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Department of Physiotherapy & Paramedical Sciences



MALWANCHAL UNIVERSITY, INDORE

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Ref: IDOPT/PO/2024/542(13)

Date: 12/10/2024

Circular

Index Department of Physiotherapy and Paramedical Sciences Malwanchal University is conducting 2-days Faculty Development Course on "Time management and prioritization." the course will provide in depth knowledge on the given topic.

Topic: - Time management and prioritization.

Date: 18/10/2024 – 19/10/2024

Venue: - Index department of physiotherapy and paramedical sciences.

Resource Person: Mr. Ajay Dubey

You are expected to attend the above mentioned course to facilitate in-depth understanding of the topic and enhance the skills.

Faculties can enroll the names to Course Coordinator on or before 16/10/2024

Course Coordinator
Mr. Durgesh Yadav



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Index Department of Physiotherapy & Paramedical Sciences

Malwanchal University, Indore



"Time management and
prioritization"



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ABOUT

Time blocking.
Scheduling.
Avoid multitasking: Focus on one
task at a time.

Eligibility Criteria :

For Non Teaching Staff
Resource Person
Mr. Ajay Dubey
Registration Fees:- 0
Date:- 18/10/2024 – 19/10/2024
Schedule:- 09:00 To 10:00

Module

- 1.Enhanced goal achievement: Align
time management and
prioritization with goals.
2. Better work-life balance:
Manage time effectively to balance
work and personal life.





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Department of Physiotherapy and Paramedical Sciences MALWANCHAL UNIVERSITY, INDORE

Ref. no. IDOPT/PO/2024/ 543

Date : 20/10/2024

Title: - Time Management and Prioritization

Date: -18.10.2024 to 19.10.2024

Venue: - INDEX DEPARTMENT OF PHYSIOTHERAPY AND PARAMEDICAL SCIENCES, INDORE

Resource Person: -Mr. Ajay Dubey

Introduction: -

In colleges, non-teaching staff play a crucial role in ensuring smooth academic and administrative operations. Their contributions often go unnoticed, yet their efficiency directly impacts the institution's success. To enhance their effectiveness and productivity, A two-day training workshop on "Time Management and Prioritization" was conducted as part of the Faculty Development Program at Index Department of Physiotherapy and Paramedical Sciences, Malwanchal University, Indore. The program aimed to enhance the productivity and efficiency of non-teaching staff by equipping them with effective time management and prioritization skills.

Target Audience: -

The program was specifically designed for non-teaching staff, including administrative personnel, library staff, technical support teams, and other auxiliary staff members. It aimed to enhance the productivity and efficiency of non-teaching staff by equipping them with effective time management and prioritization skills.

Learning Objectives: -

The key objectives of the workshop were:

1. To understand the principles of effective time management.
2. To identify and overcome common time-wasting habits.
3. To learn prioritization techniques to handle tasks effectively.
4. To enhance personal and professional productivity.

Day-1: -

The workshop adopted an interactive and practical approach to ensure active participation and engagement.

- **Lecture and Presentation:** Delivered by experienced trainer, covering theoretical concepts and practical insights.
- **Group Discussion:** Facilitated exchange of ideas and real-life challenges faced by participants.

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Day-2: -

- **Hands-on Exercises:** Simulations and role-play to practice prioritization and scheduling tasks.
- **Feedback Sessions:** Encouraged participants to share their learnings and clarify doubts.

Learning Outcomes: -

By the end of the workshop, participants:

1. Gained a clear understanding of time management principles and tools.
2. Developed strategies to prioritize tasks based on urgency and importance.
3. Acquired skills to create realistic schedules and manage workloads efficiently.
4. Reported increased confidence in handling their responsibilities effectively.

Conclusion: -

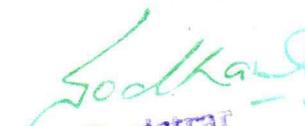
The workshop received positive feedback from participants, who appreciated its practical approach and relevance to their daily work. The training successfully addressed key challenges faced by non-teaching staff and provided actionable strategies for improvement. Ultimately, empowering non-teaching staff benefited the entire college community, paved the way for a more successful and harmonious academic environment. This initiative marked a significant step toward building a more efficient and motivated workforce within the college. Finally, the certificates of appreciation were distributed to all the participants.



