



GLOBAL INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE & Affiliated to JNTUH)

Survey No. 179, Chilkur (V), Moinabad (M), Ranga Reddy Dist. TS.

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JNTUH Code(U6)

CIVIL – CSE – MECH – ECE – EEE – MBA – M.Tech. EAMCET Code– GLOB

Department of Computer Science and Engineering

Mrs. Deeba Khan

B.E.,M.E.,(Ph.D)

Associate Professor & Head

Date: 01/03/2017

CIRCULAR

The Department of Computer Science and Engineering is conducting a seminar on 'Time Management' for the students of 2nd & 3rd year B.Tech on 04-03-2017 in Dr. Hasanuddin Ahmed Auditorium. All the students of 2nd & 3rd year B.Tech are hereby informed to Attend the Seminar. Attendance is mandatory so everyone must attend.

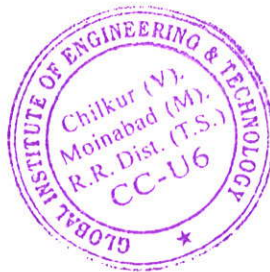
The Coordinator for the course is Ms.Rishitha, Assistant Professor, Department of CSE.

HEAD

HEAD

Department of Computer Science & Engg.
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.T.S.-501504

Cc to:
Principal
Coordinator IQAC
Mentors of II & III years
Training & Placement Cell
Notice board
File





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Department of Computer Science and Engineering

Mrs. Deeba Khan

B.E.,M.E.,(Ph.D)

Associate Professor & Head

Lr.No: CSE/B.Tech/TE/Sem2017-01

Date: 27/02/2017

To

The Principal
GIET

Sir,

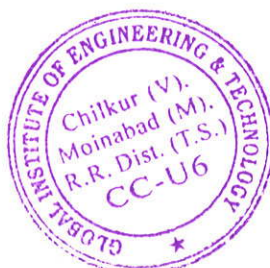
Sub: Permission to Conduct a Seminar on Time Management Skills– Reg.

The Department of Computer Science Engineering is planning to Conduct a Seminar on Time Management Skills on 04-03-2017. Good time management allows you to accomplish more in a shorter period of time, which leads to more free time, which allows to take advantage of learning opportunities, lowers your stress, and helps you focus, which leads to more career success. Each benefit of time management improves another aspect of the life. Time Management is the thinking skill that helps student to prioritize tasks and accurately judge the amount of time needed to complete them. It helps them complete activities in a timely fashion, and learn to manage and stick to a schedule. I would like to request for your permission and support to conduct the Seminar. It will be ensured that information delivered to students is standardized.

Kindly accord approval so as to make necessary arrangements for Conducting a One Day Seminar on Time Management skills.

Thanking you.

COORDINATOR



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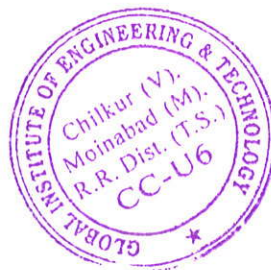
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Department of Computer Science and Engineering

LIST OF STUDENTS ATTENDED FOR SEMINAR ON TIME MANAGEMENT SKILLS 2016-2017

S. NO	H.T.No	NAME OF THE PARTICIPANT	Year	Dept
1	15U61A0501	ALLADI MANISHA	II	CSE
2	15U61A0502	AMBATI BHARATHRAJ	II	CSE
3	15U61A0503	AMEENA JABEEN	II	CSE
4	15U61A0504	ANAS UR RAHMAN	II	CSE
5	15U61A0505	BOJJA AKHIL	II	CSE
6	15U61A0506	CHITLA NIKHIL	II	CSE
7	15U61A0508	FATIMA BEGUM	II	CSE
8	15U61A0509	GURRAM SHRAVYA	II	CSE
9	15U61A0511	KOTHAKURUMA PADMA	II	CSE
10	15U61A0512	L RAVI KUMAR	II	CSE
11	15U61A0514	MEERABOINA SHIVA KISHORE	II	CSE
12	15U61A0515	MOHAMMED MUJTABA SIDDIQUI	II	CSE
13	15U61A0517	MOHAMMED NOMAAN SADATH	II	CSE
14	15U61A0519	NAGGARI SHRAVAN REDDY	II	CSE
15	15U61A0520	NAHID SABA	II	CSE
16	15U61A0522	SHAHEEN BEGUM	II	CSE
17	15U61A0523	SHAIK SHEREEN	II	CSE
18	15U61A0524	SYED HAJI	II	CSE
19	15U61A0526	TAUSEEF AKRAM	II	CSE
20	14U61A0501	AFSHAH SABA	III	CSE
21	14U61A0502	AFSHEEN FATIMA	III	CSE
22	14U61A0503	ASMA TAHASEEN	III	CSE
23	14U61A0504	AYESHA FATIMA	III	CSE
24	14U61A0505	AZRA SHIREEN	III	CSE



