



**MALWANCHAL UNIVERSITY**  
**INDEX NURSING COLLEGE**



Approved by Indian Nursing Council, New Delhi,  
Madhya Pradesh Nurses Registration Council, Bhopal (M.P.)



**VALUE ADDED COURSE ON**  
**Time Management And Organizational Skill**  
**CODE: INC/VAC/24/15**

**DATE: 11/12/2023 TO 13/12/2023**  
**VAUUE: INDEX NURSING COLLEGE**

ORGANIZING CHAIRPERSON  
**Dr.(Prof.) Smriti G. Solomon**  
Principal  
Index Nursing College

Registrar  
Malwanchal University  
Indore (M.P.)

ORGANIZING SECRETARY  
**MR. DEEPAK RAJPUT**  
Lecturer, Child Health Nursing  
Index Nursing College

10:00AM-11:00AM	Session – VII Difficulties in managing time	Dr. Naveen Jaiswal HOD Department of Community Health Nursing
11:00AM- 11:15AM	Tea Break	
11:15AM – 12:00Noon	Session – VIII Procrastination and strategies	Dr. Reena Thakur HOD Department of Medical Surgical Nursing
12:00NOON – 1:00PM	Session – IX Best practices of time management	Mr. Vishal Choudhary Assistant Professor Department of Medical Surgical Nursing
1:00PM- 2:00PM	Lunch	
2:00PM – 3:00PM	Session – X Technology in time management organizational skill	Dr. Prabhansu Vyas Professor Department of Community Health Nursing
3:00PM - 4:00PM	Session – XI Applicable organizational techniques	Dr. Nitin Chicholkar Assistant Professor Department of Mental Health Nursing
<b>Day 3</b>		
9:00AM-10:00AM	Session – XII Time management can impact patient care	Dr. Anu V Kumar HOD Department of OBG Nursing
10:00AM-11:00AM	Session – XIII Time management and organizational decision making	Dr. Th. Bidyani Devi Professor Department of OBG Nursing
11:00AM – 12:00Noon	Valedictory Session	
<p><b>Contact Person:</b> Mr. Sachin Prajapat – 8435840210 Ms. Harshita Agrawal - 9039647159</p>		

Principal  
**INDEX NURSING COLLEGE**  
**INDORE (M.P.)**



## About College

Index Nursing College, Indore (M.P.) was established under the aegis of Mayank welfare society in September 2007 and the college has successfully completed 18 years of its existence with the mission to be a leading edge nursing educational institution devoted to prepare post graduate, under graduated and diploma nurses to provide multidisciplinary and integrated health services to clients globally. Index Nursing college is a constituent unit of Malwanchal University, Indore (M.P.)

## Overview of Topic

Time management is the art of effectively planning time. This allows people to efficiently and productively complete the activities and tasks needed. Time management also involves prioritizing to-do list so that you complete urgent or important tasks before others. Organizational skills are beneficial in a number of ways. Above all else, creating structure will save time and energy. Having things planned, scheduled, and communicated and goals set removes unnecessary tasks, allowing to accomplish the goals out by the organization.

## Objectives

At the end of this course, the students will be able to

1. Define time management and organizational skill.
2. Identify types and format of time management and organizational skill.
3. Discuss importance of time management and organizational skill.
4. Describe process of time management, tips and strategies.
5. Understand benefits of time management and organizational skill.
6. Discuss scientific narratives on effective use of time management.
7. Discuss detecting difficulties in managing time.
8. Understand procrastination and strategies to prevent it.
9. Describe planning time and best practices of time management.
10. Explain use of technology in time management organizational skill.
11. Explain apply applicable organizational techniques.
12. Understand how time management can impact patient care.
13. Demonstrate good time management and organizational decision making.