Report Prepared By
Mr. Durgesh Yadav

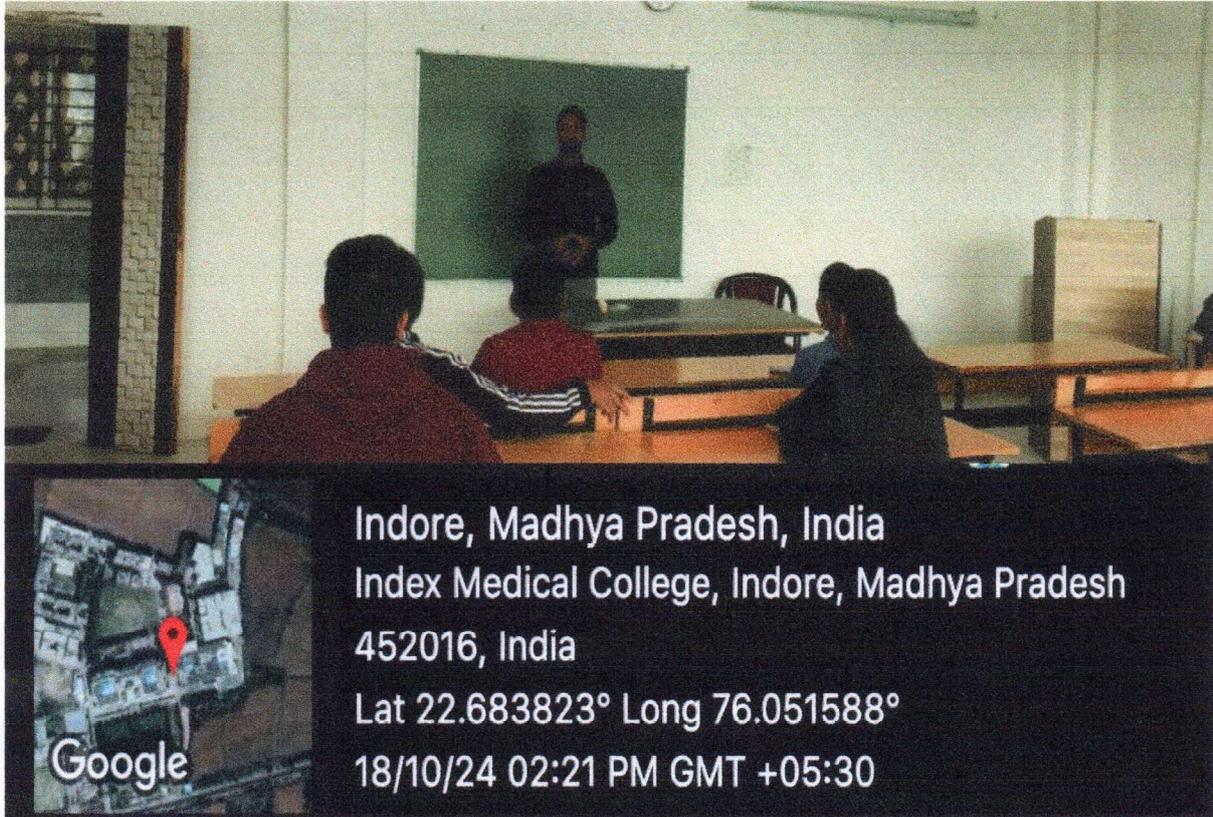


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Faculty development program :- session 2023-24 on Time management and prioritization. by Mr. Ajay Dubey



Faculty development session taken by Mr. Ajay Dubey



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Department of Physiotherapy and Paramedical Sciences

MALWANCHAL UNIVERSITY, INDORE

Ref No. IDOPT/PO/2024/

Date : 20/10/2024

"Time management and prioritization"

Faculty Attendance Sheet

S.no	Year	Name of Teaching Staff	Course name	Resource Person	Date
1	2023-24	Mr. Shyam Singh Panwar Mr. Aamin Mansuri Mr. Lakhan Lodhi Mr. Rahul Sisodiya Ms. Sakshi Mehra	Faculty Development Program	Mr. Ajay Dubey	18/10/2024 To 19/10/2024

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Malwanchal University, Indore



Certificate of Participation

This is to certify that

Mr. Amin Mansuri

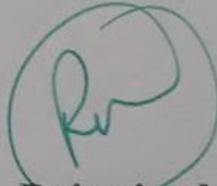
has participated in the Faculty Development Program on

"Time Management and Prioritization"

from 18/10/2024 to 19/10/2024

Credit hours- 2 hours

Ajey
Mr. Ajay Dubey
Resource Person


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Certificate of Participation

This is to certify that

Mr. Shyam Singh Panwar

has participated in the Faculty Development Program on

"Time Management and Prioritization"

from 18/10/2024 to 19/10/2024

Credit hours- 2 hours

Mr. Ajay Dubey
Resource Person



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Certificate of Participation

This is to certify that

Mr. Sakshi Mehra

has participated in the Faculty Development Program on
"Time Management and Prioritization"

from 18/10/2024 to 19/10/2024

Credit hours- 2 hours

Mr. Ajay Dubey
Resource Person

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Certificate of Participation

This is to certify that

Mr. Rahul Sisodiya

has participated in the Faculty Development Program on

"Time Management and Prioritization"

from 18/10/2024 to 19/10/2024

Credit hours- 2 hours

Mr. Ajay Dubey
Resource Person



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Certificate of Participation

This is to certify that

Mr. Lakhan Lodhi

has participated in the Faculty Development Program on

"Time Management and Prioritization"

from 18/10/2024 to 19/10/2024

Credit hours- 2 hours

Mr. Ajay Dubey
Resource Person

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