



(Shri Ramkrishna Seva Mandal's)
ANAND COMMERCE COLLEGE

An Autonomous College (2025-26 to 2034-35)

(Affiliated to Sardar Patel University)

NAAC ACCREDITED 'A' GRADE (3.04 CGPA)

ISO 9001:2015

Syllabus as per NEP 2020 with effect from the Academic Year 2025-26



Bachelor of Vocation
BANKING & FINANCIAL SERVICES
B Voc Semester – I

Course Code	UBV01SECB03	Title of the Course	Time Management I
Total Credit of Course	02	Hours Per Week	02

Course Objectives	<ul style="list-style-type: none">To introduce students to the concept of time management, its significance, key principles, and common challenges, enabling them to understand the importance of managing time effectively in academic and professional life.To help students identify typical time wasters in daily routines and organizational environments, and understand the causes behind them to build awareness for improving time utilization.To equip students with practical time management strategies such as SMART goal setting, prioritization tools, overcoming procrastination, and effective delegation for better productivity.
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Unit	Description	Weightage
1.	Introduction to Time Management Meaning, Characteristics, Objectives of Time Management Significance of Time Management Fundamental Truths about Time Basic Principles of Time Management, Common challenges in managing time.	35%
2.	Typical Time Wasters Causes of Time Wastage Time: Office Environment, Meetings, Telephone Calls, Visitors, Poor Delegation, Inability to say "No", Internet, Televisions, Travel	35%
3.	Time management strategies <ul style="list-style-type: none">Goal setting and SMART goalsPrioritize your time- The 80/20 Rule, The Eisenhower MatrixOvercoming Procrastination- Identifying triggers for procrastination, strategies to overcome it.Delegate to others	30%


Teaching – Learning Methodology	Learner-centered Instructional methods, Direct method Quiz, Group Discussion, Assignments Interactive sessions, seminars, visual presentations, Project based learning Use of e-resources, including films
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Internal and / or External Examination Evaluation

Evaluation and Exam Pattern			
Sr. No.	Details of Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1.	Class Test	15	10
2.	Quiz	15	5
3.	Active Learning	5	-
4.	Home Assignment	5	5
5.	Class Assignment	5	-
6.	Attendance	5	5
Total Internal (%)		50 (100%)	25 (100%)
Total External (%)		50 (100%)	25 (100%)

Course Outcomes: Having completed this course, the learners will be able to	
1.	Explain the importance and fundamental principles of time management to recognize its role in enhancing personal and professional efficiency.
2.	Analyze common time wasters in personal and professional settings and suggest ways to minimize them.
3.	Apply effective time management techniques like SMART goals, prioritization, and delegation to improve productivity.

Suggested References:	
Sr.No.	References
1.	Covey, S. R. (1990). The seven habits of highly effective people. <i>Simon & Schuster</i> .
2.	Bharti, R. L. (n.d.). Managing time for a competitive edge. <i>S. Chand & Co.</i>
3..	Roberts, G., & Phelps. (2003). Handbook of time management: Working smarter. Crest Publishing House.
Digital resources to be used if available as reference material	
Digital Resources	
https://egyankosh.ac.in/bitstream/123456789/74642/3/Unit-3.pdf	
https://cstn.wordpress.com/wp-content/uploads/2009/10/successful-time-management.pdf	



Chairman
BOS of Management
Anand Commerce College



Academic Coordinator
Anand Commerce College



Principal
Anand Commerce College