



**Bachelor of Business Administration (BBA ITM)**  
**Semester-II**

<b>Course Code</b>	UM02SEBBI01	<b>Title of the Course</b>	<b>TIME MANAGEMENT</b>
<b>Total Credits of the Course</b>	<b>02</b>	<b>Hours per Week</b>	<b>02</b>

<b>Course Objectives</b>	<ol style="list-style-type: none"><li>1. The Course is designed to understand the importance of Time Management.</li><li>2. It is helpful to establish priorities based upon values and goals.</li><li>3. It helps to demonstrate self-management by setting reasonable boundaries.</li><li>4. It also exposes the students to analyze and evaluate how they spend their time.</li><li>5. It helps the students to identify time wasters and discover ways to overcome it.</li></ol>
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<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
1.	<b>Introduction to Time Management</b> <ul style="list-style-type: none"><li>• Meaning, characteristics, objectives of Time Management</li><li>• Importance of Time Management</li><li>• Fundamental Truth About Time</li><li>• Benefits of Time Management</li><li>• Basic Principles of Time Management</li></ul>	<b>50%</b>
2.	<b>Typical Time Wasters</b> <ul style="list-style-type: none"><li>• Causes of Time Wastage</li><li>• Time Wasters: Office environment, Meetings, Telephone calls, Visitors, Poor delegation, Inability to say "No", Internet, Televisions, Travel, Procrastination</li></ul>	<b>50%</b>



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<b>Teaching-Learning Methodology</b>	<p>These are Teacher's and Learners Centric Methods and it facilitates student learning and overall comprehension of material.</p> <p>To measure student learning through both formal and informal forms of assessment, like interactive / participated methods, group projects, student portfolios, and class participation and in the student-centered classroom, teaching and assessment are connected.</p>
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<b>Evaluation Pattern</b>		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCSR.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCSR.6.8.3)	15%
3.	University Examination	70%

<b>Course Outcomes</b>	
1.	The Students will understand the concept of Time Management, objectives, importance, benefits 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 time management planning components, strategies, Time Tech System and explore Time Management tools.
4.	The Students will understand application of time management and will learn about practical experience on goal setting, prioritizing, weekly plan and creative time management ideas.

<b>Suggested References</b>	
Sr.No.	References
1.	These 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
3.	Graham Roberts-Phelps, Handbook of Time Management Working Smarter, New Delhi, Crest Publishing House, 2003



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<b>4.</b>	Dr. Jan Yager, Creative Time Management for the New Millennium, Mumbai, Jaico Publishing, 2001
<b>5.</b>	These seven habits of effective people by Stephen R. Covey Simon, Schuster Publishers, 1990

On-line resources to be used if available as reference material
On-line Resources
<a href="https://youtu.be/xItNGPRBQKg">https://youtu.be/xItNGPRBQKg</a>
<a href="https://youtu.be/KJLHIOIdqA4">https://youtu.be/KJLHIOIdqA4</a>
<a href="https://youtu.be/QzhaziGs6lQ">https://youtu.be/QzhaziGs6lQ</a>
<a href="https://youtu.be/Ux69_UreKcU">https://youtu.be/Ux69_UreKcU</a>
<a href="https://youtu.be/Ex0sQ8xaQ0M">https://youtu.be/Ex0sQ8xaQ0M</a>
<a href="https://youtu.be/rUO8Qvcs7cY">https://youtu.be/rUO8Qvcs7cY</a>
<a href="https://youtu.be/SHiSe6-mOiY">https://youtu.be/SHiSe6-mOiY</a>
<a href="https://youtu.be/mOM6XjY6NqE">https://youtu.be/mOM6XjY6NqE</a>
<a href="https://youtu.be/UA5hfZoV7QE">https://youtu.be/UA5hfZoV7QE</a>

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