



# SUMATHI REDDY

## INSTITUTE OF TECHNOLOGY FOR WOMEN

*L e a r n i n g a t i t s b e s t*

Affiliated to JNTUH - Approved by AICTE

---

No. SRITW/CSSP/2023

Date: 03-03-2023

### CIRCULAR

All the students are hereby informed that a one-day career guidance program on “**Time Management**” will be conducted in association with Telangana Academy for Skill and Knowledge (**TASK**) on 06-03-2023. Interested students can enroll their names with the Coordinator Ms. Srilekha, Assistant Professor, Department of ECE.

For detailed information, refer to the program schedule and brochure displayed on the notice board.

. **Venue:** Seminar Hall.



**Training & Placement Officer**

To be read in all class rooms

Copy to:

1. Principal
2. All HOD's (CSE, ECE, and H&Sc)
3. Administrative Officer
4. Exam Branch.
5. All notice boards



# SUMATHI REDDY INSTITUTE OF TECHNOLOGY FOR WOMEN

Affiliated to JNTUH, Approved by AICTE

Organized by the Department of Electrical and Electronics  
Engineering

## TIME MANAGEMENT



CONTACT: M. Srilekha

Assistant Professor, Department of ECE

### RESOURCE PERSON:

Mr. RAM MANOJ

### Course Date:

06-03-2023



### Venue:

Seminar Hall

**Note:** No Registration Fee.

❖ **INTRODUCTION:** Time management plays a pivotal role in both personal and professional spheres of life. It involves making conscious decisions about how to allocate limited time to various tasks and responsibilities. Effectively managing time brings about numerous advantages that contribute to enhanced well-being and success.

### Key Objectives:

- Enhance Productivity
- Reduce stress
- Achieve a balanced and fulfilled life



*Rijan*

**Principal**

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (TS)



# SUMATHI REDDY

## INSTITUTE OF TECHNOLOGY FOR WOMEN

*L e a r n i n g a t i t s b e s t*

**Affiliated to JNTUH - Approved by AICTE**

### Program Schedule:

Day/Date	Session Time	Topics for Discussion
06-03-2023	9.30am - 12.50pm	Setting goals and Priorities, Time tracking and analysis, Time blocking and Scheduling, Overcoming Procrastination
	12.50pm - 1.30pm	<b>LUNCH</b>
	1.30pm - 4.00pm	Delegation and Outsourcing, Managing E-mail and Communication, Time management for Multitasking, Personal energy management.

**Resource Person Details:** Mr. Ram Manoj, Softskills and Personality Development Trainer TASK,  
Hyderabad Rammanoj.thirumala@gmail.com



*Rijan*

**Principal**

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (TS)



# SUMATHI REDDY

## INSTITUTE OF TECHNOLOGY FOR WOMEN

*L e a r n i n g a t i t s b e s t*

**Affiliated to JNTUH - Approved by AICTE**

### REPORT OF THE PROGRAM



*A One day career guidance program has been taken by Mr. Ram Manoj, Softskills and Personality Development Trainer TASK, Hyderabad on 06.03.2023*

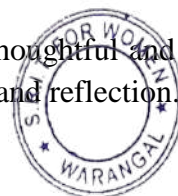
A One day career guidance program has been conducted at SRITW, Warangal in association with Telangana Academy for Skill and Knowledge (TASK) by Mr. Ram Manoj on “TIME MANAGEMENT”.

The Time Management Program for Students is a comprehensive initiative designed to equip students with essential skills for effectively organizing and utilizing their time. Through a combination of workshops, practical exercises, and personalized strategies, students learn how to prioritize tasks, set goals, and optimize their daily schedules.

The program covers topics such as goal setting, task prioritization, creating effective to-do lists, managing distractions, and overcoming procrastination. Participants also explore techniques for efficient study habits, balancing academics, extracurricular activities, and personal time.

#### **Outcomes of the program:**

- Time management techniques help individuals accomplish tasks more efficiently, resulting in increased productivity and output.
- By prioritizing tasks and managing workloads effectively, individuals can reduce stress and avoid last-minute rushes.
- Time management encourages better concentration on important tasks, leading to higher-quality work.
- Time management allows for more thoughtful and informed decision-making as individuals allocate time for analysis and reflection.



*Rijan*  
Principal

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (TS)

- Managing time effectively helps individuals allocate time for both work and personal life, promoting balance and well-being.
- Time management involves planning and setting goals, enabling individuals to be more proactive in achieving their objectives.
- Proper time management ensures that deadlines are consistently met, reducing the risk of late submissions or deliverables.



