



B. J. VANIJYA MAHAVIDYALAYA

(Autonomous)

(Grant-in-Aid)

(Affiliated to Sardar Patel University)

Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India

Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC

Syllabus as per the NEP 2020 with effect from December - 2024

Bachelor of Business Administration (General)

Semester – II

Course Code	UM02SEBBA01	Title of the Course	Time Management
Total Credits of the Course	02	Hours per week	02

Course Objectives:	<ol style="list-style-type: none">1) To comprehend the importance of time management and its fundamentals.2) To recognize the sources of time waste and take appropriate action.3) To organize and set priorities in accordance with one's objectives and values.4) To become knowledgeable about time management tools in order to combat time wasters.
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Course Content		
Unit No.	Description	Weightage (%)
1)	Introduction to Time Management: <ul style="list-style-type: none">• Meaning, Characteristics, Objectives of Time Management• Significance of Time Management• Causes of Time Wastage• Time Wasters: Office Environment, Meetings, Poor Delegation, Internet, Televisions	50%
2)	Time Management Tools & Its Applications: <ul style="list-style-type: none">• Ways to overcome Time Wasters• Planning Components and Time Management - Objectives Policy, Programmes, Schedule, Strategies• Budget - Best Tools for Time Management• Goal Setting• Prioritizing• Weekly Plan	50%



Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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Internal and External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)
Total Internal (%)		50 (100%)	25 (100%)
Final Examination (%)		50 (100%)	25 (100%)

Sr. No.	Course Outcomes: Having completed this course, the learner will be able to
1)	The students will understand the concept of Time Management and practice time management in personal and professional life.
2)	The students will acquire knowledge regarding different time wasters and will be able to identify ways to overcome time wasters effectively.
3)	The students learn about time management planning components, strategies, Time Tech System and will be able to utilize tools more skillfully.
4)	The students will understand and apply time management tools and will learn about budget, goal setting, prioritizing and weekly plan for creative time management.

Sr. No.	Suggested 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, Mumbai, Jaico Publishing, 2001
5)	The seven habits of effective people by Stephen R. Covey Simon, Schuster Publishers, 1990

Sr. No.	On-Line Resources available that can be used as Reference Material
1)	http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf
2)	https://cstn.wordpress.com/wp-content/uploads/2009/10/successful-time-management.pdf
3)	https://www.youtube.com/watch?v=GBM2k2zp-MQ
4)	https://www.youtube.com/watch?v=QIRqBtyyYvM