



GURU NANAK COLLEGE (AUTONOMOUS)

Affiliated to University of Madras and Re-Accredited at "A" Grade by NAAC
Guru Nanak Salai, Velachery, Chennai – 600042.

School of Science

Department of Mathematics

Event Title	A Short Term Orientation Course For Non Teaching Staff - Time management and problem solving techniques	
Category	Intra Collegiate Webinar	
Date	From : 05.08.2020	To : 05.08.2020
No. of Resource Person	1	
No. of Participants	37	

(1) Report Description

An orientation course for non teaching staff of Guru Nanak College was delivered by the resource person Dr.V. Srimathi, Associate Professor of Mathematics, (Shift - II),Dean – Admin(Sciences),Guru Nanak College (Autonomous), Velachery, Chennai-42. Non – teaching staffs of Guru Nanak College around 37 members have participated enthusiastically and the event went on successfully. The resource person elaborately explained about the Time management and problem solving techniques to our participants

(2) Report

- ❖ Work time management chart was clearly explained.
- ❖ Time management tips gave new views to the participants.
- ❖ Rectifying ideas of the distribution of time wasted during a typical work day was elaborately discussed.
- ❖ The problem solving strategies of 4 different levels was explained.
- ❖ The five primary steps in problem solving techniques was discussed in detail.

(3) Invitation Copy



GURU NANAK COLLEGE (Autonomous)

Re-accredited at "A" Grade by NAAC

Affiliated to University of Madras

Guru Nanak Salai, Velachery, Chennai-600 042

A SHORT ORIENTATION COURSE FOR THE NON -TEACHING STAFF

SCHOOL OF SCIENCES

DEPARTMENT OF MATHEMATICS(SHIFT-II)

Under the aegis of the OFFICE OF THE DEAN(ACADEMICS)

Organizes the webinar
on

TIME MANAGEMENT & PROBLEM SOLVING TECHNIQUES

RESOURCE PERSON

Dr. V.SRIMATHI

Associate Professor, PG Department of Mathematics(Shift-II)

Dean Admin(Sciences), Guru Nanak College(Autonomous), Velachery,

Chennai

DATE: 05.08.2020

TIME: 4.00P.M-5.00P.M

E-CERTIFICATE WILL BE PROVIDED FOR ALL THE PARTICIPANTS

Google meet link

<https://meet.google.com/qwq-dvze-kiy>

Dr.M.G.Ragunathan
Principal

Mr.Manjit Singh Nayar
General Secretary &
Correspondent

(4) Certificate Copy



GURU NANAK COLLEGE(AUTONOMOUS)

Re-accredited at "A" Grade by NAAC
Affiliated to University of Madras
Guru Nanak Salai, Velachery, Chennai-600042

SCHOOL OF SCIENCES

Department of Mathematics(Shift - II) under the aegis of the Office of the Dean -Academics as part of
AN ORIENTATION COURSE FOR NON TEACHING STAFF OF
GURU NANAK COLLEGE(AUTONOMOUS)