## SCHEDULE

Day 1		
Time	Topic/Subtheme	Resource Person
9:00AM-9:30AM	Registration	Mr. Sachin Prajapat Ms. Harshita Agrawal
9:30AM- 9:45AM	Inauguration/Deep Prajwalan	Chief Guest
9:45AM-10:00AM	Floral Welcome & Address of Chief Guest	Dr. Ankush Patrick Professor Index Nursing College Indore - M.P.
10:00AM-11:00AM	Session – I Introduction to time management and organizational skill	Dr. Ankush Patrick Professor Index Nursing College Indore - M.P.
11:00AM- 11:15AM	Tea Break	
11:15AM – 12:00NOON	Session – II Types and format of time management and organizational skill	Dr.(Prof). Smriti G. Solomon Principal Index Nursing College
12:00NOON – 1:00PM	Session – III Importance of time management and organizational skill	Dr. Manisha Bagawat Assistant Professor Department of OBG Nursing
1:00PM- 2:00PM	Lunch	
2:00PM – 3:00PM	Session – IV Process of time management, tips and strategies	Dr. Sachin Ambade Assistant Professor Department of Medical Surgical Nursing
3:00PM - 4:00PM	Session – V Benefits of time management and organizational skill	Dr. Jitendra Chicholkar Associate Professor Department of Child Health Nursing
Day 2		
9:00AM-10:00AM	Session – VI Scientific narratives	Dr. Berlin Sara Thampy HOD Department of Child Health Nursing





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Ref. No:- INC/PO/23/649/B

Date:- 01/12/2023

## CIRCULAR

Index Nursing College is organizing Value added course on **Time Management and Organizational Skill** (Course Code: INC/VAC/24/15). The duration of the course is 16 Hrs. Interested Students can enroll their name to Organizing Secretary on or before 10<sup>th</sup> December 2023. The course commences from 11<sup>th</sup> December 2023 to 13<sup>th</sup> December 2023.

**Organizing Secretary**

Mr. Deepak Rajput

Lecturer

Index Nursing College

**Organizing Chairperson**

Dr. (Prof.) Smriti G. Solomon

Principal

Index Nursing College

**PRINCIPAL**  
**INDEX NURSING COLLEGE**  
**INDORE (M.P.)**

**Copy to:-**

- Registrar
- All Concerned Authority
- File

**Principal**  
**INDEX NURSING COLLEGE**  
**INDORE (M.P.)**

**Registrar**  
**Malwanchal University**  
**Indore (M.P.)**

**College Address :** Gram Morodhat, Nemawar Road, Post. Bavlia Khurd, Dist., INDORE - 452 016 (M.P.), Ph. : 0731- 4013751

E-mail : nursing@indexgroup.co.in • Visit us : www.indexgroup.co.in

**City Office :** 104, Trishul Apartment 5, Sanghi Colony, A.B. Road, INDORE -08, Ph. : 0731-4215757, Fax : 0731-4044715





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## REPORT ON VALUE ADDED COURSE

ON

### TIME MANAGEMENT AND ORGANIZATIONAL SKILL

#### Overview

Index Nursing College, Indore (M.P.) constituent unit of Malwanchal University, Indore (M.P.) was established under the aegis of Mayank welfare society in September 2007 and the college has successfully completed 18 years of its existence with the mission to be a leading edge nursing educational institution devoted to prepare post graduate, under graduated and diploma nurses to provide multidisciplinary and integrated health services to clients globally. Constituent unit of Malwanchal University, Indore (M.P.). The organizing Secretary was Mr. Deepak Rajput.

#### Course outline:

Time management is the art of effectively planning time. This allows people to efficiently and productively complete the activities and tasks needed. Time management also involves prioritizing to-do list so that you complete urgent or important tasks before others. Organizational skills are beneficial in a number of ways. Above all else, creating structure will save time and energy. Having things planned, scheduled, and communicated and goals set removes unnecessary tasks, allowing accomplishing the goals out by the organization.

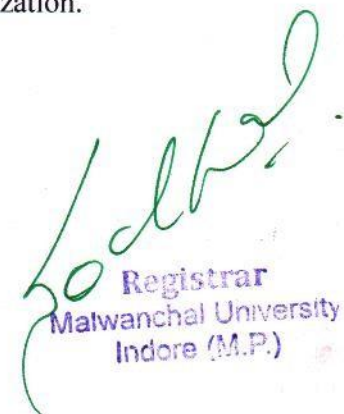
#### OBJECTIVES

At the end of this course, the students will be able to

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- Discuss importance of time management and organizational skill.
- Describe process of time management, tips and strategies.
- Understand benefits of time management and organizational skill.

