

VAC110	TIME MANAGEMENT
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This value-added course is designed to equip students with practical skills and strategies to enhance their time management capabilities, both in personal and professional contexts. In today's fast-paced world, efficient time management is a crucial skill for achieving success and maintaining a balanced and fulfilling life. Through a blend of theoretical concepts, interactive discussions, practical exercises, and real-world applications, students will gain insights into optimizing their use of time, setting priorities, and maximizing productivity.

Course Objectives

The objective of the course is to make the student understand the importance of time and its management.

Course Outcomes

- CO 1: Apply effective time management techniques to their personal and professional lives.
- CO 2: Prioritize tasks and set achievable goals to enhance productivity.
- CO 3: Identify and overcome common time-wasting habits and distractions.
- CO 4: Create and implement personalized time management plans.
- CO 5: Evaluate and adapt time management strategies for different contexts and situations.

Course Content

Module I

Importance of time management, Values and Beliefs, Goals and Benchmarks – The ladders of success, Managing Projects and Commitments, Prioritizing Your Do's.

Module II

Inspired Action; Getting the Results you Need, Tracking Projects, Managing for Accomplishment, Tools that Work, Keys to Successful Time Management,

Module III

Creating an effective environment; Setting priorities and goals: ABC analysis, Pareto analysis, The Eisenhower Method, Domino Reaction method, POSEC method; Implementation of goals; Task list organization, Elimination of non-priorities.



Module IV

Time Management Systems: GTD, Pomodoro, Time Allocation; Attention Management.

Practicum

1. Analyze their current time management practices and identify areas for improvement.
2. Develop and implement a customized time management plan based on their individual goals and responsibilities.

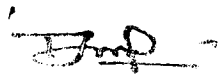
Text Books

Covey, S. R. (2004). The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change. Free Press.

Reference Books

2. Time Management from the Inside Out, Second Edition: The Foolproof System for Taking Control of Your Schedule -- and Your Life by Julie Morgenstern

	Evaluation Component	Weightage (%)
1	CAT -I	30
2	CAT -II	30
3	Attendance	10
4	End Term Examination	30


Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY
E D U C A T I O N F O R L I F E
(Recognized by UGC and a member of AIU)

Ref.No.:KRMU/Admin./Notice/2019-20/ 1510(E)

Dated: 12th December, 2019

NOTICE

This is to put for information that School of Management & Commerce is offering Value-Added Course (VAC) for all interested students during Even Semester as per the following specifications.

Course Code	Course Title	Coordinating Department / School	Duration
VAC034	Social Media Marketing	SOMC	30 Hrs.
VAC 110	Time Management	SOMC	30 Hrs.

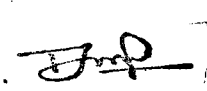
- Maximum 100 seats are available for the course.
- Course Start Date: 02 January 2020
- Course End Date: 19 March 2020

All interested students are required to confirm their registration with the Dean-School of Management & Commerce latest by **26th December, 2019.**


Registrar

Copy to:

- Vice Chancellor : For kind information
- Dean (Academics Affairs)
- Controller of Examinations
- All Deans/ School Coordinators
- All Faculty Members/ Mentors
- Notice Board
- Office Copy

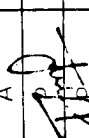

Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)

ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2019-20

COURSE CODE: VAC110

COURSE TITLE: TIME MANAGEMENT

ROLL NO	NAME	PROGRAMME	SEMESTER	02.01.2020	03.01.2020	04.01.2020	07.01.2020	09.01.2020	10.01.2020
1705230010	SUBHAM DEY	LLB (Hons.)	Semester-VI	P	P	P	P	P	P
1705230008	ADITI SHARMA	LLB (Hons.)	Semester-VI	P	P	P	P	P	P
1705230004	FAJAL HUSSAIN	LLB (Hons.)	Semester-VI	P	P	P	P	P	P
1505140023	HARJOT SINGH	BBA LLB (H)	Semester-X	A	P	A	P	P	P
1505140019	GAJENDRA	BBA LLB (H)	Semester-X	P	P	P	P	P	P
1505140018	ABHILASH SHARMA	BBA LLB (H)	Semester-X	P	P	P	P	P	P
1505140014	RAUSHAN KUMAR	BBA LLB (H)	Semester-X	P	P	P	P	P	P
1701011060	HIMANSHU KUKREJA	B.Tech CSE	Semester-VIII	A	P	A	P	P	P
1601010042	YUVRAJ CHOPRA	B.Tech CSE	Semester-VIII	P	P	P	P	P	P
1601010038	NIKHIL RAGHAV	B.Tech CSE	Semester-VIII	P	P	P	P	P	P
1601010037	ALOK RANJAN SINGH	B.Tech CSE	Semester-VIII	P	P	P	P	P	P
1601010036	VATSAL MAMGAIN	B.Tech CSE	Semester-VIII	P	P	P	P	P	P
1601010030	ROHIT MORDHWAJ	B.Tech CSE	Semester-VIII	P	A	P	P	P	P
1601010028	KARAN	B.Tech CSE	Semester-VIII	P	P	P	A	P	P
1601010019	KUNWAR PARIKSHIT RAG	B.Tech CSE	Semester-VIII	P	A	A	P	P	P
1601010005	NITESH	B.Tech CSE	Semester-VIII	P	A	P	P	P	P
1601010004	MANSI	B.Tech CSE	Semester-VIII	P	A	A	P	P	P
1601050013	AVDHESH MANDAL	B.Tech Civil	Semester-VIII	P	P	A	A	A	P
1601050002	PRASANT SINGH	B.Tech Civil	Semester-VIII	P	P	P	P	P	P
1601050001	ADITYA SHARMA	B.Tech Civil	Semester-VIII	P	A	A	A	A	P
1704121065	RISHABH GUPTA	B.Pharma	Semester-VIII	A	P	P	P	P	P
1505150004	ISHWAR SINGH	B.Com LLB (H)	Semester-X	P	P	P	P	P	P
1505150003	PRERNA	B.Com LLB (H)	Semester-X	P	P	P	P	P	P
1505170033	KRISHAN KUMAR SHARMA	B.A. LL.B (H)	Semester-X	P	P	P	P	A	P
1505170026	NEETU	B.A. LL.B (H)	Semester-X	A	P	P	A	A	P
1709200019	NEERAJ	B.A. (JMC)	Semester-VI		A	P	P	P	P
1709200009	KOMAL KUMARI	B.A. (JMC)	Semester-VI		A	P	P	P	P
1708180025	ABHISHEK MUDGIL	B.A. (H) t nglish	Semester-VI	Registrar	A	P	P	P	P

COURSE IN CHARGE

K.R. Mangalam University

Sohna Road, Gurugram, (Haryana)

DEAN DEAN

School of Management & Commerce (SOMC)
K.R. Mangalam University

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VAC COURSE FOR ACADEMIC YEAR 2019-20

COURSE CODE: VAC110

COURSE TITLE: TIME MANAGEMENT

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COURSE INCHARGE

Registrar

**K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)**

DEAN

ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2019-20

COURSE CODE: VAC110

COURSE TITLE: TIME MANAGEMENT

25.02.2020	01.03.2020	06.03.2020	12.03.2020	16.03.2020	15.03.2020	18.03.2020	19.03.2020	TOTAL	Present	Persantage
P	P	P	P	P	P	P	P	35	34	97.14
P	P	A	P	P	A	P	P	35	31	88.57
P	P	P	P	P	A	P	P	35	34	97.14
P	P	P	P	A	A	P	P	35	31	88.57
P	P	A	P	P	A	P	P	35	33	94.29
P	P	P	P	A	A	P	P	35	33	94.29
P	P	P	P	P	A	P	P	35	31	88.57
A	P	P	P	P	A	P	P	35	32	91.43
P	A	P	P	A	A	A	P	35	29	82.86
P	P	P	P	P	P	P	P	35	32	91.43
P	P	P	P	P	P	A	P	35	32	91.43
P	P	P	P	P	P	P	P	35	34	97.14
P	P	P	P	P	P	P	P	35	32	91.43
P	P	P	P	P	P	P	P	35	33	94.29
P	P	P	P	P	P	P	P	35	32	91.43
P	P	P	P	P	P	P	P	35	34	97.14
P	P	P	P	P	P	P	P	35	32	91.43
P	P	P	P	P	P	P	P	35	30	85.71
P	P	A	P	P	P	P	P	35	32	91.43
P	P	P	P	P	P	P	A	35	29	82.86
P	A	P	P	P	P	A	P	35	32	91.43
P	P	P	P	A	P	P	A	35	31	88.57
P	A	A	P	P	P	A	P	35	30	85.71
P	A	P	P	P	P	A	A	35	29	82.86
P	P	P	P	P	P	P	P	35	32	91.43
P	P	P	A	P	P	P	A	35	31	88.57
P	P	P	P	P	P	P	P	35	33	94.29
P	A	P	P	P	P	P	P	35	33	94.29

