



HINDU KANYA MAHAVIDYALAYA, JIND
Affiliated to C. R. S. University, Jind.



A
Report
on
Value Added Course
on
Time Management

Ms. Aakanksha Ashri
Course Coordinator

Mrs. Anjali Gupta
Convenor, VAC

Dr. Punam Kajal
Principal

Report

| | |
|---|--|
| Name of the Course | Time Management |
| Date of Course | 7 February 2024 to 19 March 2024 |
| Duration | 32 Hours |
| No. of Students Enrolled in the Course | 82 |
| No. of Students Completed the Course | 81 |
| Learning Outcomes of the Course | <ol style="list-style-type: none">1) Prioritization: Learn to identify and focus on high-priority tasks for effective time utilization.2) Planning: Develop skills in creating realistic schedules and setting achievable goals.3) Delegation: Understand the importance of delegating tasks to optimize time and productivity.4) Efficiency Techniques: Explore time-saving strategies and tools to streamline workflow and maximize efficiency. |

Notice

Notice No :- 200965

Dated :- 25-01-2024

NOTICE

All the students of UG/PG programs of the college are informed that for overall development of students the following Value Added Courses are going to be introduced from 7th February, 2024. After the completion of the course the qualifying students will be awarded certificates. The students who are interested to get enrolled in these Value Added Courses are required to submit their names to Mrs. Anjali (English) & Mrs. Anju (Mathematics) up to 2nd February, 2024.

Duration of the Course: 32 Hours

Time of the lecture: 2:15 pm – 3:15 pm



Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

| Sr. No. | Name of the Value Added Courses | Teacher Incharge | Room No. |
|---------|---------------------------------|------------------|----------|
| 1 | Women Entrepreneurship | Ms. Arzoo | 207 |
| 2 | Conversational English | Mrs. Sushila | 208 |
| 3 | Time Management | Ms. Aakanksha | 116 |
| 4 | Stress Management | Mrs. Nitisha | 117 |
| 5 | Email Etiquette Training | Mrs. Ritu | 218 |
| 6 | Basics of Home Science | Mrs. Anu Rani | 119 |
| 7 | Environmental Sustainability | Mrs. Ranjana | 221 |
| 8 | Moral Education | Mrs. Nisha | 222 |
| 9 | Vedic Maths | Mrs. Anjali | 223 |

Syllabus

**Syllabus
for
Value Added Course
Time Management
Course Code: TM – 2024
Duration: 32 Hours**

Course Outcomes:

Upon completion of this course, the students will be able to:

1. **Prioritization:** Learn to identify and focus on high-priority tasks for effective time utilization.
2. **Planning:** Develop skills in creating realistic schedules and setting achievable goals.
3. **Delegation:** Understand the importance of delegating tasks to optimize time and productivity.
4. **Efficiency Techniques:** Explore time-saving strategies and tools to streamline workflow and maximize efficiency.

Module - I

Aspects of Time Management:

- Planning & Goal Setting
- Managing Yourself
- Dealing with Other People
- Getting Results

Module – II

Fundamentals of Time Management:

- Focus on Time and Resources
- Pre-Analysis of Performance
- Analysis of Goals and Objectives
- Systemization of Processes

Module – III

Productive Work:

- Busy v/s Productive
- Indecision & Delay
- Overwork
- Urgency v/s Importance
- Prioritization

Reference Books:

1. Time Management: A Holistic Approach to Productivity, Stress Reduction, and Effectiveness by Michael Jibrael.
2. Time Management for Students: How to Get More Done in Less Time by Dale Hartman.
3. A College Students Guide to Time Management - A Book by and for college Students by Edward Rippen.
4. Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done by Charles Harvey.

Assessment Procedure:

The students will be assessed by viva-voce as per the following assessment criterion:


| | |
|----|-------------------------------|
| A+ | 90% & above |
| A | 75% & above but less than 90% |
| B | 60% & above but less than 75% |
| C | 50% & above but less than 60% |
| D | 35% & above but less than 50% |

The candidate scoring less than 35% will be considered 'Not Qualified'.


