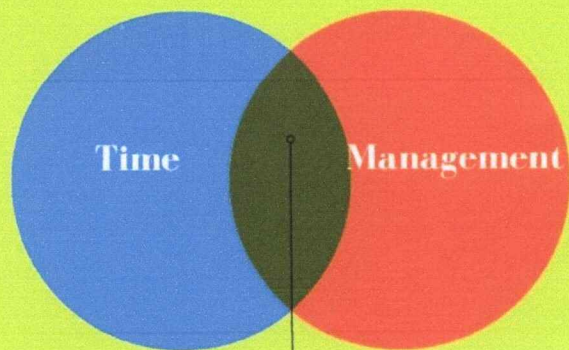


INTERNAL QUALITY ASSURANCE CELL
SACRED HEART COLLEGE, THEVARA

TRAINING ON TIME MANAGEMENT

27 October 2014

*Training Programme on
Time Management*



Effectiveness

Date : 27 October 2014

Time : 3.00 pm

REPORT OF TRAINING ON TIME MANAGEMENT

IQAC of Sacred Heart College organized a training on time management for faculty members on 27 October 2014. The program was organized in collaboration with Association of British Scholars, Kochi Chapter.

IQAC Co-ordinator Dr. Joseph T Moolayil introduced the resource person and spoke on the importance of time management.

The resource person for the seminar was Prof. Mohan Joseph Modayil. **Prof. Mohan Joseph Modayil** was a Planner cum Scientist with more than 50 years of experience in research, planning and development related to marine resource management and HRD.

Professor Joseph stated that Personal Time Management Skills are essential for professional success in any workplace. He mentioned that those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy activity reacting to crisis after crisis. Highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization. Prof Mohan elaborated the following tips of time management.

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination.
- Handle crises effectively
- Organize workspace and workplace
- Delegate more efficiently
- Plan meetings more appropriately and effectively

IQAC Convener Mrs. Agile Joy proposed the vote of thanks

PHOTO:



**Prof. Mohan Joseph Modayil delivering the Session on Time Management
(27/10/2014)**

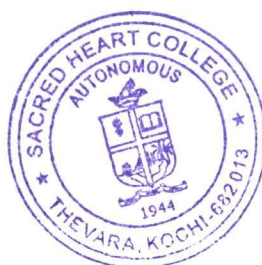
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

TRAINING PROGRAMME ON TIME MANAGEMENT

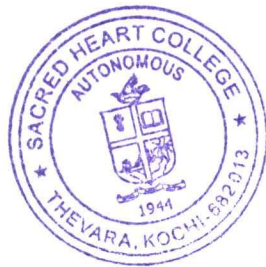
27th OCTOBER 2014

List of Participants

1. Ms. Shobha Liza John
2. Fr. Xavier C S
3. Dr. K V Raju
4. Dr. P E Cherian
5. Dr. V T Jose
6. Mr. Siby Abraham
7. Ms. Agile Joy
8. Mr. Vinil K V
9. Dr. C S Francis
10. Dr. K M Johnson
11. Dr. Tom C Thomas
12. Mr. Rajesh James
13. Dr. Mathew Jose K
14. Dr. Joseph George
15. Ms. Tessa Mary Jose
16. Mr. Sanu Varghese
17. Mr. Sajoy P B
18. Mr. James V George
19. Fr. Tomy P.P.
20. Dr. Thomas T P
21. Mr. Dominic M M
22. Ms. Anjitha K Nandan
23. Ms. Sangama P S
24. Dr. V C George
25. Ms. Sangeetha K R
26. Mr. Roy Zacharias
27. Dr. C. M. Joy
28. Dr. Giby Kuriakose
29. Fr. Dr. Jose John
30. Dr. Joseph John
31. Dr. Jose K. B.
32. Dr. Joseph T Moolayil
33. Dr. Thommachen Xavier
34. Dr. Sebastian V.S
35. Dr. George M
36. Dr. Jorphin Joseph



37. Dr. Franklin J
38. Dr. Jinu George
39. Dr. Grace Thomas
40. Dr. Ignatious Abraham
41. Mr. Midhun Dominic C D
42. Ms. Regitha M R
43. Ms. Tressa Shybe
44. Ms. Achamma Cherian
45. Dr. Cyriac Antony
46. Mr. W T Paul
47. Mr. Jose P Joseph
48. Mr. M P Sebastian
49. Mr. George Philip
50. Dr. Roby Cherian
51. Mr. Varghese Anto Cherayath
52. Dr. Nijo Varghese
53. Dr. Jimmy Sebastian
54. Dr. Sumod S G
55. Dr. Samson Davis
56. Dr. M. K. Raju
57. Dr. Philip Mathew
58. Dr. P C Sebastian
59. Dr. Mathew M J
60. Mr. Jobin C Tharian
61. Ms Teena James
62. Mr. K A Raju
63. Mr. Sandeep Sunny
64. Ms. Lakshmipriya R
65. Ms. Jisha Soman




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