

AC –
Item No. –

As Per NEP 2020

Tolani College of Commerce (Autonomous)



Knowledge is Supreme

Title of the Course: Time Management

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

Syllabus for 2 Credits Course

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

Name of the Course: Time Management

Sr. No.	Heading	Particulars
1	Description the course:	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	Vertical:	Skill Enhancement Course
3	Semester:	IV
4	Type:	Theory
5	Credit:	2 credits
6	Hours Allotted:	30 Hours
7	Marks Allotted:	Total 50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
8	Course Objectives: The objective of the course is to:	<ul style="list-style-type: none"> • Study the importance of time management in recent changing times. • Introduce advance time management strategy and techniques for the learners to improve their overall balance and efficiency.
9	Course Outcomes:	<ul style="list-style-type: none"> • The course will provide foundation for learners to develop essential time management skills that can contribute to their overall success and well-being. • 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.

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

11	Internal Continuous Assessment: 40%	Semester End Examination: 60%																	
12	<p>Continuous Evaluation through: 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>20</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	20								
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Total	20																		
13	<p>Format of Question Paper: for the final examination</p> <p style="text-align: center;">Format of Question Paper for Semester End Examination (SEE) Maximum Marks: 30 Duration: 1 hour 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
1.	Dr. Sadhana Venkatesh	
2.	Ms. Jyoti S. Ghosh	