



BBA (HONS') (Hospitality Management)
(3 Years) (Hospitality Management) Semester (III)
(Under Choice Based Credit System Based on UGC Guidelines)

Course Code	UM03SBBH72	Title of the Course	Time Management
Total Credits of the Course	3	Hours per Week	3

Course Objectives:	To be able to deal with heavy work pressure for effective performance and achieving targets in the emerging era of Globalization and to develop the seriousness among students towards Time Management in every sphere of life.
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Course Content		
Unit	Description	Weightage* (%)
1.	Introduction to Time Management <ul style="list-style-type: none">• Meaning, Characteristics, and Objectives of Time Management• Significance of Time Management• Ingredients of Time• Basic Principles	25%
2.	Time management in the Hospitality industry <ul style="list-style-type: none">• Overview of time management in the hospitality industry• How to save time?• Planning Components of time management –objective, policy, program, strategy, schedule• Tools of time management• Ways to overcome time waster	25%
3.	Typical Time wasters <ul style="list-style-type: none">• Office environment• Meetings and telephone calls• Poor delegation• Inability to say no• Emotional blocks to time management	25%
4.	Application of time management <ul style="list-style-type: none">• Learning time management ideas• Practical experience and games on;• Goal setting	25%





	<ul style="list-style-type: none">• Prioritizing• Weekly plan• Creative time management ideas	
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Teaching-Learning Methodology	Theory lecture
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able	
1.	To learn about what is the importance of time management in the hospitality industry.
2.	To understand about how to manage and utilize time.

Suggested References:	
Sr. No.	References
1.	The seven habits of effective people by Stephen R. Covey Simon, chuster 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

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





Online Resources

<https://slideplayer.com/amp/7827802/>

https://en.m.wikipedia.org/wiki/Time_management