*Rijan*  
**Principal**  
Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (TS)





# SUMATHI REDDY

## INSTITUTE OF TECHNOLOGY FOR WOMEN

Established in 1982  
Affiliated to JNTUH, Approved by AICTE

Date: 06.03.2023

### LIST OF STUDENTS ENROLLED FOR TIME MANAGEMENT PROGRAMME

S.NO	HALLTICKET NUMBER	NAME	SIGNATURE
1	196Y1A0534	GANDE SRAVYA	sravya
2	196Y1A0535	GOLANAKONDA RACHANA	Rachana
3	196Y1A0536	GOLLA NIKHITHA SREE	Nikhitha
4	196Y1A0537	GORRE VAISHNAVI	Vaishnavi
5	196Y1A0542	GUFFRANA ANJUM	Anjum
6	196Y1A0543	GUNDA ANUHYA	Anuhya
7	196Y1A0545	HAUSA KAINATH	Kainath
8	196Y1A0546	JULURI NIKHITHA SRI	Nikhitha
9	196Y1A0547	KADARI KRUTHI	Kruthi
10	196Y1A0549	KALIMI NIHARIKA	Niharika
11	196Y1A0552	KARRA MALATHI	Malathi
12	196Y1A0553	KATLA SHIVANI	Shivani
13	196Y1A0554	KOMURAVELLI ARISHMA	Arishma
14	196Y1A0555	KOPPULA BHANUSRI	Bhanusri
15	196Y1A0556	KUKAL SANJANA	Sanjana
16	196Y1A0557	KUNCHALA POOJA	Pooja
17	196Y1A0472	NERELLA PRASANNA	Prasanna
18	196Y1A0473	NERELLA SAMITHA	Samitha
19	196Y1A0474	PAMMIDI ALEKHYA	Alekhya
20	196Y1A0476	POLSANI SAI PRIYA	Sai Priya
21	196Y1A0478	SANA TABASSUM	Tabassum
22	196Y1A0479	SANDUPATLA LAXMI	Laxmi
23	196Y1A0480	SANKEESA KRUSHITHA	Krushitha
24	196Y1A0481	SHARMA DURGA	Durga
25	196Y1A0483	SINGIREDDY NIHARIKA	Niharika
26	196Y1A0484	SOMASSETTI RALVALI	Ralvali
27	196Y1A0485	SUMERA GOUHAR	Sumera Gouhar
28	196Y1A0487	SURAM SUPRAJA	Supraja
29	196Y1A0488	THAIREDDY KEERTHIKA	Keerthika
30	196Y1A0489	THATHA SHIRISHA	Shirisha
31	196Y1A0491	THODUPUNURI AKHILA	Akhila
32	196Y1A0492	THOTA SOUMYA	Soumya



*Rajini*  
PRINCIPAL

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasansagar (M)  
WARANGAL - 506 371 (T.S.)

33	196Y1A0493	THUMMA DEEPTHI MAI	
34	196Y1A0495	TUMMANAPELLI KEERTHANA	Keerthana
35	196Y1A0497	VALUGUBELLY BHOOMIKA	Bhoomika
36	196Y1A0499	VANCHA ASHRITHA REDDY	Ashika
37	196Y1A04A0	VEERAMANENI SIRI PRIYA	Sripriya
38	196Y1A04A4	VETURI THISHIKA	Thishika
39	206Y5A0402	ANTHADUPULA VISHWATEJASWINI	Vishwatejaswini
40	206Y5A0405	BALABOYINA SRI POOJA	Sri Pooja
41	206Y5A0406	BHEEMREDDY ROSHINI	Roshini
42	206Y5A0407	BHURA VASAVI	Vasavi
43	196Y1A0201	BHUKYA KALA RANI	KalaRani
44	196Y1A0203	DUGGISHETTI VARSHITHA	Varshitha
45	196Y1A0204	GADDAM NIKHITHA	Nikitha
46	196Y1A0206	KANDAKATLA LAXMIPRASANNA	Laxmi
47	196Y1A0210	PAKA CHANDHANA	Chandhana
48	196Y1A0212	POODHARI SAMYUKTHA	Samyuktha
49	196Y1A0217	THELU ANUSHA	Anusha
50	206Y5A0202	BOLLOJU MANASWINI	Manaswini
51	206Y5A0203	BONAGIRI SANDHYA	Sandhya
52	206Y5A0204	CHILUMULA DEEPTHI	Deepthi
53	206Y5A0205	DEVUNURI SRAVANTHI	Sravanthi
54	206Y5A0211	KATUKOJWALA SATHWIKI	Sathy
55	206Y5A0216	MASU JHANSI RANI	Rani
56	206Y5A0217	NADIGOTTU HARI CHANDANA	Harichandana
57	206Y5A0218	ODELA MEGHANA	Meghana
58	206Y5A0219	PADALA SRILATHA	Srilatha
59	206Y5A0220	RAYABARAPU SHRUTHI	Shruthi
60	206Y5A0221	RESHMA	Reshma
61	206Y5A0222	RODDA APOORVA	Apoorva
62	206Y5A0223	SIDDAMALLA RAJA SRI	Raja Sri
63	206Y5A0224	SRIDHARLA HARITHA	Haritha
64	206Y1A0416	CHINTHAREDDY DIVYASRI	Divyasee
65	206Y1A0417	DEVATHI MADHUMITHA	Madhumi
66	206Y1A0418	EMMADI SATHWIKI	Sathwika
67	206Y1A0419	ENUGALA SOUJANYA	Soujanya
68	206Y1A0420	GORANTALA HARSHITHA	Harshitha
69	206Y1A0423	HATKAR DEEPIKA	Deepika
70	206Y1A0424	HUZAIFA GAZNAM	Gaz
71	206Y1A0427	JANGALA LAXMI PAVANI	Pavani
72	206Y1A0428	JERIPOTHULA CHANDANA	Chandhana
73	206Y1A0429	KADIVENDI POOJITHA	Pooja
74	206Y1A0430	KALERU SAI SRUTHI	Sai sruthi
75	206Y1A0432	KUCHANA AMULYA	Amulya



