

## AVANTHI EDUCATIONAL SOCIETY

Avanthi Educational Society under the Leadership of Sri M.Srinivasa Rao garu as chairman was started in the Year 1991. Within a short span of its establishment, the group has made a remarkable stride in the field of education offering various courses at Under Graduate, Post Graduate, Pharmacy & Engineering levels. This milestone is achieved as the institution carved itself to impart quality and career oriented education, countering the challenges of the modern world through planning, dedication, determination, prompt execution and with the innovative ideas of our advisory board.

### PROGRAM DETAILS

Program name : A THREE DAY TRAINING PROGRAM  
ON TIME MANAGEMENT  
Duration : 3 days  
Organizing department : Management Studies  
Resource person : Dr. Lova Baliji, Ph.D.  
Venue : online mode ( google meet)  
Google meet link : [meet.google.com/eva-ccbo-ehe](https://meet.google.com/eva-ccbo-ehe)  
Program coordinator : T. Gopi, Assistant professor.

S.No	DATE	TOPICS COVERED	RESOURCE PERSON
1	18-05-2021	Procrastination	Dr. Lova Baliji
2	19-05-2021	Personal goal setting, Types of goals	Dr. Lova Baliji
3	20-05-2021	Schedule tasks, To-Do lists	Dr. Lova Baliji

### PRINCIPAL

Dr. C. P.V.N.J Mohan Rao  
Avanthi Institute of Engineering & Technology

## AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tamaram, Makavarapalem, Visakhapatnam-531113

# A Three Day training program on “TIME MANAGEMENT”





## AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Tamaram, Makavarapalem, Visakhapatnam-531113

**TOPIC** : A Three day training program on “Time Management”.

**Date/s** : 18-05-2021 to 20-05-2021

### LIST OF THE PARTICIPANTS:

S.No	Name Of The Non-teaching Staff	Designation
1.	G. Appala Naidu	Accountant
2.	S.AppalaRao	Exam Cell
3.	N. SrinivasaRao	Examiner
4.	K. AppaRao	Office Assistant
5.	G. Nagarjuna	Lab Assistant
6.	B. JagadeeswaraRao	Office Assistant
7.	N. JaggaRao	Library Assistant
8.	M. Satyanarayana	Attender
9.	K.Satyanarayana	Office Assistant
10.	Ch. Durga Prasad	Lab Assistant
11.	K. Ravi Kumar	Lab Assistant
12.	L. NageswaraRao	System Admin
13.	ChSrinivas	Lab Assistant
14.	P. Mani Babu	Lab Assistant
15.	Y. LovaRaju	Lab Assistant
16.	M. Siva Kumar	Lab Assistant

  
Principal

Avanthi Institute of Engg. & Technology  
Tamaram, Makavarapalem Md.,  
Visakhapatnam District, Pin-531113

  
Coordinator

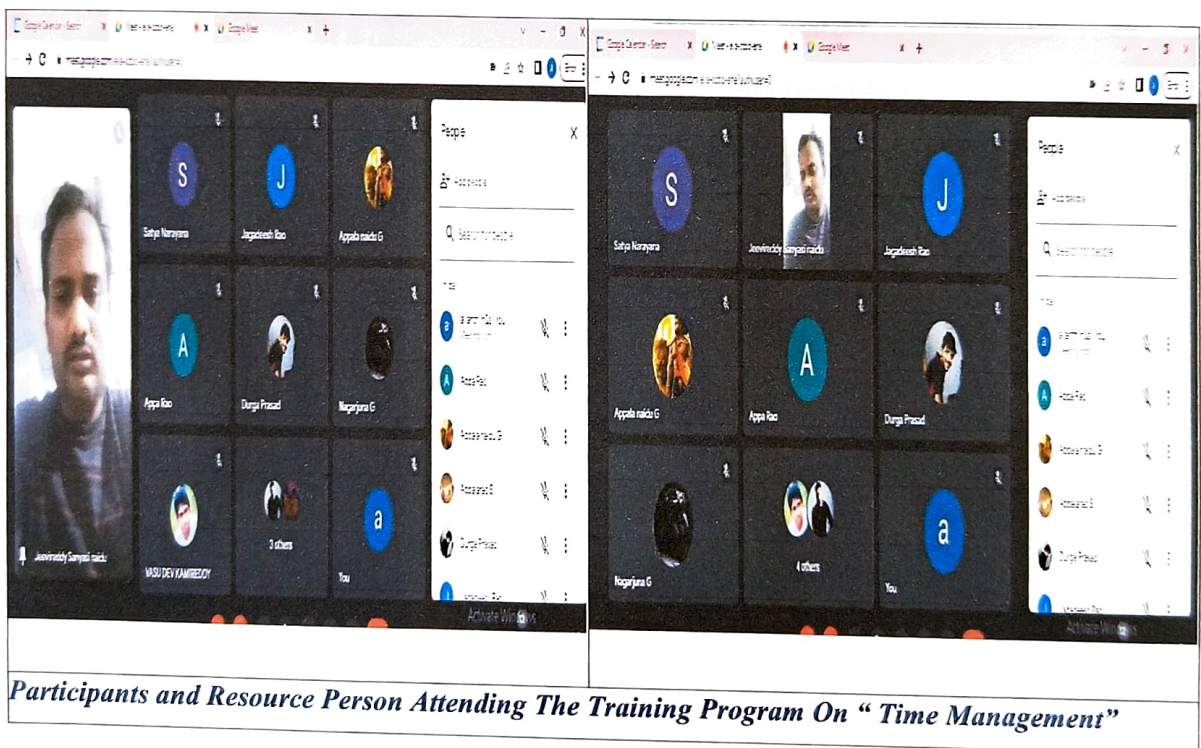


**AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY**  
TAMARAM (V), MAKAVARAPALEM (M), VISAKHAPATNAM (Dist.)


**Name of the program:** Time Management

**Date/s** : 18-05-2021 to 20-05-2021

**Organized by** : Department of Electrical & Electronics Engineering



  
**Coordinator**

  
**Principal**  
Avanthi Institute of Engg. & Technology  
Tamaram, Makavarapalem Md.,  
Visakhapatnam District, Pin-531113




**AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
Tamaram, Makavarapalem, Visakhapatnam-531113

**PROGRAM REPORT**

A brief report on the training program conducted from 18-05-2021 to 20-05-2021 by Department of Electronics & Communication Engineering, AIET, Makavarapalem for office (Non-Teaching) staff for one day. The details of the program are as follows.

- Name of the Program** : TIME MANAGEMENT
- Number of hours/days conducted** : 9/ 3
- Name of the resource person** : Dr. Lovabaliji
- No. of the participants attended** : 16
- Details of the topics covered** : Procrastination, Personal goal setting, Types of goals, schedule tasks, To-Do Lists.
- Outcome of the program** : This training program boosted the staff to minimize the procrastination by setting goals in order to complete the tasks which are in the prescheduled lists.

  
Principal  
Avanathi Institute of Engg. & Technology  
Tamaram, Makavarapalem  
Visakhapatnam District, Pin-531113

  
Coordinator