



बिरसा मुंडा द्रायबल युनिवर्सिटी

Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Commerce

B.COM. Programme

Subject Code & Name: BC03SECC02 Time Management

Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage (%)			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
2	-	-	2	50	00	50	00

Programme Name	B.COM
Semester	III
Course Code	BC03SECC02
Course Title	Time Management
Course Content Type (Th./Pr.)	Theory
Course Credit	2
Sessions+ Lab. Per Week	2
Total Teaching/Lab. Hours	30 Hours
* 2 Laboratory = 1 Session	

Learning Objectives

1. To understand the concepts of Time Management and significance of Time Management.
2. To know Time Wasters, Time Management Tools and Application of Time Management

Prerequisites (if any)

Learning Outcomes

After Completing this Course, the students will be able to:

1. Recognize The Benefits of Time Management, Evaluate Productivity, Identify Goals and Set Priorities
2. Use Technology To Save Time Instead Of Waste Time

Detailed Contents		
UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	INTRODUCTION TO TIME MANAGEMENT Introduction to Time Management Meaning, characteristics, objectives of Time Management Significance of Time Management Fundamental Truths about Time Basic principles of Time Management	15





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II	TIME WASTERS Typical Time Wasters Causes of Time Wastage Time Wasters: Office environment, Meetings, Telephone calls, Visitors, Poor delegation, Inability to say "No", Internet, Televisions, Travel	15
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Reference Books

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
3. Graham Roberts- Phelps, Handbook of Time Management Working Smarter, New Delhi, Crest-Publishing Huuse,2003
4. Dr. Jan Yager, Creative Time Management for the New Millennium, Mumbai, Jaico - Publishing,2001
5. Gary kroehnert, Taming Time, New Delhi, Tata McGraw Hill Publishing Company Ltd,2004
6. C.B. Gupta, Management: Theory and Practice by Sultan Chand & Sons, New Delhi

Web Resources

Required Software(s) (if any)

L:: Lecture, **T::** Tutorial , **P::**Practical

CCE::Continuous and Comprehensive Evaluation

(CCETheory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/ surprised), attendance etc. or any combination of these)

PWE::Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

SEE::Semester End Evaluation

