

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

NAAC Reaccredited - 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 Business Administration (BBA-General)

Semester - II

Course Code	UB2SEBBA02	Title of the Course	TIME MANAGEMENT
Total Credits of the Course	02	Hours per Week	02

Course Objectives	<ol style="list-style-type: none">1. The Objective of this course is to understand the concepts of Time Management and Time Waster.2. The Course is designed to understand the importance of Time Management.3. It also exposes the students to analyse and evaluate how they spend their time.4. It helps the students to identify time wasters and discover ways to overcome it.
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Course Content

Unit	Description	Weightage (%)
1.	Introduction to Time Management -Meaning, -Characteristics, -Purpose of Time Management -Importance of Time Management -Basic Principles of Time Management -Time savers and Time wasters -Practical Aspects: Students will have to list out where they waste time and how they can save time	50 %
2.	Typical Time Wasters -Time Wasters: Office Environment, Meetings, Internet, Televisions, Travel. -Reasons of Time Wastage	50 %

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	<p>-Ways to overcome Time Wasters -Learning Time Management. Practical Aspects: Students will prepare weekly plan to utilize time effectively.</p>	
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Teaching-Learning Methodology	<ul style="list-style-type: none"> • Lecture Method • Group Discussion • Case Study • Project Work • Practical activities • Guest Lectures
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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	20%
3.	External Examination	50%

Course Outcomes: Having Completed this course, the students will be able to	
1.	The Students will understand the concept of Time Management, purposes, importance and principles of Time Management.
2.	The Students will acquire knowledge regarding different time wasters and will be able to identify typical time wasters and its causes.
3.	The Students will be able to identify ways to overcome time wasters and will learn about

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	time management
4.	The Students will understand the reason why learning time management is necessary.

Suggested References	
Sr. No.	References
1	The Seven Habits of Effective People by Stephen R. Covey, Simon - Schuster Publishers, 1990
2	Dr. Jan Yager – Creative Time Management for the New Millennium, Jaico Publishing, Mumbai - 2001
3	Managing Time for a Competitive Edge by Bharti R. L., S. Chand & Co

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

On-line Resources

<https://youtu.be/xItNGPRBQKg>
<https://youtu.be/KJLHIOIdqA4>
<https://youtu.be/QzhaziGs6lQ>
https://youtu.be/Ux69_UreKcU
<https://youtu.be/Ex0sQ8xaQ0M>
<https://youtu.be/rUO8Qvcs7cY>
<https://youtu.be/SHiSe6-mOiY>
<https://youtu.be/mOM6XjY6NqE>
<https://youtu.be/UA5hfZoV7QE>