COURSE INCHARGE

10/03/20

K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Registrar

School of Management & Commerce (SOMC)
K.R. Mangalam University
Sohna road, Gurugram



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VALUE ADDED COURSE (VAC)
ACADEMIC YEAR 2019-20
COURSE CODE: VAC110
COURSE TITLE: TIME MANAGEMENT
COURSE OFFERED BY: SCHOOL OF MANAGEMENT AND COMMERCE (SOMC)
LIST OF STUDENTS COMPLETING THE COURSE

S.NO	SESSION	ROLL NO	NAME	PROGRAMME	SEMESTER	COURSE CODE	COURSE TITLE	SCHOOL
1	2019-20	1705230008	ADITI SHARMA	LLB (Hons.)	Semester-VI	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
2	2019-20	1705230004	FAJAL HUSSAIN	LLB (Hons.)	Semester-VI	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
3	2019-20	1505140023	HARJOT SINGH	BBA LLB (H)	Semester-X	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
4	2019-20	1505140019	GAJENDRA	BBA LLB (H)	Semester-X	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
5	2019-20	1505140018	ABHILASH SHARMA	BBA LLB (H)	Semester-X	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
6	2019-20	1701011060	HIMANSHU KUKREJA	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
7	2019-20	1601010042	YUVRAJ CHOPRA	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
8	2019-20	1601010038	NIKHIL RAGHAV	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
9	2019-20	1601010037	ALOK RANJAN SINGH	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
10	2019-20	1601010036	VATSAL MAMGAIN	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
11	2019-20	1601010030	ROHIT MORDHWAJ	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
12	2019-20	1601010028	KARAN	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
13	2019-20	1601010019	KUNWAR PARIKSHIT RA	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
14	2019-20	1601010005	NITESH	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
15	2019-20	1601010004	MANSI	B.Tech CSE	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
16	2019-20	1601053013	AVDHESH MANDAL	B.Tech Civil	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
17	2019-20	1601050002	PRASANT SINGH	B.Tech Civil	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
18	2019-20	1601050001	ADITYA SHARMA	B.Tech Civil	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF ENGINEERING AND TECHNOLOGY (SOET)
19	2019-20	1704121065	RISHABH GUPTA	B.Pharm	Semester-VIII	VAC110	TIME MANAGEMENT	SCHOOL OF MEDICAL AND APPLIED SCIENCES (SMAS)
20	2019-20	1505150004	ISHWAR SINGH	B.Com LLB (H)	Semester-X	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
21	2019-20	1505150003	PRERNA	B.Com LLB (H)	Semester-X	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
22	2019-20	1505170033	KRISHAN KUMAR SHAR	B.A. LL.B (H)	Semester-X	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
23	2019-20	1505170026	NEETU	B.A. LL.B (H)	Semester-X	VAC110	TIME MANAGEMENT	SCHOOL OF LEGAL STUDIES (SOLS)
24	2019-20	1709200009	KOMAL KUMARI	B.A. (JMC)	Semester-VI	VAC110	TIME MANAGEMENT	SCHOOL OF JOURNALISM AND MASS COMMUNICATION (SJMC)

[Signature]

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K.R. Mangalam University
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This is to certify that **KOMAL KUMARI**, University Enrolment No **1709200009** of **B.A. (JMC)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

hahajan

Controller of Examination

Date: 10.07.2020

J.P.

Registrar
K. R. Mangalam University
Changanassery, Mangalam, (Kerala)



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This is to certify that NEETU, University Enrolment No 1505170026 of B.A. LL.B (H) programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session 2019-20 (Even Semester) .

hrajani

Controller of Examination

Date: 10.07.2020

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K.R. Mangalam University



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This is to certify that **KRISHAN KUMAR SHARMA**, University Enrolment No **1505170033** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

hrajani

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[Signature]

Registrar

K. R. Mangalam University
GATEWAY TO KNOWLEDGE



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This is to certify that **PRERNA**, University Enrolment No **1505150003** of **B.Com LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)**.

h. mahajan

Controller of Examination

Date: 10.07.2020



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This is to certify that **ISHWAR SINGH**, University Enrolment No **1505150004** of **B.Com LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

harajan

Controller of Examination

Date: 10.07.2020

Registrar
K.R. Mangalam University
Chennai - 600 076 (Tamil Nadu)



K. R. MANGALAM UNIVERSITY

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This is to certify that **RISHABH GUPTA**, University Enrolment No **1704121065** of **B.Pharma** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

h. rahajan

Controller of Examination

Date: 10.07.2020

Registrar

K.R. Mangalam University
Gurgaon Road, Mangalam, (Haryana)