CERTIFICATE OF PARTICIPATION

This is to certify that

{{FULL NAME}}

of

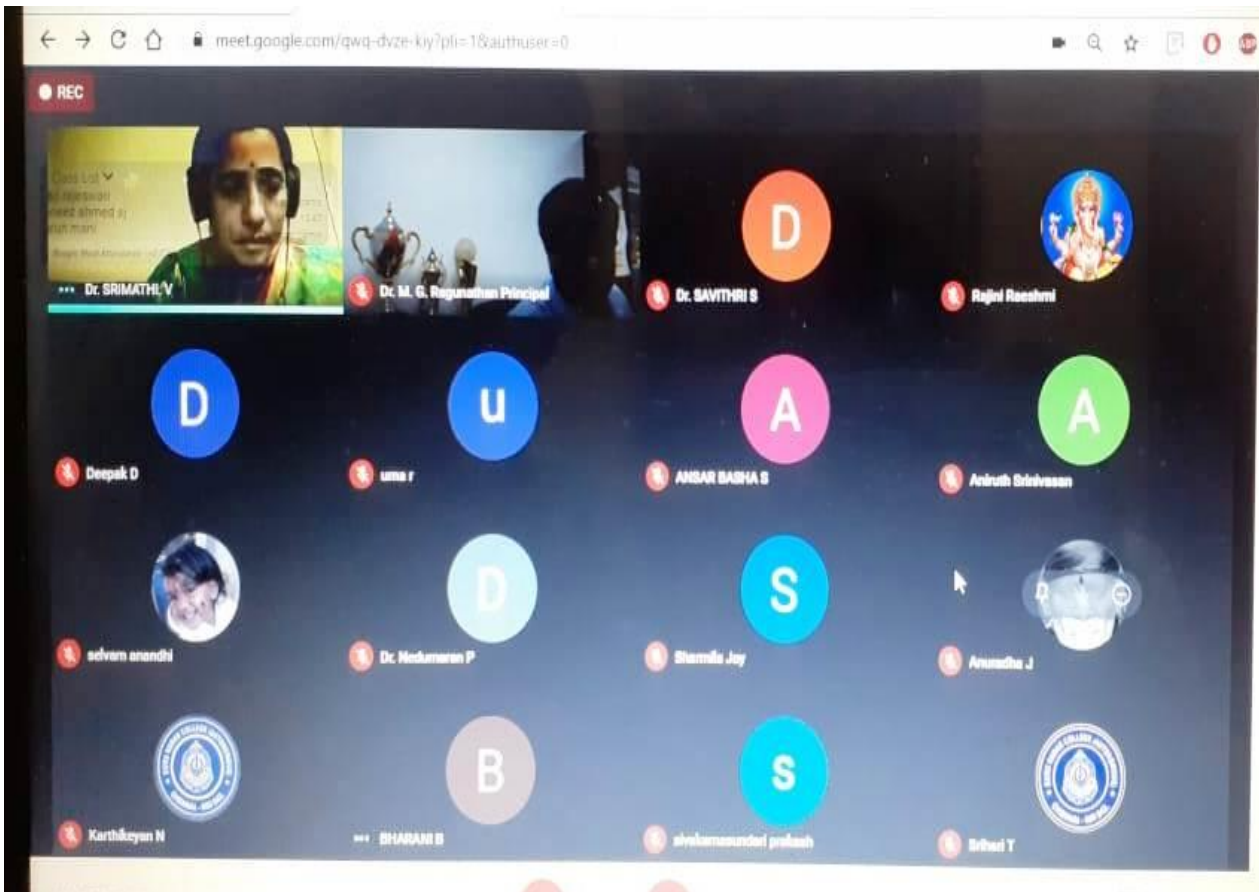
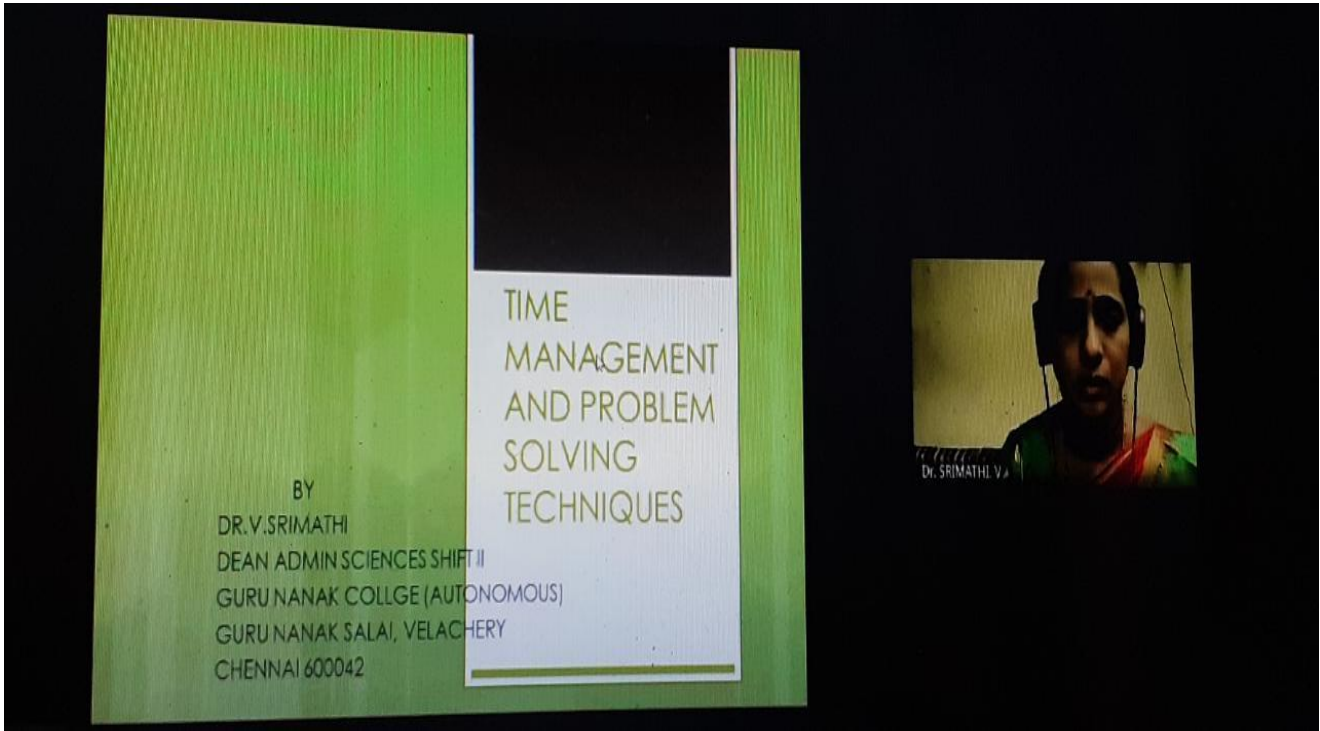
{{OTHER IDENTIFIER}}

