



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2023-2024

B.Com. Sem.-II

Course Code	UB02 SECOM 04	Title of the Course	Time Management
Total Credits of the Course	02	Hours per Week	02

Course Objectives	Objective: The Objective of this course is to understand the concepts of Time Management. Time Wasters, Time Management Tools and Application of Time Management.
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Course Content		
Unit		Weightage*(%)
1	Introduction to Time Management Meaning, characteristics, objectives of Time Management Significance of Time Management Fundamental Truths about Time Basic principles of Time Management	50%
2	Typical Time Wasters Causes of Time Wastage Time Wasters: Office environment, Meetings, Telephone calls, Visitors, Poor delegation, Inability to say "No", Internet, Televisions, Travel.	50%

Teaching-Assignments, Learning	Lecture, Recitation, Group discussion, Guest speaker, Debate, Seminar, Quizzes Methodology
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	25%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25%
3.	University Examination	50%



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Course Outcomes:

Having completed this course, the learner will be able to....

1. Recognize the benefits of time management, evaluate productivity, identify goals and set priorities
2. Use technology to save time instead of waste time
3. Maintain a reasonable work load by managing expectations
4. Increase productivity by controlling interruptions and meetings, and recognize factors that adversely affect productivity
5. Avoid information overload by identifying causes, screening information, controlling paperwork, using a filing system to organize your office and communicating effectively

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
3	Graham Roberts- Phelps, Handbook of Time Management Working Smarter, New Delhi, Crest-Publishing Huuse,2003
4	Dr. Jan Yager, Creative Time Management for the New Millennium, Mumbai, Jaico - Publishing,2001
5	Gary kroehnert, Taming Time, New Delhi, Tata McGraw 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