IT | 7th |
| 7     | 2819391       | Satyendra Kumar | B.Tech-IT | 7th |
| 8     | 2819365       | Sanket singh    | B.Tech-IT | 7th |
| 9     | 2819366       | Sangeeta        | B.Tech-IT | 7th |
| 10    | 2819369       | Saksham Pahwa   | B.Tech-IT | 7th |
| 11    | 2819360       | Ritika sinha    | B.Tech-IT | 7th |
| 12    | 2819363       | Ranjeet Singh   | B.Tech-IT | 7th |
| 13    | 2819385       | Rajeev nayan    | B.Tech-IT | 7th |
| 14    | 2819356       | Rajan Singh     | B.Tech-IT | 7th |
| 15    | 2819351       | Rahul kar       | B.Tech-IT | 7th |
| 16    | 2819276       | Raghav gupta    | B.Tech-IT | 7th |
| 17    | 2819387       | Pavitar singh   | B.Tech-IT | 7th |
| 18    | 2819362       | Nishant Kumar   | B.Tech-IT | 7th |
| 19    | 2819409       | Nikita          | B.Tech-IT | 7th |
| 20    | 2819260       | Niharika Mishra | B.Tech-IT | 7th |
| 21    | 2819382       | Navdeep         | B.Tech-IT | 7th |
| 22    | 2819410       | Mayank Raman    | B.Tech-IT | 7th |
| 23    | 2819361       | Mayank          | B.Tech-IT | 7th |
| 24    | 2819416       | Manish kumar    | B.Tech-IT | 7th |
| 25    | 2819377       | Jatin Kaushik   | B.Tech-IT | 7th |
| 26    | 2819353       | Chirag Garg     | B.Tech-IT | 7th |
| 27    | 2819355       | Cheryl K Shaji  | B.Tech-IT | 7th |

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17/03/23

|    |         |                    |            |     |
|----|---------|--------------------|------------|-----|
| 28 | 2819412 | Bikey kumar        | B.Tech-IT  | 7th |
| 29 | 2819388 | Ashish Kumar Sewda | B.Tech-IT  | 7th |
| 30 | 2819293 | Aryaveer Chaudhary | B.Tech-IT  | 7th |
| 31 | 2819372 | Anshul             | B.Tech-IT  | 7th |
| 32 | 2819381 | Aman kumar singh   | B.Tech-IT  | 7th |
| 33 | 2819397 | Ajay Sharma        | B.Tech-IT  | 7th |
| 34 | 2819401 | Aditya Raj         | B.Tech-IT  | 7th |
| 35 | 2819373 | Aarzoo             | B.Tech-IT  | 7th |
| 36 | 2819277 | Vikas              | B.Tech-ECE | 7th |
| 37 | 2819252 | Tushar Garg        | B.Tech-ECE | 7th |
| 38 | 2819269 | Shyam Nandan Singh | B.Tech-ECE | 7th |
| 39 | 2819301 | Shivam Sehrawat    | B.Tech-ECE | 7th |
| 40 | 2819272 | Saurabh Kumar      | B.Tech-ECE | 7th |
| 41 | 2819278 | Riya               | B.Tech-ECE | 7th |
| 42 | 2819283 | Rishabh Jain       | B.Tech-ECE | 7th |
| 43 | 2819273 | Raushan kumar      | B.Tech-ECE | 7th |
| 44 | 2819261 | Prince kumar       | B.Tech-ECE | 7th |
| 45 | 2819289 | Mukul              | B.Tech-ECE | 7th |
| 46 | 2819270 | Lucky Raj          | B.Tech-ECE | 7th |
| 47 | 2819291 | Himanshu           | B.Tech-ECE | 7th |
| 48 | 2819258 | Harsh              | B.Tech-ECE | 7th |
| 49 | 2819290 | Harsh              | B.Tech-ECE | 7th |

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17/03/23

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17/3/23