

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND
(MANAGED BY SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Re accredited CGPA 3.56 – GRADE **A⁺** KCG - Dept of Edu Govt. of Gujarat-April 2017

NAAC Re accredited - CGPA 3.30 - GRADE **'A⁺'** UGC – MHRD, Govt. of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

Bachelor of Commerce (BCOM)

Semester – II

| | | | |
|------------------------------------|-------------------|----------------------------|------------------------|
| Course Code | UB2SECOM02 | Title of the Course | TIME MANAGEMENT |
| Total Credits of the Course | 02 | Hours per Week | 02 |

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| Course Objectives | 1. To understand the concepts of Time Management. |
| | 2. Time Management Tools and Application of Time Management. |
| | 3. These time management skills can help you finish tasks quickly. |
| | 4. Students get idea of Time Management. |
| | 5. Students go through the basic need of Time Management. |

| Course Content | | |
|-----------------------|---|----------------------|
| Unit | Description | Weightage (%) |
| 1. | Time Management : An Overview <ul style="list-style-type: none">• Meaning of Time Management• Characteristics of Time Management• Objectives of Time Management• Significance of Time Management• Fundamental Truths about Time• Basic Principles of Time Management• Time Management through Technology | 50% |
| 2. | (A) Typical Time Wasters <ul style="list-style-type: none">• Causes of Time Wastage | 50% |

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| | | |
|--|---|--|
| | <ul style="list-style-type: none"> • Time Wasters: Office Environment, Meetings, Telephone calls, Visitors Poor delegation, Inability to say “No”, Internet, Televisions, Travel & Internet • Ways to overcome Time Wasters <p>(B) Time Management Tools</p> <ul style="list-style-type: none"> • Planning Components • Time Management: Objective, Policy, Programmes, Schedule, Strategies, Budget -Best Tools for Time Management. <p>(C) Application of Time Management</p> <ul style="list-style-type: none"> • Learning Time Management • Practical Experience and Games on: Goal Setting, Prioritizing, Weekly Plan. | |
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| Teaching-Learning Methodology | <ul style="list-style-type: none"> • Lecture Method • Online Lectures • Group Discussion • Practical Problem Solving |
|--------------------------------------|--|

| Evaluation Pattern | | |
|---------------------------|---|------------------|
| Sr. No. | Details of the Evaluation | Weightage |
| 1. | Internal Written | 30% |
| 2. | Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance etc. | 20% |
| 3. | External Examination | 50% |

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Course Outcomes: Having Completed this course, the students will be able to

| | |
|----|--|
| 1. | Understand the basic of Time Management |
| 2. | Get familiarity with the concept of Time Management |
| 3. | Learn about Time Management Tools |
| 4. | Get an idea about Application of Time Management |
| 5. | Students may learn to use technology to save time instead of wasting time. |

Suggested References

| Sr. No. | References |
|---------|--|
| 1 | The Seven Habits of Effective People by Stephen R. Covey, Simon — Schuster Publishers, 1990 |
| 2 | Managing Time for a Competitive Edge by Bharti R. L., S. Chand & Co. |
| 3 | Graham Roberts, Phelps – Handbook of Time Management – Working Smarter, Crest Publishing House, New Delhi – 2003 |
| 4 | Dr. Jan Yager – Creative Time Management for the New Millennium, Jaico Publishing, Mumbai – 2001 |
| 5 | Gary Kroehnert – Taming Time – Tata Mc Graw Hill Publishing Company Ltd., 2004 |
| 6 | C. B. Gupta – Management: Theory and Practice by Sultan Chand & Sons, New Delhi |

On-line resources to be used if available as reference material

On-line Resources