  
Principal

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- Discuss scientific narratives on effective use of time management.
- Discuss detecting difficulties in managing time.
- Understand procrastination and strategies to prevent it.
- Describe planning time and best practices of time management.
- Explain use of technology in time management organizational skill.
- Explain apply applicable organizational techniques.
- Understand how time management can impact patient care.
- Demonstrate good time management and organizational decision making.

The program was organized for three days and the timings were from 9:00 am to 4:00pm. The first day session was started with registration at 9:00 am. This was followed by inaugural ceremony. The Chief Guest was Dr. Ankush Patrick, Professor, Department of Medical Surgical Nursing. The inauguration session was started with lighting the lamp by the Chief Guest Dr. Ankush Patrick, Professor, Department of Medical Surgical Nursing with the Principal Dr. Prof. Smriti G. Solomon and Organizing Secretary. After lamp lighting, welcome speech was delivered by Ms. Harshita Agrawal tutor in Index Nursing College at 9:30 pretest was taken. The first educative session was given by the Dr. Ankush Patrick, Professor, Department of Medical Surgical Nursing on "Introduction to time management and organizational skill". The session was very effective and students understood the session. The session was followed by tea break. The second session was started at 11:15am to 12 Noon. The topic on "Types and format of time management and organizational skill" was elaborated by Dr. (Prof). Smriti G.Solomon, Principal, Index Nursing College. Third session was taken by Dr. Manisha Bagwat, Assistant Professor, Department of OBG on "Importance of time management and organizational skill". The session was ended by Lunch break. After lunch 2:00pm to 4pm the session were taken by the Dr. Sachin Ambade, Assistant Professor, Department of Medical Surgical Nursing on "Process of time management, tips and strategies" and Dr. Jitendra Chicholkar, Associate Professor, Department of Child Health Nursing on "Benefits of time management and organizational skill". The first day session was winded up at 4:00 pm.

On the second day the first session was given by Dr. Berlin Sara Thampy, HOD, Department of Child Health Nursing on "Scientific narratives". The second session of the day was on "Difficulties in managing time" and the speaker was Dr. Naveen Jaiswal, HOD Community

  
**Principal**  
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Health Nursing. The session was followed by the Tea break. Third and fourth session were delivered by Dr. Reena Thakur, HOD, Department of Medical Surgical Nursing on "Procrastination and strategies" and Mr. Vishal Choudhary, Department of Medical Surgical Nursing on "Best Practices of time management" followed by lunch break at 1pm. fifth and sixth session were delivered by Dr Prabhansu Vyas, Professor, Community Health Nursing on "Technology in time management and organizational skill" and Dr. Nitin Chicholkar Assistant Professor Mental Health Nursing on "Applicable organizational techniques". The second day session was winded up at 4:00 pm.

On the third day, first session was given by Dr. Anu V Kumar, HOD, Department of OBG Nursing on "Time management can impact patient care". The session was followed by break of 15 minutes. The second session of the day was on "Time management and organizational decision making" and the speaker was Dr. Th. Bidyani Devi, Professor, Department of OBG. After session the post test was taken to assess the effectiveness of the program. The program was concluded by a valedictory session. Mr. Sachin Prajapat, Tutor in Index Nursing College proposed vote of thanks. The third day sessions were winded up at 1:00 pm. A total of 30 delegates attended the program and the program was organized out of the routine classes.

**Outcome of the Program:**

The program was a great success with the hard work of all the organizers. The delegates have gained knowledge and competence regarding "Time management and organizational skill".

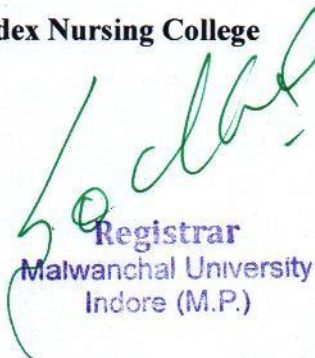


**Organizing Secretary**

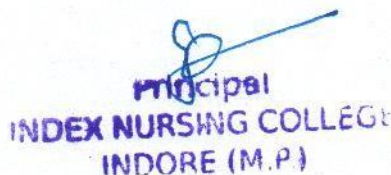


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**INDEX NURSING COLLEGE, INDORE, M.P.**  
**VAC ON "TIME MANAGEMENT AND ORGANIZATIONAL SKILL"**  
**(COURSE CODE: INC/VAC/24/15)**  
**PARTICIPATION LIST**

