

SARDAR PATEL UNIVERSITY
Programme: BBA (Honours) (Tourism and Travel Management) (3 Years)
Semester: III
Syllabus with effect from: June-2016

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| Paper Code: UM03EBBT03 | Total Credits: 3 |
| Title of Paper: Time Management | |

| Unit No. | Description in Detail | 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 | Typical Time Wasters <ul style="list-style-type: none"> • Office Environment • Meetings – Telephone Calls • Visitors – Poor Delegation • Inability to say “No” • Internet – Televisions • Emotional blocks to Time Management | 25% |
| 3 | Time Management Tools <ul style="list-style-type: none"> • Ways to overcome Time Wasters • Planning Components and Time Management – objective, policy, programmes, schedule, strategies • TIME TECH System • Budget – Best Tools for Time Management • How to save time? | 25% |
| 4 | Application of Time Management <ul style="list-style-type: none"> • Learning Time Management • Practical Experience and games on; • Goal Setting • Prioritizing • Weekly Plan • Creative Time Management Idea | 25% |

Evaluation : Internal : 40 Marks (Theory)
: External: 60 Marks (Theory) – Two Hours Examination

Reference Books:

- The seven habits of effective people by Stephen R. Covey Simon, chuster Publishers,1990
- Managing Time for a Competitive Edge by Bharti R.L., S.Chand
- Graham Roberts- Phelps, Handbook of Time Management Working Smarter, New Delhi, Crest Publishing Huuse,2003
- Dr. Jan Yager, Creative Time Management for the New Millennium, Mumbai, Jaico Publishing,2001
- Gary kroehnert, Taming Time, New Delhi, Tata McGraw Hill Publishing Company Ltd,2004