



R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's **RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce**)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI II NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

CAPACITY DEVELOPMENT AND SKILLS ENHANCEMENT ACTIVITY ORGANIZED FOR IMPROVING STUDENT CAPABILITY.

September 4, 2020

Importance of Time Management- Session By Prof Manasi Katkar, Department of Mass Media, RJ College

Time management is the ability to use the time productively and efficiently. One of the most valuable skills you can have as an online student is effective time management. The better you manage your time, the easier it is to achieve your goals. Effective time management not only helps with your learning but can also make you more productive at work and in your personal life. The talk covered why time management is important in today's date. The interactive session also included the need of managing time and few ways to achieve the same.

Time: 9:00- 10:00 AM

What is Time Management?

- Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity.
- It involves a juggling act of various demands.
- Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency.
- Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects, and goals complying with a due date.
- Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well.
- A time management system is a designed combination of processes, tools, techniques, and methods.

Total Number of beneficiaries: 45 Students, RJ College

Pooja B



[Signature]

PRINCIPAL
RAMNIRANJAN JHUNJHUNWALA COLLEGE
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Ghatkopar (W), Mumbai-400 086, Maharashtra, INDIA

2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2013 & 2014: 'Jagar Jaanivancha Award' by Govt. of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

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Student Attendance

Sr No	Name	Class
1	Akansha Jaiswal	FYBAMMC
2	Vaishnavi Joshi	FYBAMMC
3	SJ Uday Kumar	FYBAMMC
4	Nidhi Sharma	FYBAMMC
5	Sakshi Yerunkar	FYBAMMC
6	Nikita Pal	FYBAMMC
7	Adesh Kadam	FYBAMMC
8	PRIYA MISHRA	FYBAMMC
9	Austin Nadar	FYBAMMC
10	Kirti Shukla	FYBAMMC
11	Riyee Dcosta	FYBAMMC
12	Yash Kotian	FYBAMMC
13	Suraj Tiwari	FYBAMMC
14	Jyoti Shukla	FYBAMMC
15	Pragya Tiwari	FYBAMMC
16	Vighnesh Koyande	FYBAMMC
17	Akash GAIKWAD	FYBAMMC
18	Rishika P	FYBAMMC
19	Neha Singh	FYBAMMC
20	Rishabh Ojha	FYBAMMC
21	Kavita Gupta	FYBAMMC
22	Momin Samreen	FYBAMMC

Pooja B



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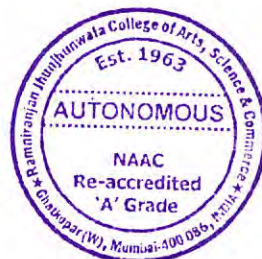
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23	MOHIT Panchal	FYBAMMC
24	Shruti Parkar	FYBAMMC
25	Nuha Bubere	FYBAMMC
26	Riyah Pathan	FYBAMMC
27	Pratibha Vishwakarma	FYBAMMC
28	Janvi kale	FYBAMMC
29	Anushka Poojari	FYBAMMC
30	Tushar Jaiswal	FYBAMMC
31	Pragya Pandey	FYBAMMC
32	Ritesh Upadhyay	FYBAMMC
33	Prachi Pal	FYBAMMC
34	ABHISHEK RAJ BHAR	FYBAMMC
35	Vinay Kudtarkar	FYBAMMC
36	Anjali Varma	FYBAMMC
37	Rohit Pardeshi	FYBAMMC
38	Purva Dhiwar	FYBAMMC
39	Anjeeta Goud	FYBAMMC
40	Shubham Tiwari	FYBAMMC
41	ATUL	FYBAMMC
42	Vedanti Karvande	FYBAMMC
43	Piyush Darji	FYBAMMC
44	Perna Singh	FYBAMMC
45	Shubham Bhatt	FYBAMMC

Pooja B



Principal
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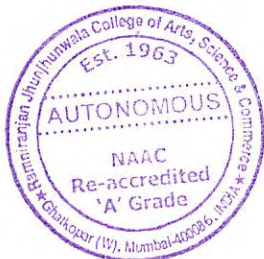
This certificate is presented to
Anjali verma

for participating in "Importance Of Time Management" organised by The Department of Mass Media, Ramniranjan Jhunjhunwala College of Arts, Science & Commerce (Autonomous) on 18th-22nd May, 2021.

Pooja B

BAMMC In-Charge

Principal



[Signature]
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