

**SARDAR PATEL UNIVERSITY**  
**B. Com. (Honours) (3 Years)**  
**Specialization in International Accounting and Corporate Banking & Insurance**  
**Semester: III**  
**Syllabus with effect from: June 2016**

<b>Paper Code:</b> UB03SCOH02	<b>Total Credits: 3</b>
<b>Title of Paper:</b> Time Management	

Unit No.	Description in Detail	Weightage
<b>1</b>	<b>Introduction to Time Management</b> <ul style="list-style-type: none"> <li>• Meaning, Characteristics and Objectives of Time Management</li> <li>• Significance of Time Management</li> <li>• Ingredients of Time</li> <li>• Basic Principles</li> </ul>	<b>25%</b>
<b>2</b>	<b>Typical Time Wasters</b> <ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Meetings – Telephone Calls</li> <li>• Visitors – Poor Delegation</li> <li>• Inability to say “No”</li> <li>• Internet – Televisions</li> <li>• Emotional blocks to Time Management</li> </ul>	<b>25%</b>
<b>3</b>	<b>Time Management Tools</b> <ul style="list-style-type: none"> <li>• Ways to overcome Time Wasters</li> <li>• Planning Components and Time Management – objective, policy, programmes, schedule, strategies</li> <li>• TIME TECH System</li> <li>• Budget – Best Tools for Time Management</li> <li>• How to save time?</li> </ul>	<b>25%</b>
<b>4</b>	<b>Application of Time Management</b> <ul style="list-style-type: none"> <li>• Learning Time Management</li> <li>• Practical Experience and games on;</li> <li>• Goal Setting</li> <li>• Prioritizing</li> <li>• Weekly Plan</li> <li>• Creative Time Management Idea</li> </ul>	<b>25%</b>

**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