S.NO	NAME OF THE STUDENTS	11/12/24	12/12/24	13/12/24
1.	Shakuntala Jamra	S	S	S
2.	Sharad Awase	Sharad	Sharad	Sharad
3.	Sharda Jamra	<del>Sharda</del>	<del>Sharda</del>	<del>Sharda</del>
4.	Shikha Jaiswal	<del>Shikha</del>	<del>Shikha</del>	<del>Shikha</del>
5.	Shilpa Bhalse	S	S	S
6.	Shivam Barnasiya	S	S	S
7.	Shivangini	S	S	S
8.	Shivani Mandloi	S	S	S
9.	Shivani Mourya	S	S	S
10.	Shivani Parihar	Shivani	Shivani	Shivani
11.	Shruti Doharia	Shruti	Shruti	Shruti
12.	Siya Sillare	Siya	Siya	Siya
13.	Sofiya Ali	Sofiya	Sofiya	Sofiya
14.	Sona	Sona	Sona	Sona
15.	Soniya Patidar	Soniya	S	S
16.	Sonu	S	S	S
17.	Sugana Kannoje	S	S	S
18.	Sunita	S	S	S
19.	Sunita Devda	Sunita	Sunita	Sunita
20.	Sushil	Sushil	Sushil	Sushil
21.	Tanishq Agrawat	Tanishq	Tanishq	Tanishq
22.	Urmila	Urmila	Urmila	Urmila
23.	Vandana Bamniya	Vandana	Vandana	Vandana
24.	Vandana Kag	<del>Vandana</del>	<del>Vandana</del>	<del>Vandana</del>
25.	Vandana Kanel	Vandana	Vandana	Vandana

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## Certificate

This is to certify that

**Sofiya Ali**

as delegate for successful completion of Value Added Course on

**Time Management And Organizational Skill**

**CODE: INC/VAC/24/15** of 16 hours held from

**DATE: 11/12/2023 TO 13/12/2023**

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Principal, Index Nursing College  
Organizing Chairperson

**Principal**  
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This is to certify that

**Siya Sillare**

as delegate for successful completion of Value Added Course on

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## *Certificate*

This is to certify that

**Shruti Doharia**

as delegate for successful completion of Value Added Course on

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This is to certify that

**Shivani Parihar**

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**Shivani Mourya**

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This is to certify that

**Shivani Mandloi**

as delegate for successful completion of Value Added Course on

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**Shivangini**

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This is to certify that

**Shivam Barnasiya**

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This is to certify that

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**Sharda Jamra**

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## *Certificate*

This is to certify that

**Yogendra Singh Sisodiya**

as delegate for successful completion of Value Added Course on

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Index Nursing College

**Registrar**  
Malwanchal University





# INDEX NURSING COLLEGE MALWANACHAL UNIVERSITY



(Run by Mayank Welfare Society)

Approved by Indian Nursing Council, New Delhi, Madhya Pradesh Nurses Registration Council, Bhopal (M.P.)  
(Constituent Unit of Malwanchal University, Indore, M.P.)

## *Certificate*

This is to certify that

**Vinod Verma**

as delegate for successful completion of Value Added Course on

**Time Management And Organizational Skill**

**CODE: INC/VAC/24/15** of 16 hours held from

**DATE: 11/12/2023 TO 13/12/2023**

**Dr. Smriti G. Solomon**  
Principal, Index Nursing College  
Organizing Chairperson

Principal  
**INDEX NURSING COLLEGE**  
Indore (M.P.)

Registrar  
Malwanchal University  
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This is to certify that

**Vidhi**

as delegate for successful completion of Value Added Course on

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This is to certify that

**Vashnavi Ingle**

as delegate for successful completion of Value Added Course on

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PRINCIPAL  
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**Principal**  
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This is to certify that

**Vandana Bamniya**

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Principal  
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## Certificate

This is to certify that

**Urmila**

as delegate for successful completion of Value Added Course on

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## *Certificate*

This is to certify that

**Tanishq Agrawat**

as delegate for successful completion of Value Added Course on

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**Principal**  
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## *Certificate*

This is to certify that

**Sunita Devda**

as delegate for successful completion of Value Added Course on

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**Soniya Patidar**

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