

AC –  
Item No. –

# As Per NEP 2020

## Tolani College of Commerce (Autonomous)



Knowledge is Supreme

### Title of the Course: Time Management

	<b>Programmes: (Semester IV)</b>
<b>1</b>	<b>Bachelor of Management Studies (BMS)</b>
<b>2</b>	<b>B.Com. in Accounting and Finance (BAF)</b>
<b>3</b>	<b>B.Com. in Banking and Insurance (BBI)</b>
<b>4</b>	<b>B.Com. in Financial Markets (BFM)</b>
<b>5</b>	<b>Bachelor of Business Administration in Logistics (BBA Logistics)</b>

### Syllabus for 2 Credits Course

From the academic year- A.Y.2024-2025

## Name of the Course: Time Management

Sr. No.	Heading	Particulars
1	<b>Description the course:</b>	This course is designed to empower learners with the essential skills and strategies needed to optimise their use of time, enhance productivity, and achieve a healthy work-life balance.
2	<b>Vertical:</b>	Skill Enhancement Course
3	<b>Semester:</b>	IV
4	<b>Type:</b>	Theory
5	<b>Credit:</b>	2 credits
6	<b>Hours Allotted:</b>	30 Hours
7	<b>Marks Allotted:</b>	Total 50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
8	<b>Course Objectives:</b> The objective of the course is to:	<ul style="list-style-type: none"> <li>• Study the importance of time management in recent changing times.</li> <li>• Introduce advance time management strategy and techniques for the learners to improve their overall balance and efficiency.</li> </ul>
9	<b>Course Outcomes:</b>	<ul style="list-style-type: none"> <li>• The course will provide foundation for learners to develop essential time management skills that can contribute to their overall success and well-being.</li> <li>• The advanced time management module will equip the learners with sophisticated strategies to excel in their personal and professional lives, promoting efficiency, collaboration, and sophisticated well-being.</li> </ul>

10	<p><b>Module 1: Foundation of Time Management (15 hours)</b></p> <ul style="list-style-type: none"> <li>• <b>Introduction to Time Management:</b> Meaning, characteristics, objectives of time management, importance of time management, basic principles of time management</li> <li>• <b>Goal Setting and Prioritization:</b> SMART goal-setting techniques, Eisenhower Matrix: Urgent vs. Important, Prioritizing tasks based on short-term and long-term goals, Applying goal-setting principles to academic and personal life</li> <li>• <b>Time Tracking and Analysis:</b> Implementing time-tracking tools, Analysing time usage patterns, Identifying time-wasting activities, Setting up a personal time journal for ongoing tracking</li> <li>• <b>Effective Planning and Organization:</b> Creating daily, weekly, and monthly schedules, Utilizing planners and digital tools, Time-blocking techniques for academic and personal tasks</li> </ul> <hr/> <p><b>Module 2: Advanced Time Management Strategies (15 hours)</b></p> <ul style="list-style-type: none"> <li>• <b>Overcoming Procrastination:</b> Understanding the psychology of procrastination, Procrastination triggers and avoidance behaviors, Techniques to overcome procrastination</li> <li>• <b>Delegation and Outsourcing:</b> Identifying tasks suitable for delegation, Effective communication in delegation, Outsourcing non-essential tasks, Collaborative time management strategies</li> <li>• <b>Stress Management and Burnout Prevention:</b> Recognizing signs of stress and burnout, Strategies for stress reduction, Balancing academic and personal life, Mindfulness and relaxation techniques</li> <li>• <b>Review, Reflection, and Future Planning:</b> Reflecting on time management progress, Adjusting strategies based on semester experiences, Creating a long-term time management plan,. Setting goals for continued improvement</li> </ul>
11	<p><b>Reference Books:</b></p> <ol style="list-style-type: none"> <li>1. Ashutosh Kumar, Time Management, Enkay Publishing House, 2012</li> <li>2. David Allen, Getting Things Done: The Art of Stress-Free Productivity, Penguin Books, 2001</li> <li>3. Pawan Kumar Singh, Time Management, Essential Books, 2013</li> <li>4. Pawan Kumar Singh, Effective Time Management Strategies, Himalaya Publishing House, 2015</li> <li>5. Robin Sharma, The Monk Who Sold His Ferrari: A Fable about fulfilling your Dreams &amp; Reaching your Destiny, Jaico Publishing House, 2003</li> <li>6. Shankar Digambar Bagade, Time Management, Himalaya Publishing House, 2004</li> <li>7. Stephen R. Covey, The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change, Free Press, 1989</li> </ol>

<b>11</b>	<b>Internal Continuous Assessment: 40%</b>	<b>Semester End Examination: 60%</b>																	
<b>12</b>	<p><b>Continuous Evaluation through:</b> The Continuous Evaluation will have components as follows:</p> <table border="1"> <thead> <tr> <th>Sub-components</th> <th>Maximum Marks</th> <th>Conditions for passing</th> </tr> </thead> <tbody> <tr> <td>1) Assignment/Case Study/Presentation/Field Study/ Project</td> <td>10</td> <td rowspan="3">A learner must be present for each of the sub-components.</td> </tr> <tr> <td>2) MCQ Based Test</td> <td>10</td> </tr> <tr> <td>Total</td> <td><b>20</b></td> </tr> </tbody> </table>	Sub-components	Maximum Marks	Conditions for passing	1) Assignment/Case Study/Presentation/Field Study/ Project	10	A learner must be present for each of the sub-components.	2) MCQ Based Test	10	Total	<b>20</b>								
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Total	<b>20</b>																		
<b>13</b>	<p><b>Format of Question Paper: for the final examination</b></p> <p style="text-align: center;"><b>Format of Question Paper for Semester End Examination (SEE)</b>  <b>Maximum Marks: 30</b> <span style="float: right;"><b>Duration: 1 hour</b></span>  Note: All questions are compulsory.</p> <table border="1"> <thead> <tr> <th>Question Number</th> <th>Nature of Questions</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td rowspan="5">1)</td> <td>Attempt any 3 of the following: (From Module I) (5 marks each)</td> <td rowspan="5">15</td> </tr> <tr> <td>a)</td> </tr> <tr> <td>b)</td> </tr> <tr> <td>c)</td> </tr> <tr> <td>d)</td> </tr> <tr> <td rowspan="5">2)</td> <td>Attempt any 3 of the following: (From Module II) (5 marks each)</td> <td rowspan="5">15</td> </tr> <tr> <td>a)</td> </tr> <tr> <td>b)</td> </tr> <tr> <td>c)</td> </tr> <tr> <td>d)</td> </tr> </tbody> </table>		Question Number	Nature of Questions	Maximum Marks	1)	Attempt any 3 of the following: (From Module I) (5 marks each)	15	a)	b)	c)	d)	2)	Attempt any 3 of the following: (From Module II) (5 marks each)	15	a)	b)	c)	d)
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### Signatures of Team Members

Sr. No.	Name	Signature
<b>1.</b>	Dr. Sadhana Venkatesh	
<b>2.</b>	Ms. Jyoti S. Ghosh	