Mrs. Anju
(Co-Convenor, VAC)


Mrs. Anjali Gupta
(Convenor, VAC)


Dr. Geeta Gupta
(Co-ordinator, IQAC)


Principal
Hindu Kanya Mahavidyalaya
(Haryana)
Dr. Punam Kajal
(Principal)

Attendance

Value - ADDED - Course (Time Management)

Daily Attendance Register B.A 3rd year

| Sl. No. | NAME | Date | | | | | | | | | | | | |
|---------|-----------|------|------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|
| | | 7/11 | 8/11 | 9/11 | 10/11 | 11/11 | 12/11 | 13/11 | 14/11 | 15/11 | 16/11 | 17/11 | 18/11 | |
| 1 | Jyoti | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 2 | Anju | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 3 | Paramjeet | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 4 | Anjali | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 5 | Parul | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 6 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | Karsha | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 8 | Chanchal | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | Monika | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 10 | Anchal | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 11 | Pooja | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | Simran | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 13 | Urmila | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 14 | Manisha | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 15 | Preethi | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 16 | Teena | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 17 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 18 | Pooja | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 19 | Ritu | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 20 | Sahi | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 21 | Seema | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 22 | Chinu | P | P | P | P | P | P | P | P | P | P | P | P | P |

From: 07 Feb 2024, to 19th March 2024

For the Month

| Sl. No. | NAME | 16/2 | 17/2 | 18/2 | 19/2 | 20/2 | 21/2 | 22/2 | 23/2 | 24/2 | 25/2 | 26/2 | 27/2 | 28/2 | 29/2 | 30/2 | 31/2 |
|---------|-----------|------|-------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | | 1 | Jyoti | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 2 | Anju | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 3 | Paramjeet | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 4 | Anjali | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 5 | Parul | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 6 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | Karsha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 8 | Chanchal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | Monika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 10 | Anchal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 11 | Pooja | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | Simran | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 13 | Urmila | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 14 | Manisha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 15 | Preethi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 16 | Teena | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 17 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 18 | Pooja | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 19 | Ritu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 20 | Sahi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 21 | Seema | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 22 | Chinu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

Principal
Kanya Mahavidyalaya
IND (Harana)

Value Added Course (Time Management) 8.A 3rd year

Daily Attendance Register

| Sl. No. | Roll No. | NAME | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|----------|---------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 23 | 164 | Gurjjan | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 24 | 166 | Kajal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 25 | 174 | Simran | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 26 | 181 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 27 | 184 | Manju | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 28 | 189 | Sweety | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 29 | 199 | Sabshi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 30 | 204 | Khushi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 31 | 218 | Meena | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 32 | 221 | Angali | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 33 | 241 | Muskan | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 34 | 243 | Nikhita | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 35 | 248 | Ritu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 36 | 263 | Neha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 37 | 278 | Muskan | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 38 | 299 | Jyoti | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 39 | 306 | Disha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 40 | 311 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 41 | 316 | Mehek | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 42 | 318 | Simran | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 43 | 321 | Shalu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 44 | 323 | Charul | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

From - 07 February, 2024 to 19th March, 2024
For the Month

| Sl. No. | Roll No. | NAME | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
|---------|----------|----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | | Srinidhi | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 2 | | Gurjjan | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 3 | | Kajal | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| 4 | | Simran | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 5 | | Komal | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 6 | | Manju | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | | Sweety | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 8 | | Sabshi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | | Khushi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 10 | | Meena | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 11 | | Angali | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | | Charul | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 13 | | NIKHITA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 14 | | RHU | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 15 | | Neha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 16 | | Usha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 17 | | Jyoti | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 18 | | Disha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 19 | | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 20 | | Mehek | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 21 | | Simran | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 22 | | Shalu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 23 | | Charul | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

