

Vidnyan Mahavidyalaya, Sangola  
Competitive Exam Guidance Cell

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**Notice**

Date: 17/11/2021

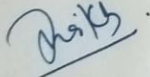
All the students of college are hereby informed that the **Competitive Exam Guidance Cell** of our college is going to conduct a Motivational Speech concerned to *Time Management*. The speech will provide a strong platform to those who wish to transformer individual life. The duration of speech is two hours. The candidates who want to attend this speech may come to the multipurpose hall.

**Date:** 22/11/2021      **Time:** 10 am.

**Venue:** Multipurpose Hall

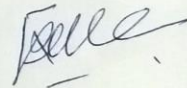
**Speakers Name:** Mrs. Vidya Jadhav.

**Topic:** Time Management.



Mr. Shaikh J.U.

Competitive Exam Guidance Cell



**Acting Principal**  
Vidnyan Mahavidyalaya, Sangola  
Tal. Sangola Dist. Solapur

**Vidnyan Mahavidyalaya, Sangola**  
**Competitive Exam Guidance Cell**  
**A Motivational Lecture**  
**Report**

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**Date:** 22/11/2021      **Time:** 10 am.

**Venue:** Multipurpose Hall

**Speakers Name:** Mrs. Vidya Jadhav.

**Topic:** Time Management.

**Introduction:**

Mr. Javed Shaikh, a Chairman of Competitive Exam Guidance Cell introduced the purpose of the lecture and gave brief introduction of today's speaker Mrs. Vidya Jadhav.

**Speech:**

Mrs. Vidya Jadhav, a faculty of Sangola College, Sangola talked about Time Management. The major points which she focused in this lectures are as follows:

**1) Create a To- Do list-** List task systematically breaking them down into smaller manageable steps.

**2) Use Time Blocks-** Allocate specific block of time to different activities, minimizing multitasking to enhance focus.

**3) Eliminate Time Wasters-** Identify and minimize activities that consume time without contributing to your goals.

**4) Learn To Say No-** Prioritize your commitments and be willing to decline additional task that may lead to over commitment.

**5) Use Technology wisely-** Leverage productivity tools, calendars and apps to organize task and deadlines.

**6) Take Breaks-** Schedule regular brakes to refresh your mind and prevent burnout, enhancing overall productivity.

**Vote of thanks:**

Mr. Shaikh N.S. proposed vote of thanks and the program came to an end at 12:00 p.m.





'Sangola Taluka Shetkari Shikshan Prasarak Mandal Sangola's

# VIDNYAN MAHAVIDYALAYA SANGOLA

(Arts & Science, E.C.S. & B.C.A.)

Tal. Sangola Dist. Solapur Pin. 413 307 (Maharashtra)

(Affiliated to P. A. H. Solapur University)

Off. (02187) 220508

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Acting Principal : Dr. R. A. Fule  
M.A., Ph.D.

Third Cycle Accredited by NAAC  
with 'B' Grade (CGPA of 2.24)

Ref. No. By Hand /2021-22

Date : 16/11/2021

## Invitation Letter

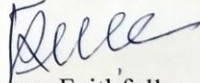
To,  
Miss. Jadhav Vidya S.  
Assistant Professor,  
Sangola Mahavidyalaya, Sangola

Subject: - An invitation for Guest Lecturer in the college.

Respected Sir,

We are very much happy to invite you as a guest lecturer on the "Time Management" in the college on 22<sup>nd</sup> Nov 2021 at 10:00am . Please inform your requirements of conducting guest lecturer i.e. DLP, Laptop, Internet etc.

Thanking you,

  
Yours Faithfully,

**Acting Principal**

Vidnyan Mahavidyalaya, Sangola  
Tal. Sangola Dist. Solapur

  
Chairman

Competitive Examination Cell  
Vidnyan Mahavidyalaya, Sangola







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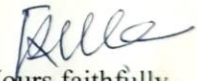
## Thanking Letter

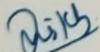
To,  
Mrs. Jadhav Vidya S.  
Assistant Professor,  
Sangola Mahavidyalaya, Sangola

Respected Madam,

We are very much thankful for a valuable guidance to the students for "Time Management". We hope for the future cooperation.

Thanking you.

  
Yours faithfully  
**Acting Principal**  
Vidnyan Mahavidyalaya, Sangola  
Tal. Sangola Dist. Solapur

  
Chairman  
Competitive Examination Cell  
Vidnyan Mahavidyalaya, Sangola

