



(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**  
**RETAIL MANAGEMENT**  
**B Voc Semester – I**

<b>Course Code</b>	<b>UBV01SECR03</b>	<b>Title of the Course</b>	<b>Time Management I</b>
<b>Total Credit of Course</b>	<b>02</b>	<b>Hours Per Week</b>	<b>02</b>

<b>Course Objectives</b>	<ul style="list-style-type: none"><li>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.</li><li>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.</li><li>To equip students with practical time management strategies such as SMART goal setting, prioritization tools, overcoming procrastination, and effective delegation for better productivity.</li></ul>
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<b>Unit</b>	<b>Description</b>	<b>Weightage</b>
<b>1.</b>	<b>Introduction to Time Management</b> Meaning, Characteristics, Objectives of Time Management Significance of Time Management Fundamental Truths about Time Basic Principles of Time Management, Common challenges in managing time.	<b>35%</b>
<b>2.</b>	<b>Typical Time Wasters</b> Causes of Time Wastage Time: Office Environment, Meetings, Telephone Calls, Visitors, Poor Delegation, Inability to say "No", Internet, Televisions, Travel	<b>35%</b>
<b>3.</b>	<b>Time management strategies</b> <ul style="list-style-type: none"><li>Goal setting and SMART goals</li><li>Prioritize your time- The 80/20 Rule, The Eisenhower Matrix</li><li>Overcoming Procrastination- Identifying triggers for procrastination, strategies to overcome it.</li><li>Delegate to others</li></ul>	<b>30%</b>

<b>Teaching – Learning Methodology</b>	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.	<b>Class Test</b>	15	10
2.	<b>Quiz</b>	15	5
3.	<b>Active Learning</b>	5	-
4.	<b>Home Assignment</b>	5	5
5.	<b>Class Assignment</b>	5	-
6.	<b>Attendance</b>	5	5
<b>Total Internal (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>
<b>Total External (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>

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 &amp; Schuster</i> .
2.	Bharti, R. L. (n.d.). Managing time for a competitive edge. <i>S. Chand &amp; 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	
<a href="https://egyankosh.ac.in/bitstream/123456789/74642/3/Unit-3.pdf">https://egyankosh.ac.in/bitstream/123456789/74642/3/Unit-3.pdf</a>	
<a href="https://cstn.wordpress.com/wp-content/uploads/2009/10/successful-time-management.pdf">https://cstn.wordpress.com/wp-content/uploads/2009/10/successful-time-management.pdf</a>	

  
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**BOS of Management**  
**Anand Commerce College**

  
**Academic Coordinator**  
**Anand Commerce College**

  
**Principal**  
**Anand Commerce College**