S. NO	H.T.No	NAME OF THE PARTICIPANT	Year	Dept
25	14U61A0508	JAVERIYA IMROSE	III	CSE
26	14U61A0510	KANDULA SAI KRISHNA	III	CSE
27	14U61A0511	MAHEEN FALHA	III	CSE
28	14U61A0514	MOHD ASLAM	III	CSE
29	14U61A0515	MOHD MUSTAFA	III	CSE
30	14U61A0516	MOHD SAIF UDDIN	III	CSE
31	14U61A0517	RAHABA KOUSAR	III	CSE
32	14U61A0518	RUMANA ARSHI	III	CSE
33	14U61A0519	SABIYA BEGUM	III	CSE
34	14U61A0520	SANA BEGUM	III	CSE
35	14U61A0521	SHAHEDA BEGUM	III	CSE
36	14U61A0522	SHAIK ABDUL KHADER	III	CSE
37	14U61A0523	SHAZIA FATIMA	III	CSE
38	14U61A0524	SUMAIYA JABEEN	III	CSE
39	14U61A0525	SUMAYYA SAMREEN	III	CSE
40	14U61A0527	SYED ZIA UR RAHMAN	III	CSE
41	14U61A0528	TAHSEEN UNNISA	III	CSE
42	14U61A0530	TASNEEM FATIMA	III	CSE
43	14U61A0531	UZMA JABEEN FATHIMA	III	CSE
44	15U68A0501	N NAGA SAI KIRAN	III	CSE


COORDINATOR




HEAD

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Department of Computer Science & Engg.
Global Institute of Engineering & Technology
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**A REPORT
ON
A ONE DAY SEMINAR
TIME MANAGEMENT SKILLS**

Global Institute of Engineering and Technology had Seminar on Time Management Skills on 04 Mar 2017, Dr. VVVS Murthy Principal introduced the resource person Mrs. Anita Reddy, B,Ed.,M.Ed.,Career Counselor.

Managing the time well can help to improve in the career. Organizing each day helps us to complete work on time, stay engaged during important meetings and give us space to be creative and proactive in the tasks. Having strong time-management skills can ultimately lead to accomplishing key goals and advancing in your position.

Time management skills are important because they help you structure the work in a way that allows us to accomplish goals. For example, if our goal is to get a job, we need time to update our resume, search for openings, apply, research companies and prepare for interviews. Setting aside specific amounts of time per day will help you complete the necessary steps to getting a job. understand the work we chosen career involves and also to learn about new opportunities we may not have been aware of within our industry.



Madam Delivering a Talk on Importance of Managing the Time

Working on the time management skills can help us to be a better employee and strong candidate when we apply for new opportunities

- Set short and long-term goals
- Manage your calendar.
- Prioritize your assignments.

Improving time management skills can help us to be a better worker and have the ability to focus fully as we go about our day. we can be a better time manager by being organized, setting goals and prioritizing your to-do list.

The seminar was attended by 44 students of CSE Department.



Coordinator
Ms.Rishitha
Assistant Professor
Department of CSE



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Department of Computer Science and Engineering

A One Day Seminar

On

Time Management

04-03-2017

FEEDBACK FORM

Please valuate your rating of the course by placing a tick in the appropriate box.

1. Poor 2. Satisfactory 3. Good 4. Very good 5. Excellent

Branch and Year: *CSE & 111rd year*

Date: *04-3-2017*

ASPECTS	RATING				
	Excellent 5	Very good 4	Good 3	Satisfactory 2	Poor 1
Relevance of contents	<input checked="" type="checkbox"/>				
Trainer was knowledgeable and skillful	<input checked="" type="checkbox"/>				
Quality of input provided		<input checked="" type="checkbox"/>			
Quality of presentations		<input checked="" type="checkbox"/>			
Adherence to the time schedule	<input checked="" type="checkbox"/>				
Opportunity given to participant to clear doubts	<input checked="" type="checkbox"/>				
Identify ways to build on current skills and knowledge		<input checked="" type="checkbox"/>			
Overall learning experience	<input checked="" type="checkbox"/>				

How has the course enhanced your skills or understanding of this topic?

helped alot to manage time

Specify problems faced by you during the course?

Not at all.

