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empowering organizations ...

“Tejasvi naavadhiitamastu Maa vidvishhaavahai”
May our study be enlightening. May no obstacle arise
between us. (Yajurveda, Taittiriya Upanishad)

An initiative of MATS School of Management Studies and Research (MSMSR)

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Highlights:

- NAAC Accreditation
- Its Exam time at MATS
- Informative Articles

NAAC Accreditation

Hail MATS University!!!

It's time to rejoice the victorious outcome of NAAC endeavors!

The MATS University is now accredited with the National Assessment and Accreditation Council (NAAC) with a 'B++' grade. NAAC is an autonomous body funded by the University Grants Commission, Government of India and assesses and accredits institutions of higher education. MATS University is the first Private University in Chhattisgarh to achieve this feat.



The NAAC peer team visited MATS University from October 25-27.

Accreditation from NAAC is a three part process that comprises the preparation and submission of a self-study report by the unit of assessment. Once completed and published, an on-site visit by the NAAC peer team for validation of the self-study report is done with recommendations of the assessment. Lastly, the final decision is made by the NAAC executive committee.

IT'S EXAM TIME AT MATS...

Exams are often considered a 'fear' factor among children. Students of all age groups do undergo exam anxiety and have 'exam phobia' when it's round the corner. Some do take it easy while some cannot. December was Exam month for students for MATS Students. The University exams began on 1st December and went on till 28th December, 2018. Teachers leave no stones unturned in motivating the students to take the exams in right spirit.

Tips to Overcome Exam Fear and Test Anxiety:

The following mentioned are few ways for overcoming fear and to reduce anxiety.

1. Start revising early
2. Your own timetable
3. Chart out the chapterization based on difficulty levels
4. Mix the subjects
5. Set target for the day
6. Allocate time for breaks

7. Sleep well
8. Taking Notes
9. Write legibly
10. Use highlighter
11. Headings and sub headings
13. Organize your notes
14. Decide when to study
15. Ask for help
16. Share with someone
17. Answer previous papers
18. Don't compare with your friends
19. Talk it out
20. Visualize positivity
21. Physically be active
22. Have balanced meal
23. Practice meditation
24. Stretching
25. Try for group study

(Editors)

TIME MANAGEMENT

“Time and Tide wait for none”

Time is a true Socialist, it never waits for anybody. It treats equal to all irrespective of their species, genre, religion, gender, caste, creed and colour. Time is equal for all, 24 hours in a day, 7 days in a week, 4 weeks in a month and 12 months in a year. You cannot rent or borrow time. The time which is given to you is equal to the time given to



others.

You will find in our society that few people have time to participate in parties, jokes with

friends, roam the cities, enjoy the scenic beauties etc. etc.

But few have no time, they are always busy. Few may be really busy or busy for nothing. But question is why?

The answer is very simple and that is time management. Few know how to manage the time properly and few do not. Read the life stories of successful person and you will come to know that every successful person had time to give others and to spend in them.

So question is that why few can know time management and why few do not? The general answer is that few know the value of time and it teaches them to manage it.

Necessity is the mother of invention and we value that thing only which is very important to us. As I have mentioned many times in my different posts that our surrounding makes us 99 per cent, it is clear that we know the value of time and its management from our surrounding also. It is the act of our unconscious mind. But when we need to bring a change in our life we need to activate both our conscious and sub conscious mind.

So before going to tell you the secret how to manage your time, I would like to tell you value of time management.

1. You will be able to give your time to your family.
2. You will be able to give your time to friends.
3. You will be known as an efficient worker in office.
4. You will be able to do your works from your own interest.
5. You will have time to do everything you like to and ultimately you will get your happiness.

I will give you the secret theory of time management: **“2OPSP”** What is 2OPSP?

2OPSP is

O: Objective: Find your objective i.e. Focus on what is your long term goal and



why do you want to achieve it. Second what are your short term goals and daily goals. Why do you want to achieve those and what will you get from them. Also decide whether it is essential, really your desired goal or helpful to you. I am telling you all these things because many of us spend their time in waste by using social media platform to just time pass while same social media platform can be used to increase knowledge and self-development.

O: Organize: It is very essential to organize a day. Every morning after deciding your objectives, organise your full day by arranging different objectives properly so that it will help you to manage your time properly.

