



D Y PATIL
-POLYTECHNIC-
AMBI PUNE

Date: 15/09/2016

Department of Mechanical Engineering

Report on expert lecture conducted by Mr.Rajesh Kadam on Time Management



Lecture Details

RESOURCE PERSON	Mr.Rajesh Kadam
LOCATION	Seminar Hall
DATE	15/9/2016
OBJECTIVES	How to Manage Time?

Agenda

The following activities were completed as part of the Expert Lecture:

Date	Time	Activity	Participants
15/09/2016	10.00 am- 12.30pm	“Time management” refers to the way that you organize and plan how long you spend on specific activities.	70 students from Department Of Mechanical Engineering

General Observations

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous:

- Greater productivity and efficiency.
- A better professional reputation & Less stress.
- Increased opportunities for advancement.
- Greater opportunities to achieve important life and career goals.

Spending a little time learning about time-management techniques will have huge benefits now – and throughout your career.

Prof. S. V. Awachar

(HOD, Mechanical Dept.)

Prof.M.D.Kulkarni

(PRINCIPAL, DYPP)

Mr.Vivek Tilve

(STUDENT COORDINATOR DYPTC AMBI)