



MARATHWADA MITRA MANDAL'S
COLLEGE OF COMMERCE

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Department of Business Administration
Report on Guest Session on Time Management

1. **Event Name:** Guest Session on Time Management
2. **Organized by:** Department of Business Administration
3. **Day and Date:** Wednesday, 05th August 2026
4. **Venue:** Hall No. 401
5. **Resource Person:** Ms Ashvini Dhadve
6. **Objectives of the Program:**
 - To create awareness among students about the importance of effective time management.
 - To help students understand the importance of prioritizing tasks and setting achievable goals.
 - To introduce students to practical techniques for managing academic, personal, and professional responsibilities.
 - To help students identify common time-wasting activities and develop strategies to overcome them.
 - To encourage students to develop discipline, focus, and a balanced approach towards their daily activities. To motivate students to explore entrepreneurship as a career option.
7. **Audience:**

The session was organised for students of SY and TY BBA and BBA-IB.
8. **Number of Participants:**

A total of 88 students attended the session.
9. **Brief description of the event:**

The Department of Business Administration organized a guest session on “Time Management” to help students understand the importance of effective time utilization and develop productive habits for academic and professional success. The speaker for the session was Ms. Ashvini Dhadve.



The session focused on goal setting, planning, prioritization, scheduling, and distinguishing between urgent and important tasks. The resource person discussed common time-wasting habits such as excessive social media usage, procrastination, multitasking, and lack of planning, and suggested practical ways to overcome these challenges.

Students were introduced to useful techniques such as preparing daily task lists, setting priorities, breaking larger tasks into smaller activities, allocating time slots, setting deadlines, and maintaining a consistent routine. The importance of balancing academics with adequate rest, recreation, physical activity, and personal commitments was also emphasized.

The session highlighted the significance of focus, concentration, and consistency in improving productivity. Students actively participated in discussions and shared their challenges related to procrastination, examination preparation, assignments, and managing multiple responsibilities.

The session concluded with an interactive Q&A session, where students received practical guidance on developing productive routines and managing their time effectively. Overall, the session was informative, interactive, and practically relevant, equipping students with useful strategies to improve productivity and achieve their academic and personal goals.

10. Learning Outcome:

- Students developed an understanding of the importance of effective time management in academic and professional life.
- They learned how to set priorities, establish goals, and organize their daily activities effectively.
- Students became aware of common time-wasting habits and strategies to overcome procrastination and distractions.
- They learned practical techniques for planning, scheduling, prioritizing, and completing tasks.
- Students understood the importance of maintaining a healthy balance between academics, personal responsibilities, rest, and recreation.
- The session encouraged students to develop discipline, focus, consistency, and productive daily habits.
- Students were motivated to take greater responsibility for managing their time and achieving their academic and personal goals.



11. Photographs:



Ms. Ashvini Dhadve, addressing the students.



12. Acknowledgement:

The Department of Business Administration expresses its sincere gratitude to Principal Dr. Kishor Nikam for his constant encouragement and support in organizing this guest session.

We extend our heartfelt thanks to Ms. Ashvini Dhadve the resource person, for sharing valuable knowledge, practical strategies, and insights on effective time management. The session provided students with useful tools to manage their responsibilities, overcome procrastination, and improve their productivity.

We also express our sincere appreciation to Dr. Ganesh Paatre, Academic Co-ordinator, Dr. Gurmeet Kaur Rajpal, Head of the Department, faculty members, and student volunteers for their dedicated efforts in planning, coordinating, and successfully conducting the session.

Prepared By:



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Dr. Kishor Nikam
Principal

