



DEPARTMENT OF PG STUDIES IN BUSINESS MANAGEMENT
ALVAS INSTITUTE OF ENGINEERING AND TECHNOLOGY-MIJAR
MOODBIDRI

AJET/ MBA/SDP/2019/01

Date: 10-01-2019

From
H.O.D
Department of Business Administration
AIET, Moodbidri

To
IQAC Chairman
AIET, Moodbidri

Respected Sir,

Subject : Proposal for conducting 5 days training program "Time Management" on 16-01-2019 to 20-01-2019 in MBA Department -reg.

We hereby propose to conduct 5 days on "Time Management" to make non teaching staff familiar with the importance of time management

Kindly permit us to conduct workshop on 16-01-2019 to 20-01-2019

Thank you,

Your's sincerely

IQAC Chairman
PRINCIPAL

Alva's Institute of Engg. & Technology,
MIJAR, MOODBIDRI - 574 225, D.K



**DEPARTMENT OF PG STUDIES IN BUSINESS
MANAGEMENT –ALVAS INSTITUTE OF ENGINEERING AND
TECHNOLOGY-MIJAR MOODBIDRI**

AIET/ MBA/SDP/2019/01

Jan 15-2019

CIRCULAR

It is hereby informed to all Non –Teaching staffs to attend training program
“Time Management” on 16-01-2019 to 20-01-2019 in MBA Department (9-
00AM to 5-00PM)

Thanking you

HOD

**DEPARTMENT OF MBA
Mijar**

DEAN
Dept. of Business Administration
Alva's Institute of Engg. & Technology
MIJAR – 574 225

Principal

PRINCIPAL
AIET,
Alva's Institute of Engg. & Technology,
Mijar, MOODBIDRI - 574 225, D.K



**DEPARTMENT OF PG STUDIES IN BUSINESS
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TECHNOLOGY-MIJAR MOODBIDRI**

Report on Training program “Time Management” on 16-01-2019 to 20-01-2019 in MBA
Department



Department of MBA conducted training program on “Time Management” for non teaching staffs to make them understand about the importance of Time Management. Dr Claret Mendonca , HOD of the department was resource person. In the program Dr Claret stressed on the importance of time management and opined that effective time management is the effective use of time that allows planning days in such a way that we finish our work with less effort and making the most of the limited time we have got.

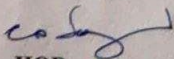


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TECHNOLOGY-MIJAR MOODBIDRI

Training program on Time Management on 16-01-2019 to 20-01-2019 in MBA
Department

Attendance Sheet

Sr No	Name of participant	Time	Day 1	Day 2	Day 3	Day 4	Day 5
01	Ms Roopa (MBA)	10-5pm	P	P	P	P	P
02	Ms Chethana (MBA)	"	P	P	P	P	P
03	Ms Savitha (MBA)	"	P	P	P	P	P
04	Ms Revathi (MBA)	"	P	P	P	P	P
05	Ms Devika (MBA)	"	P	P	P	P	P
06	Ms Bavyasha (MBA)	"	P	P	P	P	P
07	Ms Lavanya (MBA)	"	P	P	P	P	P
08	Ms Harinakshidhi (MBA)	"	P	P	P	P	P
09	Mr Jayarama	"	P	P	P	P	P
10	Ms Doreenima	"	P	P	P	P	P


HOD

Dept of MBA

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