Diamond

Alkavya

Handwritten signature

Principal

Shri. Kanya

Shri. Manjari

Shri. Charul

Value Added Course (Time Management)
Daily Attendance Register - G.H. 3rd Year

| Sl. No. | Roll No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|----------|--------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 45 | 325 | Tannu | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 46 | 326 | Monika | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 47 | 330 | Reena | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 48 | 334 | Ruby | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 49 | 336 | Ravina | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 50 | 341 | Kaafi | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 51 | 352 | Anjali | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 52 | 352 | Sneha | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 53 | 357 | Samiti | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 54 | 360 | Annu | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 55 | 361 | Nikita | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 56 | 362 | Swolety | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 57 | 366 | Tannu | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 58 | 367 | Deepika Devi | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 59 | 370 | Priyanka | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 60 | 371 | Idha | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 61 | 374 | Priya | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 62 | 376 | Ritu | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 63 | 377 | Sheetu | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 64 | 380 | Tanya | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 65 | 381 | Nikita | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 66 | 382 | Deepika | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

From - 07 Feb, 2024 to 09 March 2024
For the Month

| Sl. No. | Roll No. | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | M/S | Signature |
|---------|----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----------|
| 45 | 325 | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Tannu |
| 46 | 326 | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | Monika |
| 47 | 330 | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | Reena |
| 48 | 334 | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | P | P | Ruby |
| 49 | 336 | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | Ravina |
| 50 | 341 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Kaafi |
| 51 | 352 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Annu |
| 52 | 352 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Nikita |
| 53 | 357 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Swolety |
| 54 | 360 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Tannu |
| 55 | 361 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Deepika |
| 56 | 362 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Priyanka |
| 57 | 366 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Idha |
| 58 | 367 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Priya |
| 59 | 370 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Ritu |
| 60 | 371 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Sheetu |
| 61 | 374 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Tanya |
| 62 | 376 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Nikita |
| 63 | 377 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | Deepika |

Principal
Hindu Kanya Mahavidyalaya
JIND (Haryana)

Acknowledg

Value Added Course (Time Management) Daily Attendance Register

From 07 Feb, 2024 to 19th March 2024

For the Month

| Sl. No. | NAME | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|----------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|
| 67 | Amitika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 68 | Nisha Chaudhan | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 69 | Annu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 70 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 71 | Monika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 72 | Diksha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 73 | Kafi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 74 | Madhu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 75 | NIKITA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 76 | Suman | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 77 | Kushi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 78 | Pronam | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 79 | Suman | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 80 | Amandeep | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 81 | Amitika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 82 | Bhateri | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

| Sl. No. | NAME | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 |
|---------|----------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 79 | Amitika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 80 | Nisha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 81 | Ann | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 82 | Komal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 83 | Monika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 84 | Diksha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 85 | Kafi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 86 | Madhu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 87 | NIKITA | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 88 | Suman | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 89 | Kushi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 90 | Pronam | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 91 | Suman | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 92 | Amandeep | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 93 | Amitika | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 94 | Bhateri | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 95 | Bhateri | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

Prinicipal
Hindu Kanya Mahavidyalaya
JIND (Haryana)

Accounting

Diamond

Award List

Hindu Kanya Mahavidyalaya, Jind
Value-Added Course (32 Hours)
on
Time Management
Session: 2023-24
(07 February, 2024 - 19 March, 2024)

