SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Programme: B. COM. Semester: III

Syllabus with effect from the Academic Year: 2022-2023

B. COM. SEMESTER-III		
Paper Code **UB03SCOM71**	**Title of the Paper** **Time Management**	**Total Credit** **3**
Course Objectives	The Objective of this course is to understand the concepts of Time Management, Time Wasters, Time Management Tools and Application of Time Management.	

Course Description		
Unit	**Description**	**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	25%
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	25%
3.	**Time Management Tools** Ways to overcome Time Wasters Planning Components and Time Management - Objectives, Policy, Programmes, Schedule, Strategies Budget - Best Tools for Time Management How to save Time?	25%
4.	**Application of Time Management** Learning Time Management Practical Experience and Games on: Goal Setting Prioritizing Weekly Plan	25%

*Units will have the same Weightage in the evaluation as suggested in the course outline.

Teaching-Learning Methodology	• Lecture Method • Online Lectures • Group Discussion • Practical Problem Solving

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal/Written Examination	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance	15%
3.	University Examination	70%

*Students will have to score a minimum of 40 (Forty) Percent to pass the course.

Course Outcomes: Having Completed this course, the students will be able to
- Understand the basics of Time Management   - Get familiarity with the concept of Typical Time Wasters   - Learn about Time Management Tools   - Get an idea about Application of Time Management

Suggested References: (include Reference Material from where a student is expected to study the said content in APA Style) Reference Websites can also be included)	
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 & Co.
3.	Graham Roberts, Phelps – Handbook of Time Management – Working Smarter, Crest Publishing House, New Delhi - 2003
4.	Dr. Jan Yager – Creative Time Management for the New Millennium, Jaico Publishing, Mumbai - 2001
5.	Gary Kroehnert – Taming Time – Tata McGraw Hill Publishing Company Ltd., 2004
6.	C. B. Gupta – Management: Theory and Practice by Sultan Chand & Sons, New Delhi
On-Line Resources available that can be used as Reference Material	
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