

## REGISTRATION FORM

Personal Details:

1. Name (Mr./Ms./Mrs./Dr.):
2. Designation:
3. Department:
4. Organization:
5. Years of Experience:
6. Highest Qualification with Specialization:
7. Address for Communication:

PIN:

Mobile No.:                      Email:

8. Boarding/Lodging on payment basis Required: Yes/No

9. Payment Details: DD/ Direct Deposit

Demand Draft No.:                      Date:

Drawn on:

Amount in Rs.:

DD should be drawn in favor of “**Director BTKIT, Dwarahat**” Payable at SBI-KEC Dwarahat (Branch code 10584).

.....  
Signature of Applicant

Note:

Incomplete registration form or registration form without demand draft shall be rejected..

Registration fee is non-refundable.

No TA/DA will be provided for attending the conference.

It is advised to send scanned copy of duly signed registration form by email to conference emailed for convenience.

## PATRON & CONVENOR

**Prof. R. K. Singh, Director BTKIT Dwarahat**

## ORGANIZING SECRETARY

**Dr. Satyendra Singh, Head Mechanical Engineering**  
**Dr. Ajit Singh, Head Computer Science & Engineering**

## ADVISORY COMMITTEE

Dr. Jyoti Saxena, Head Biochemical Engineering Dept.  
Dr. Anirudh Gupta, Head ECE/EE Department  
Mrs. Renu Sinha, Head Civil Engg. Department  
Dr. Rajendra Bharti, Head MCA Department  
Dr. S.C.Sarkar Registrar BTKIT Dwarahat

## ORGANIZING COMMITTEE

Mr. Lalit Singh Garia, Assistant Prof. ECE Department  
Mr. Mayank Assistant Prof. BCE Department  
Mr. Vishal Kumar, Assistant Prof. CSE Department  
Mr. R. P. Singh, Assistant Prof. ECE Department  
Mr. Ravi Kumar, Assistant Prof. ME Department  
Mr. Varun Kumar, Assistant Prof. ECE Department  
Mr. Anshuman Mishra, Assistant Prof. CHE Department  
Mr. Deepak Harbola, Programmer CSE Department

## ADDRESS FOR CORRESPONDENCE

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Dr. Ajit Singh, **Mobile** --9837039207

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**B.T.Kumaon Institute of Technology**  
**Dwarahat– 263653 (Almora), Uttarakhand**

# TEQIP-III

Sponsored

Three Days Workshop

On

**Time Management**

*For*

*Technical, Ministerial*

*And*

*Administrative Staff*

**May-15-17, 2018**



**Organized by**

**B. T. Kumaon Institute of Technology**

**Dwarahat- 263653**

**Almora, Uttarakhand, INDIA**

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## ABOUT BTKIT DWARAHAT

BTKIT, Dwarahat (Formely-Kumaon Engineering College) is an engineering institute established by the Govt. of Uttar Pradesh in 1986 for imparting engineering education and promoting technological environment in Kumaon region. Kumaon Engineering College, Dwarahat started functioning in 1991 and its name transformed into B.T. Kumaon Institute of Technology (BTKIT) in 2011. The institute has been granted autonomy status by UGC in 2012.

Institute offers B. Tech., M. Tech., MCA and Ph.D. programmes in various disciplines of Engineering & Technology. The Institute has been selected as an institution under World Bank funded Government of India Project on Technical Education Quality Improvement Programme (TEQIP - II) and recently selected in TEQIP-III.

The institute possesses several modern facilities and offers a congenial environment for teaching and research with over 25 years of experience and achievements in the field of technical education, BTKIT has established itself as an institute of total commitment to the quality and excellence in academic pursuits.

## ABOUT DWARAHAT AND UTTARAKHAND

The institute is situated at Dwarahat, in Almora district of Uttarakhand. Almora, a picturesque district in the Kumaun region, East of Uttarakhand in India, with a breathtaking panoramic view of Himalayas, summons tourists worldwide to its alluring grandeur of natural beauty. Famous for its rich cultural heritage, unique handicrafts, sumptuous cuisine and magnificent wildlife, coupled with an easy accessibility, Almora promises its tourists a visit full of fun and unforgettable moments. Nainital, Ranikhet, Kausani, Binsar, Bageshwer, Pathal Bhuvneshwer, Jalana and Shitlakhet are worldwide famous summer destination of tourism near Almora. These places are famous for salubrious climate, balmy breeze captivating and panoramic Himalayan View and soothing and pollution free greenery of pines and oaks. Apart from above, some famous religious places like Jageshwer (believed to be the abode of the one of the twelve 'Jyotirlingas'), Baijnath, Manila, Dunagiri, Katarmal (One of only two Sun temple in India, is famous for 800 years temple dedicated to the Sun God) are very near to Almora.

## TRAINING WORKSHOP OBJECTIVES

Recognize the myths and reality of time management

Understand the principles of developing sustainable behaviors

Define their values, goals, targets and priorities

Develop a workable balance between being reactive and proactive

Plan workloads and take a positive approach to decisions

Develop an effective time management system

Utilize a variety of time management methods

Develop an Action Plan to apply in the workplace

## FOCUS AREAS

- Focus
  - Opportunity
  - Planning
- Manage
  - Demand
  - Necessity
- Limit
  - Escape
  - Waste
- Avoid
  - Illusion
  - Deception

## REGISTRATION

Duly filled registration form may be submitted by email or on the conference day. The registration fee will be in the form of Demand Draft (D.D.) drawn in favour of Director, **BTKIT, Dwarahat payable at SBI-KEC Dwarahat (Branch code 10584)**. The registration fees are given below:

Registration Fee-(For External Participants)                      Rs 1000

## IMPORTANT DATES

**Registration for Workshop: on or before 15<sup>th</sup> May 2018**

**Start of Workshop        -    15<sup>th</sup> May 2018**

**Workshop details, registration form are also available on official website of BTKIT Dwarahat [www.kecua.ac.in](http://www.kecua.ac.in)**

**For any query please mail to [teqip.btkit@gmail.com](mailto:teqip.btkit@gmail.com)**