



(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 Business Administration
Information System Management
BBA (ISM) Semester – II

Course Code	UB02SEBBI01	Title of the Course	Time Management
Total Credit of Course	02	Hours Per Week	02

Course Objectives	<ol style="list-style-type: none">To understand the meaning, characteristics, and principles of effective time management for improving personal and professional productivity.To identify common time wasters and analyze their impact on efficiency and performance.To introduce practical tools, planning techniques, and strategies to enhance time management skills.
--------------------------	--

Course Content		
Unit	Description	Weightage * (%)
1.	Introduction to Time Management <ul style="list-style-type: none">Meaning of Time ManagementCharacteristics of Effective Time ManagementObjectives of Time ManagementSignificance and Importance of Time Management in Personal and Professional LifeFundamental Truths about TimeBasic Principles of Time Management	35%
2.	Identifying and Overcoming Time Wasters <ul style="list-style-type: none">Understanding Time Wasters and Their ImpactCauses of Time WastageCommon Time Wasters: Office Environment, Unproductive Meetings, Telephone Calls, Unscheduled Visitors, Poor Delegation, Inability to Say "No", Internet and Social Media, Television and Entertainment	35%
3.	Tools and Application of Time Management <ul style="list-style-type: none">effective time management techniques	30%

	1. Pomodoro technique 2. Eisenhower matrix 3. Eat that frog 4. Time blocking 5. Rapid Planning Method (RPM) 6. 80/20 rule (Pareto analysis) 7. SMART goal system <ul style="list-style-type: none"> Powerful time management tools <ol style="list-style-type: none"> Time Doctor for time tracking Calendar for scheduling Trello for task and project management Evernote for note taking Momentum Dash for focus and inspiration Proof Hub for project management and team collaboration 	
--	---	--

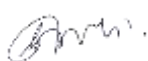
Teaching-Learning Methodology	<ol style="list-style-type: none"> Lecture Method Online Lectures Group Discussion Practical Problem Solving
--------------------------------------	--

Internal and / or External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)
Total Internal (%)		50 (100%)	25 (100%)
College External Examination (%)		50 (100%)	25 (100%)

Course Outcomes: Having completed this course, the learner will be able to	
1.	Explain the significance and basic principles of time management in daily life and work settings.
2.	Recognize major time wasters and apply strategies to minimize their effect.
3.	Use time management tools and techniques to set goals, prioritize tasks, and plan effectively.

Suggested References:	
Sr. No.	References
1.	Gupta, C. B., Management: Theory and practice. Sultan Chand & Sons.
2.	Covey, S. R. (1990). The seven habits of highly effective people. Simon & Schuster.
3.	Bharti, R. L., Managing time for a competitive edge. S. Chand & Co.
4.	Roberts, G., & Phelps, M. (2003). Handbook of time management: Working smarter. Crest Publishing House.
5.	Yager, J. (2001). Creative time management for the new millennium. Jaico Publishing.
6.	Kroehnert, G. (2004). Taming time. Tata McGraw-Hill Publishing Company Ltd.
Digital resources to be used if available as reference material	
Digital Resources	
1.	https://egyankosh.ac.in/bitstream/123456789/74642/3/Unit-3.pdf
2.	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