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This is to certify that **ADITYA SHARMA**, University Enrolment No **1601050001** of **B.Tech Civil** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)**.

h. rahajan

Controller of Examination

Date: 10.07.2020

[Signature]

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K.R. Mangalam University

Changanassery, Kollam - 686 001



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This is to certify that **PRASANT SINGH**, University Enrolment No **1601050002** of **B.Tech Civil** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

h. rajan

Controller of Examination

J. P.

Registrar

K. R. Mangalam University

Chennai - 600 089



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This is to certify that **AVDHESH MANDAL**, University Enrolment No **1601053013** of **B.Tech Civil** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

h. mahajan

Controller of Examination

Date: 10.07.2020

J. P.

Registrar

K.R. Mangalam University



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This is to certify that MANSI, University Enrolment No 1601010004 of B.Tech CSE programme has successfully qualified VALUE ADDED COURSE VAC110 (TIME MANAGEMENT) during Academic Session 2019-20 (Even Semester) .

hrahajan

Controller of Examination

Date: 10.07.2020

Registrar

K.R. Mangalam University
Salem, Tamil Nadu



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This is to certify that **NITESH**, University Enrolment No **1601010005** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)**.

Date: 10.07.2020

hahajan

Controller of Examination

Prof.

Rectorial

K. R. Mangalam University



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This is to certify that **KUNWAR PARIKSHIT RAGHAV**, University Enrolment No **1601010019** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Controller of Examination

Date: 10.07.2020

Registrar

10.07.2020



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This is to certify that **KARAN**, University Enrolment No **1601010028** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

K. R. Mangalam

Controller of Examination

Date: 10.07.2020

[Signature]

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K. R. Mangalam University



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This is to certify that **ROHIT MORDHWAJ**, University Enrolment No **1601010030** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

hrahajan

Controller of Examination

Prof. Dr. J. S. Jeyaraj



K.R. MANGALAM UNIVERSITY

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This is to certify that **VATSAL MAMGAIN**, University Enrolment No **1601010036** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

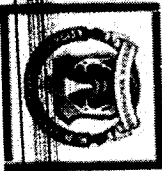
hrahajan

Controller of Examination

Date: 10.07.2020

Prof

Registrar
K.R. Mangalam University
Gurgaon, Haryana (India)



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This is to certify that **ALOK RANJAN SINGH**, University Enrolment No **1601010037** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

h. rajan

Controller of Examination

Date: 10.07.2020

[Signature]

Registrar

K. R. Mangalam University

Chennai - 600 094



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This is to certify that **NIKHIL RAGHAV**, University Enrolment No **1601010038** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)**.

hrajani

Controller of Examination

Date: 10.07.2020

Prof.

Registrar

K.R. Mangalam University
Gurgaon, Haryana



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This is to certify that **YUVRAJ CHOPRA**, University Enrolment No **1601010042** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

hachajan

Controller of Examination

Date: 10.07.2020

Def

Registrar

K. R. Mangalam University
Salunke Institute of Technology
Salunke Institute of Technology



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This is to certify that **HIMANSHU KUKREJA**, University Enrolment No **17010111060** of **B.Tech CSE** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

hrahajan

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Date: 10.07.2020

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K. R. Mangalam University
K. R. Mangalam University (Haryana)



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This is to certify that **ABHILASH SHARMA**, University Enrolment No **1505140018** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

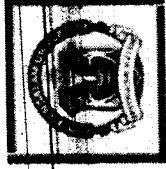
harajan

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Date: 10.07.2020

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Bangalore - 560075, (India)



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This is to certify that **GAJENDRA**, University Enrolment No **1505140019** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)**.

hahajan

Controller of Examination

Date: 10.07.2020

Jaf

Registrar

K. R. Mangalam University

Chennai - 600 095 (Tamil Nadu)



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This is to certify that **HARJOT SINGH**, University Enrolment No **1505140023** of **BBA LLB (H)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

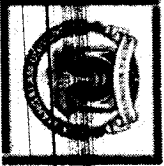
harajan

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This is to certify that **FAJAL HUSSAIN**, University Enrolment No **1705230004** of **LLB (Hons.)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

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This is to certify that **ADITI SHARMA**, University Enrolment No **1705230008** of **LLB (Hons.)** programme has successfully qualified **VALUE ADDED COURSE VAC110 (TIME MANAGEMENT)** during Academic Session **2019-20 (Even Semester)** .

Date: 10.07.2020

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