| Sr. No. | Name | Father Name | Class | Roll No | Grade Obtained |
|---------|------------|---------------|-----------|---------------|----------------|
| 1 | JYOTI | JAGIR | B.A - III | 1211922002013 | A |
| 2 | ANJU | SURESH | B.A - III | 1211922002014 | B |
| 3 | PRAMJEET | SUBASH | B.A - III | 1211922002016 | A |
| 4 | ANJALI | RAJBIR | B.A - III | 1211922002029 | B |
| 5 | PARUL | JOGINDER | B.A - III | 1211922002031 | A+ |
| 6 | KOMAL | GOPAL CHANDER | B.A - III | 1211922002039 | B |
| 7 | KAVITA | SATYAWAN | B.A - III | 1211922002044 | A |
| 8 | CHANCHAL | PARHALAD | B.A - III | 1211922002049 | B |
| 9 | MONIKA | RAJBIR | B.A - III | 1211922002059 | B |
| 10 | AANCHAL | SATYAWAN | B.A - III | 1211922002068 | A+ |
| 11 | POOJA | SUNDER SINGH | B.A - III | 1211922002069 | B |
| 12 | SIMRAN | SUNIL GAUTAM | B.A - III | 1211922002089 | B |
| 13 | URMILA | ASHOK | B.A - III | 1211922002099 | B |
| 14 | MANISHA | SHYAMLAL | B.A - III | 1211922002101 | A |
| 15 | PREETI | RAJESH | B.A - III | 1211922002104 | B |
| 16 | TEENA | GAUTAM MALIK | B.A - III | 1211922002106 | A |
| 17 | KOMAL | JASBIR SINGH | B.A - III | 1211922002124 | B |
| 18 | PAYAL | JASMER | B.A - III | 1211922002129 | B |
| 19 | REETU | VIJAY KUMAR | B.A - III | 1211922002134 | A |
| 20 | SIDHI | AJAY SINGLA | B.A - III | 1211922002142 | B |
| 21 | SEEMA | BIRBHAN | B.A - III | 1211922002144 | B |
| 22 | CHINU | VINOD | B.A - III | 1211922002146 | A+ |
| 23 | GUNJAN | BHUPENDER | B.A - III | 1211922002164 | A |
| 24 | KAJAL | RAVINDER | B.A - III | 1211922002166 | Absent |
| 25 | SIMRAN | SATISH KUMAR | B.A - III | 1211922002174 | A |
| 26 | KOMAL | RAJESH | B.A - III | 1211922002181 | B |
| 27 | MANJU RANI | SHYAM LAL | B.A - III | 1211922002184 | A |
| 28 | SWEETY | BALJEET | B.A - III | 1211922002189 | A |
| 29 | SAKSI | SUBHASH | B.A - III | 1211922002199 | B |
| 30 | KHUSHI | AJAY | B.A - III | 1211922002204 | B |
| 31 | MEENA | LAL CHAND | B.A - III | 1211922002218 | A+ |
| 32 | ANJALI | BALJEET | B.A - III | 1211922002221 | B |
| 33 | MUSKAN | RAJPAL | B.A - III | 1211922002241 | A |
| 34 | NIKHITA | AJMER SINGH | B.A - III | 1211922002243 | A+ |
| 35 | RITU | BALJEET | B.A - III | 1211922002248 | A+ |
| 36 | NEHA | DHARAMBIR | B.A - III | 1211922002263 | A+ |
| 37 | MUSKAN | SURENDER | B.A - III | 1211922002278 | A+ |

A. K. Bhatia

Principal
Hindu Kanya Mahavidyalaya
Jind (Haryana)