**Rajini**  
PRINCIPAL

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (T.S.)



76	206Y1A0434	MANDA AISHWARYA	Aishwarya
77	206Y1A0435	MANDA KEERTHANA	Keerthana
78	206Y1A0436	MATTA RAGINI	Ragini
79	206Y1A0437	MUNAVATH APARNA	Aparna
80	206Y1A6625	KADARLA MANASA	Manasa
81	206Y1A6626	KADARLA VAAGDEVI	Vaagdevi
82	206Y1A6629	KUKKALA DEEPIKA	Deepika
83	206Y1A6630	KURNA PRERANA	Prerana
84	206Y1A6631	LAKUM HARSHINI	Harshini
85	206Y1A6635	MUPPIDI. SAANVIKA	Saanvika
86	206Y1A6636	NAGAPURI BHARANI	Bharani
87	206Y1A6638	NAVADURI SAHITYA	Sahitya
88	206Y1A6639	PADIDALA INDHU	Indhu
89	206Y1A6640	P.MADHAVI	Madhuri
90	206Y1A6643	PENDHOTA SAHITHI PRIYA	Sahithi
91	206Y1A6644	PONNAM.RUCHITHA	Ruchitha
92	206Y1A6645	RAMANCHA JASHNAVI	Jashnavi
93	206Y1A6646	REDDY VYSHNAVI	Vyshnavi
94	206Y1A6648	SURAM KEERTHI	Keerthi
95	206Y1A6649	UDUTHA SWATHI	Swathi
96	206Y1A6650	VADALA NIHARIKA	Narika
97	206Y1A6701	ADUPA VARSHITHA	Varshitha
98	206Y1A6703	ASHNA AROOSA	Aroosa
99	206Y1A6705	BIJJA PRIYA CHANDRIKA	Chandrika
100	206Y1A6708	DEERAVATH ROOPA	Roopa
101	206Y1A6710	GADDAM SANJANA	Sanika
102	206Y1A6711	GURRALA SRUTHI	Sruthi
103	206Y1A6712	KASARLA SADHASRI	Sadhasri
104	206Y1A6714	KATUKURI SNEHA LATHA REDDY	Sneha
105	206Y1A6715	KODAM VEENANJALI	Veenanjali
106	206Y1A6716	KUCHANA SADWIKA SREE	Sadwika Sree
107	206Y1A6717	PULUMATI RAMYASREE	Ramyasree
108	206Y1A6719	SANGEM SHRUTHI	Shruthi
109	216Y1A6724	KESHETTY SADHIKA	Sadhika
110	216Y1A6725	KONKATI ANUSHA	Anusha
111	216Y1A6726	KORE RAMYA SRI	Ramyasri
112	216Y1A6727	KOTHAKONDA SRUTHI	Sruthi
113	216Y1A6728	LAKKARSU POOJITHA	Poojitha
114	216Y1A6729	LEDALLA VISHALIKA	Vishalika
115	216Y1A6732	MANCHIKATLA VARSHITHA	Varshitha
116	216Y1A6734	MARAMREDDY VELANGINI SHAMITHA	Shamitha
117	216Y1A6737	MUKKERA REETHU	Reethu



Rajam

PRINCIPAL

Sumathi Reddy Institute of Technology for Women  
Ananthasagar (V), Hasanpeta (M)  
WARANGAL - 506 371 (T.S.)