has participated in the **Time Management & Problems Solving Techniques**
organized by the Department of Mathematics(Shift II),
Guru Nanak College (Autonomous), Chennai on 5th Aug 2020.

Dr. M. G. Ragunathan
Principal

Mr. Manjit Singh Nayar
General Secretary & Correspondent


(5) Photos



REC Dr. SRIMATHI. V is presenting

எங்கு தொடங்குவது இலக்குகள் நிறுவ

1. உங்கள் இலக்குகளை குறிப்பிட்ட மற்றும் உறுதியானதாக ஆக்குங்கள்.
2. தெளிவற்றதாக இருக்க வேண்டாம்
3. நீண்ட கால இலக்குகள் மற்றும் குறுகிய கால இலக்குகளை ஆதரிக்க அவற்றை அமைக்கவும்
4. உங்கள் இலக்குகளுக்கு காலக்கெடுவை அமைக்கவும்
5. உங்கள் இலக்குகளை ஒருங்கிணைக்கவும்
6. தொழில்முறை, தனிப்பட்ட மற்றும் தொழில்
7. குறிக்கோள்கள் மாறுகின்றன என்பதை உணருங்கள்; ஆனால் எந்த இலக்கை ஒட்டிக்கொள்ள வேண்டும் என்பதை அறிவீர்கள்



Dr. SRIMATHI. V

BHARANI B

Dr. SAVITHRI S

Dr. M. G. Ragnathan

Shamile Joy

sivakamesundari pra...

Rajni Raashmi

Anuradha J

Srihari T

Deepak D


REC Dr. SRIMATHI. V is presenting


Where to start?

1. Set Goals!

- Make your goals specific and concrete. Don't be vague.
- Set both long-term goals and short-term ones to support them.
- Set a deadline for your goals.
- Integrate your goals: professional, personal and career.
- Realize that goals change, but know which goals to stick to!

Go for the goal!





Dr. SRIMATHI. V

BHARANI B

Dr. SAVITHRI S

Dr. M. G. Ragnathan

Shamile Joy

Aniruth Srinivasan

Rajni Raashmi

Anuradha J

Srihari T

Deepak D

REC D Dr. SRIMATHI. V / is presenting

பயனுள்ள நேர நிர்வாகத்திற்கான
படிகள்

1. நீண்ட கால வெஷன்
2. முன்னுரிமை
3. திட்டமிடல்
4. தாதக்குழு
5. செறிவு மேம்படுத்த
6. நன்கு
ஒழுங்கமைக்கப்பட்டிருத்தல்
7. ஒத்திவைப்பதைத் தவிர்க்கவும்
8. குறுக்கீடுகளை குறைக்கவும்
9. பயனுள்ள கூட்டங்கள்
10. பயனுள்ள தொடர்பு
11. முழுமையைத் தவிர்க்கவும்
12. உறுதியாக இருங்கள்

AN ORIENTATION COURSE FOR NON-TEACHING...

Dr. SRIMATHI. V

TO DO:
Make a
To-Do List!

Dr. SRIMATHI. V