


	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering & Research Ravet, Pune An Autonomous Institute NBA Accredited (4 UG Programs) NAAC A++ Accredited ISO 21001:2018 Certified IQAC PCCOER	
AY: 2025–26 Term- I/II	Time Management Session – BBA Dept	ACAD/R/17

Department- BBA

Date- 12/12/2025

Class- First Year

1. **Program Type:** One Day Session
2. **Program title:** Time Management Session
3. **Day & Date:** Friday, 12/12/2025
4. **Venue:** J.R College Building, 5th floor
5. **Name of the Organizer/ Department:** BBA Department
6. **Attendees:** 40 Students
7. **Objectives of the Event:**
 - To help students understand the importance of effective time management in academic and professional life
 - To enable participants to identify and prioritize key tasks efficiently.
 - To guide students in planning their daily activities in a structured and goal-oriented manner.
 - To enhance decision-making skills related to managing time under pressure.

8. Content & schedule in details:

The guest session on Time Management was conducted to enhance students understanding of effective utilization of time in academic and personal life. The session began with an introduction to the concept of time management and its significance in improving productivity and reducing stress among students. The lecturer explained common issues related to poor time utilization and emphasized the need for conscious planning and self-discipline.

A major highlight of the session was the inclusion of interactive group activities, which actively engaged students throughout the program. These activities were designed to check and analyze the attention span of students, helping them understand how focus levels impact learning and task completion. Through these group exercises, students were made aware of distractions and were encouraged to improve concentration and time awareness. The activities promoted teamwork, quick thinking, and active participation, making the session more effective and engaging. The session also focused on practical methods for prioritizing tasks and planning daily activities efficiently. Simple techniques for improving focus and managing time effectively were discussed in an easy-to-understand manner. The session concluded with an interactive discussion, where students shared their experiences and reflected on the learning, gained from the activities and lecture.

9. Program outcome achieved:



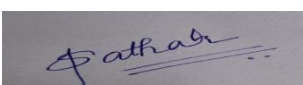
- Participants improved their ability to prioritize tasks and manage daily activities efficiently.
- The session encouraged active participation, teamwork, and collaborative learning among students.
- Students gained practical strategies to improve productivity.

10. Photos :



Report Prepared By:

Teesha Agarwal S.Y. BBA, (Co-Lead – Innwave Club)

 Dr. Rashmi Mishra Department Activity Coordinator	 Mrs. Amruta Dixit IQAC Coordinator	 Dr. Smriti Pathak HoD BBA Department
--	--	---