| | | | | | |
|----|---------------|----------------|-----------|---------------|----|
| 38 | JYOTI | RAJKUMAR | B. A. III | 1211922002299 | B |
| 39 | DIKSHA | ROSHAN LAL | B. A. III | 1211922002306 | B |
| 40 | KOMAL | SUBASH | B. A. III | 1211922002311 | B |
| 41 | MEHAK | SURESH | B. A. III | 1211922002316 | B |
| 42 | SIMRAN | JAIVEER | B. A. III | 1211922002318 | A+ |
| 43 | SHALU | BABLI | B. A. III | 1211922002321 | B |
| 44 | CHARUL | PARVEEN GOYAL | B. A. III | 1211922002323 | A+ |
| 45 | TANNU | RAGHBIR SINGH | B. A. III | 1211922002325 | B |
| 46 | MONIKA | RAJESH KUMAR | B. A. III | 1211922002326 | B |
| 47 | REENA | RAMPHAL | B. A. III | 1211922002330 | B |
| 48 | RUBY | SURESH KUMAR | B. A. III | 1211922002334 | B |
| 49 | RAVINA | JAGAT SINGH | B. A. III | 1211922002336 | B |
| 50 | KAFI | JASMER | B. A. III | 1211922002341 | B |
| 51 | ANJALI | RANBIR | B. A. III | 1211922002351 | A |
| 52 | SNEHA | ISHWAR SHARMA | B. A. III | 1211922002356 | B |
| 53 | SAMITI | SHIV KUMAR | B. A. III | 1211922002357 | B |
| 54 | ANNU | JOGINDER SINGH | B. A. III | 1211922002360 | B |
| 55 | NIKITA | ISHWAR | B. A. III | 1211922002361 | B |
| 56 | SWEETY | SUNIL | B. A. III | 1211922002362 | A |
| 57 | TANNU | RAMNIWAS | B. A. III | 1211922002366 | B |
| 58 | DEEPIKA DEVI | RAJ KUMAR | B. A. III | 1211922002367 | A |
| 59 | PRIYANKA | SURESH | B. A. III | 1211922002370 | A |
| 60 | ISHA | VIRENDER SINGH | B. A. III | 1211922002371 | A |
| 61 | PRIYA | VED PRAKASH | B. A. III | 1211922002374 | B |
| 62 | RITU | SURENDER SINGH | B. A. III | 1211922002376 | A |
| 63 | NEETU | SURENDER | B. A. III | 1211922002377 | A+ |
| 64 | TANYA | SURENDER | B. A. III | 1211922002380 | A+ |
| 65 | NIKITA | SURAJ PARKASH | B. A. III | 1211922002381 | A+ |
| 66 | DEEPIKA | NARESH KUMAR | B. A. III | 1211922002382 | A |
| 67 | AMISHA | KULDEEP | B. A. III | 1211922002385 | A+ |
| 68 | NISHA CHAUHAN | ANUP SINGH | B. A. III | 1211922002386 | B |
| 69 | ANNU | RAMESH | B. A. III | 1211922002387 | B |
| 70 | KOMAL | KRISHAN KUMAR | B. A. III | 1211922002390 | B |
| 71 | MONIKA | BARU RAM | B. A. III | 1211922002392 | B |
| 72 | DIKSHA | SATISH KUMAR | B. A. III | 1211922002395 | B |
| 73 | KAFI | MAHAVIR SINGH | B. A. III | 1211922002397 | B |
| 74 | MADHU | RAGHBIR | B. A. III | 1211922002400 | B |
| 75 | NIKITA | BADAL | B. A. III | 1211922002401 | B |
| 76 | SIMRAN | RAJBIR | B. A. III | 1211922002403 | A |
| 77 | KHUSHI | RAMMEHAR | B. A. III | 1211922002406 | B |
| 78 | POONAM | SURAJMUNNI | B. A. III | 1211922002407 | B |
| 79 | SUMAN | SURESH | B. A. III | 1211922002409 | B |
| 80 | AMANDEEP KOUR | CHARANPARIT | B. A. III | 1211922002411 | A+ |
| 81 | AMISHA | PUSHPENDER | B. A. III | 1211922002414 | B |
| 82 | BHATERI | SHAMSHER | B. A. III | 1211922002415 | A |

Aakanksha

Principal
Hindu Kanya Mahavidyalaya
JIND (Haryana)

Course Completion Certificate



Hindu Kanya Mahavidyalaya, Jind

Certificate of Value-Added Course

on

Time Management

(32 Contact Hours)

Session: 2023-24

Certified that Ms. **JYOTI** D/o **JAGIR** of Class **B.A III** Roll Number **1211922002013** has successfully completed 32 hours Value Added Course in '**Time Management**' from 7th February, 2024 to 19th March, 2024 with **A** grade.

Ms. Aakanksha
Course Coordinator

TM/VAC-2024/1

Mrs. Anju
Co-Convenor, VAC

Mrs. Anjali Gupta
Convenor, VAC

Dr. Punam Kajal
Principal



Hindu Kanya Mahavidyalaya, Jind

Certificate of Value-Added Course

on

Time Management

(32 Contact Hours)

Session: 2023-24

Certified that Ms. **ANJU** D/o **SURESH** of Class **B.A III** Roll Number **1211922002014** has successfully completed 32 hours Value Added Course in '**Time Management**' from 7th February, 2024 to 19th March, 2024 with **B** grade.

Ms. Aakanksha
Course Coordinator

TM/VAC-2024/2

Mrs. Anju
Co-Convenor, VAC

Mrs. Anjali Gupta
Convenor, VAC

Dr. Punam Kajal
Principal