P: Plan: After organising your whole day schedule, you may plan by dividing your schedule in different chunks.

S: Smart: Always try to work smartly. You have to apply different work efficient techniques in your work field like Batch work method. Batch work method is the technique where you keep similar type of work in one place and you complete those in a go.

P: Practice: Practice makes the man perfect. Practice the same strategy every day and it will become your habit. So time management will become your daily routine and you will start functioning unconsciously.

Apart from these you need to focus on these complementary points, look small but these have the significant impact in our life.

Sleep Good: A good rest makes a good start. So give proper rest to your body. Once your mind will understand that you have a fixed time of sleeping, it will manage by itself to teach you to manage your time properly.

Eat Healthy: Health is wealth and to remain healthy, food should be hygienic and full of nutrition. A healthy body can keep a sound mind. If one is not healthy, he cannot

manage time properly because he spend his maximum time on bed and with doctors.

Drink plenty of Water: Intake of proper water makes our brain and body more active and also helps to keep our health well.

Rest and Relax: Giving rest to body and mind in the weekend is not only the best way to boost the efficiency but also to enjoy the life. We are not machines and even a machine needs rest. We can relax ourselves by a weekend trip or monthly tour.

Do exercise and stay motivated: Exercise is a type of warming up of our body and mind. It makes us agile and keeps active throughout the day. The food of brain is oxygen and exercise in the early morning gives an ample amount of pure oxygen.

At the last but not the least, we can suggest many things to others but it is difficult to follow by ourselves. And this is the best secret that, "do it by yourself first."

(Ms. Bharati Pujari, Asst. Prof., MSMSR)

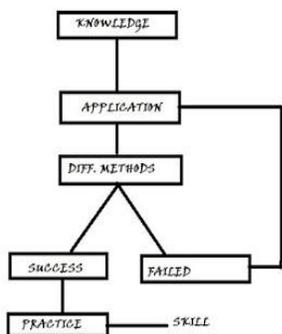
SKILL v/s KNOWLEDGE

Knowledge is the refined information acquired through our sensory input organs in the format of audio, visual, sensual data. It refers to familiarization of our brain with factual, theoretical and practical aspects of our surrounding.

Knowledge can be acquired through reading book, watching television or listening from radio or somewhere else. There is no limited boundary to gain knowledge. You can say it a field with no boundary.

Knowledge does not demand mastery of anything but it is a repository system which uses the information and data for use in future at the time of need.

Skill refers to the ability to apply the knowledge to a specific demand. Skills can be achieved only through applying knowledge, practice and proper combination of different organs of our body in a synchronized way.



Being an animal, human always view everything as survival. It is our common instinct. But fact is that many times it is contradictory to our comparison. Skill and Knowledge are not competitors but are complementary to each other. Skills can be developed only when we have the knowledge to apply and practice.



We can take example of **5W** and **1H**.

W-Who

W-What

W-When

W-Where

W-Why

These **5W** always help us to gain knowledge. So for knowledge acquisition these **5W** are very essential but for Skill these **5W** are not that much essential than H. This How gives the platform to apply and subsequently develops skill.

Still we should take a comparison to take a deeper look on both aspects.

Knowledge is boundary less but skill has always a boundary. You can be skilled in two or three fields but you can gain knowledge from many fields. Knowledge is purely a theoretical approach while skill is a practical approach.

Knowledge can be shared but skill cannot be. Knowledge always flows from one person to another and stay alive while skill born and die with an individual.

Knowledge is a combination of acquisition system and database while skill is combination of knowledge and application system. If you are knowledgeable, it does not mean you are skilled. For example, a mechanic is skilled in his work then definitely he possesses knowledge in his field. Similarly we cannot expect from a teacher of mechanical engineering to be skilled in motor mechanic field.

Process for knowledge gain:

1. Make a list of your interests and non interests. For interest there is no problem but for non-interest, inculcate interest in yourself.
2. Read the basics and terminologies of the topic/field about which you want to gain knowledge.
3. Read books to make your basic strong.
4. Discuss with experienced ones to gain practical knowledge.
5. Follow the news and updates related to the topic.

Process for Skill gain:

1. Gain the basic knowledge.
2. Organize it.
3. Apply it. Either use hit and trial method or do under some ones guidance.
4. Failed, do not worry, do it again.
5. Succeeded then make practice to make you perfect.

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