118	216Y1A6738	MUNIGELA SWATHI SREE	Swathi
119	216Y1A6739	NAGINENI JYOTHIKA	Jyoti
120	216Y1A6740	NIKITHA BATHINI	Nikitha
121	216Y1A6742	PACHUNURI SAI BHAVANA	Sai Bhavana
122	216Y1A6743	PARIPATI VANDANA REDDY	Vandana
123	216Y1A6745	RAMAGIRI SAI SRUTHI	Sai Sruthi
124	216Y1A6642	JULURI VYSHNAVI	Vyshnavi
125	216Y1A6643	KANANTHAREDDY VASAVI	Vasavi
126	216Y1A6644	KATTA SUSHMA	Sushma
127	216Y1A6645	NAMEERA FATIMA	Fatima
128	216Y1A6646	KERLA VIDYA	Vidya
129	216Y1A6649	KOMURAVELLI AISHWARYA SRI	Aishwarya
130	216Y1A6650	KORUKONDA SAI SHIVANI	Sai Shivani
131	216Y1A6651	KOSANAM SHIVANI	Shivani
132	216Y1A6652	KUNDARAPU SUSHMITHA	Sushmitha
133	216Y1A6653	LAGISHETTI SHIVANI	Shivani
134	216Y1A6654	LINGAMPALLY SHIVA PRIYA	Shivapriya
135	216Y1A6658	MANEM SHARANYA	Sharanya
136	216Y1A6659	MARKALA NAMRATHA	Namratha
137	216Y1A6661	MOHAMMAD FARAHATH	Farahath
138	226Y1A0462	THOTA. INDUSREE	Indusree
139	226Y1A0464	VALABOJU AISHWARYA	Aishwarya
140	226Y1A0501	ADE BHUMIKA	Bhumika
141	226Y1A0504	AKUTHOTA. POOJANA	Poojana
142	226Y1A0505	ALLI .SARITHA	Saritha
143	226y1A0506	AMBATI ANJALI	Anjali
144	226Y1A0508	ANGIDI VASAVI	Vasavi
145	226Y1A0509	APPALA VARSHITHA	Varshitha
146	226Y1A0511	AYESHA TABASSUM	Tabassum
147	226Y1A0517	BASKE DIVYA	Divya

  
CO-ORDINATOR

  
HOD



  
PRINCIPAL  
Sumathi Reddy Institute of Technology For Women  
Ananthasagar (V), Hasanparthy (M)  
WARANGAL - 506 371 (T.S.)



# SUMATHI REDDY

INSTITUTE OF TECHNOLOGY FOR WOMEN

Affiliated to JNTUH, Approved by AICTE

## FEEDBACK FORM

Name of the Program <u>Time management</u>					
Branch: <u>EEE</u>			Date: <u>06-03-2023</u>		
Name of the Student: <u>B. Sandhya</u>			H.T. No. <u>206Y1A0203</u>		
S. No	Item	Excellent	Very good	Good	Poor
1	Is the lecture/hands-on training well organized?	✓			
2	Whether it is relevant to the curriculum?	✓			
3	Proficiency of the expert and delivery	✓			
4	Response to queries by resource person	✓			
5	Any suggestion/improvement (related to Industry scenario and others if any)	✓			

Comments(if any)

This section is helpful

*Rajai*  
**PRINCIPAL**  
 Sumathi Reddy Institute of Technology for Women  
 Ananthasagar (V), Hasanparthy (M)  
 WARANGAL - 506 371 (T.S.)

*Sandhya*  
 Student's Signature



# SUMATHI REDDY

INSTITUTE OF TECHNOLOGY FOR WOMEN

Affiliated to JNTUH, Approved by AICTE

## FEEDBACK FORM

Name of the Program <u>Time Management</u>					
Branch: <u>CSE</u>			Date: <u>06-03-2023</u>		
Name of the Student: <u>Baske. Divya</u>			H.T. No. <u>226Y1A0517</u>		
S. No	Item	Excellent	Very good	Good	Poor
1	Is the lecture/hands-on training well organized?	✓			
2	Whether it is relevant to the curriculum?	✓			
3	Proficiency of the expert and delivery	✓			
4	Response to queries by resource person	✓			
5	Any suggestion/improvement (related to Industry scenario and others if any)	✓			

Comments(if any)

This session is awesome

*Rajai*  
**PRINCIPAL**  
 Sumathi Reddy Institute of Technology for Women  
 Ananthasagar (V), Hasanparthy (M)  
 WARANGAL - 506 371 (T.S.)

*Divya*  
 Student's Signature