



(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
ACCOUNT & FINANCE
B Voc Semester – II

Course Code	UBV02SECA03	Title of the Course	Time Management II
Total Credit of Course	02	Hours Per Week	02

Course Objectives	<ul style="list-style-type: none">To familiarize students with effective tools and planning components of time management such as schedules, policies, and budgeting, and to explore techniques for overcoming time wasters and optimizing time usage.To help students understand the link between stress and poor time management and to introduce effective stress management techniques to maintain productivity and well-being.To provide students with hands-on experience in applying time management techniques through practical exercises like goal setting, weekly planning, and creative approaches.
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Unit	Description	Weightage
1.	Time Management Tools <ul style="list-style-type: none">Ways to overcome Time WastersPlanning Components and Time Management - Objectives, Policy, Programme , Schedule, StrategiesBudget - Best Tools for Time ManagementHow to save Time?	35%
2.	Managing Stress and Time <ul style="list-style-type: none">Understanding the Connection Between Time and Stress- How poor time management leads to stress, Effects of stress on productivity and decision-makingStress Management Techniques-Physical stress management, Mental/emotional techniques.	35%
3.	Application of Time Management Learning Time Management Practical Experience and Games on: <ul style="list-style-type: none">Goal SettingPrioritizing Weekly PlanCreative Time Management idea	30%

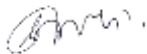
Teaching – Learning Methodology	Learner-centered Instructional methods, Direct method Quiz, Group Discussion, Assignments Interactive sessions, seminars, visual presentations, Project based learning Use of e-resources, including films
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Internal and / 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.	Apply appropriate time management tools and planning strategies to organize tasks and eliminate time wasters.
2.	Analyze the relationship between time management and stress, and evaluate techniques to manage both effectively.
3.	Create a personalized weekly plan using goal setting and prioritization strategies through practical application and creative thinking.

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	


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Principal
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