



Special Invited Lecture On

Time Management

Organized by:

Department of Commerce

*Dr. Harisingh Gour Vishwavidyalaya, Sagar (M.P.)
(A Central University)*

In Association With

Indian Accounting Association, Sagar Branch

Date: 29th April, 2024

Timing: 01:00 PM

Patron



Prof. Neelima Gupta
Hon'ble Vice Chancellor

Resource Person



Prof. Anil Mehta
Former Professor & Head
Department of Business Administration
University of Rajasthan, Jaipur

Director



Prof. J.K. Jain
Head, Department of Commerce

Co-Director



Prof. Manvinder Singh Pahwa
Department of Commerce

Convener



Dr. Rupali Saini
Department of Commerce

Venue : Acharya Amar Narayan Agrawal Sabhagar, Department of Commerce

REPORT
ON
“TIME MANAGEMENT”
SPECIAL INVITED LECTURE
ORGANIZED BY
DEPARTMENT OF COMMERCE
DR HARI SINGH GOUR VISHWAVIDYALAYA SAGAR (M.P)
IN ASSOCIATION WITH
INDIAN ACCOUNTING ASSOCIATION SAGAR BRANCH
29TH APRIL 2024
VENUE: ACHARYA AMAR NARAYAN AGRAWAL SABHAGAR
DR HARI SINGH GOUR VISHWAVIDYALAYA SAGAR (M.P)

Patron: Prof. Neelima Gupta, Hon’ble Vice Chancellor, Dr Hari Singh Gour Vishwavidyalaya, Sagar, Madhya Pradesh.

Resource Person: Prof. Anil Mehta, Former Head and Dean Department of Management University of Rajasthan, Jaipur

Director: Prof. J.K. Jain, Head of Department of Commerce, Dr Hari Singh Gour Vishwavidyalaya, Sagar, Madhya Pradesh.

Co-Director: Prof. Manvinder Singh Pahwa, Professor Department of Commerce, Dr Hari Singh Gour Vishwavidyalaya Sagar (M.P)

Convener: Dr Rupali Saini, Assistant Professor, Department of Commerce, Dr Hari Singh Gour Vishwavidyalaya, Sagar, (M.P)

This report outlines the key highlights of a comprehensive lecture series on "Time Management." The lecture aimed to provide participants with valuable insights on how an individual can manage his time in an efficient manner to successfully navigate their career paths. The sessions covered a diverse range of topics, focusing on time management, Identify or set achievable goals and information about preparing a dissertation. The participants gained a deeper understanding about efficient management of time and importance of each minute in their life. The lecture provided the knowledge about timely selection of certain objectives. The lectures also emphasized on providing knowledge about making a fruitful dissertation and contents that are to be covered in dissertation.

Objectives:

TMO1: Enhance participants ability to proper and efficient management of time.

TMO2: Acknowledge participants about importance of setting goals.

TMO3: Enriching participants skills of preparing fruitful and knowledgeable dissertation.

The session commenced with the warm welcome of all attendees and introduction of esteemed Resource Person, Prof. Anil Mehta by Co-Director Prof. Manvinder Singh Pahwa. With great enthusiasm, Co-Director Prof Manvinder Singh Pahwa addressed the gathering, providing a brief overview of the session and highlighting its invaluable significance.

Prof. Anil Mehta started the session with characterising time as a 'Resource'. Time is that resource that cannot be stored or recorded. With the use of time management principles we can able to get big chunk of dividend. He also suggested *Layman's Approach* which describes time management as ***"Doing the right thing, right time and in right manner"***. He further discussed we should not only do right thing but also pick up a right task to do at right time.

TMO: Time Management Objective

Another prominent topic was working hard because there is no substitute of working hard. Merely putting hard work is not guarantee of success, but it should be equally managed by time. Time Management says working smarter with working hard. He told the participants that time, life and self-management moves one after another. The one should always follow time management principles these principles are nothing but common sense. These principles are general in talks but not commonly used. These principles are same but applicability and circumstances are different. The requirement, ambition and personality are different but fundamental are same.

Further he described how an individual can start managing his time in an efficient manner, he suggested few points these are:

- 1. Start identifying your time waster first.*
- 2. Doing some exercise to overcome these time wasters.*
- 3. Set goals covering all dimensions of your life.*
- 4. Committed, determined and time bound to get success.*
- 5. Believe in yourself that nothing is impossible.*
- 6. Make your plans daily.*

By following these steps one can efficiently manage his/her time and achieve set goal.

The topic that has lighted up was ***Procrastination*** which means to delay in doing your work. It means unnecessarily and voluntarily delaying or postponing your work. He further discussed that an individual should do his work at given period of time. He should always try to make right decision when required. *Decision making is a heart of success.* He described this in a beautiful quote:

“निर्णय न लेना का निर्णय आप तब तक न ले जब तक निर्णय न लेने का समुच्चय कारण न हो।”

He described two types of crisis which can arise by inefficient management of time which are:

- By not doing work on time arise by an individual voluntarily.
- The second is arise naturally or environmental crises.

To overcome these crises one should follow ***“Do it today, Do it now”***.

The session further moves on with another discussion on management the resource person Prof. Anil Mehta described two approaches;

1. Pro-active approach
2. Reactive approach

The Pro-active means pre-determined or managed before any crises arises and Reactive means management done at the time of when event is occurred.

He suggested several essence of time management which are:

- Setting your priorities
- Individual classify his work as
 1. Ought to do
 2. Should do &
 3. Nice to do
- Time is limited work is unlimited.
- An individual should self-managed, self-motivated and self-disciplined.

The lecture on time management was ended with a beautiful and thoughtful quote by resource person Prof. Anil Mehta sir.

“वक्त आएगा वक्त जाएगा इस वक्त को वक्त से संभाल के रखना क्योंकि वक्त ही बेवक्त काम आएगा।”

The final and conclusion lecture was on how and what contents are required in preparing a Dissertation. The Prof. Anil Mehta suggested several key points that makes a dissertation attractive these are:

- What, When, Where, How etc an event occurred.
- Develop research aptitude.
- Practical knowledge about your study.
- Field analysis.

- Solution to a problem choose an appropriate subject.
- Problem or issue in an organization.

He also suggested the content that must be included in Dissertation.

Chapter 1. Introduction

Chapter 2. Literature Review

Chapter 3. Research Methodology

Chapter 4. Data analysis and Interpretation

Chapter 5. Conclusion & Outcome

a. Suggestions

b. Limitation

Appendix

Bibliography

An effective Dissertation should have Uniformity, No grammatical errors and proper language.

The interactive session finally closed by appreciation and praise by all participants citing the following outcomes:

LO1: Amplify the participants time management skills to improve there performance.

LO2: Enable participants in making timely decision at right time and when required.

LO3: Empowering participant to set there goals within the given period of time.

LO4: Developing skill of preparing a fruitful, efficient and knowledgeable Dissertation.

LO: Learning Outcome

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