



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (West), Mumbai, 400 064
ISO 9001:2015 Certified

B.Com (Accounting and Finance)
In Association with
Placement Cell
Time Management

30 Hours Value Added Course
(DEGREE AND SFC)

MODULE WISE SYLLABUS TO BE COVERED

Sr.No	Name of Faculty	Module to be covered	Contents of the module	Hours distribution
1.	Prof. Subhashini Naikar & Prof. Rahul Yadav	Module 1	1.1 Why time management? 1.2 Objectives of time management. 1.3 Sequence 1.4 How to make effective use of time (Blend of Management Games)	10 hours
2.	Prof. Sailee Shringarpure & Prof. Sneha Hathi	Module 2	2.1 Key issues faced in time management 2.2 How to overcome the problems of time management 2.3 Tricks to manage time effectively 2.4 Importance of To Do's and Time log sheets	10 hours
3.	Prof. Sarita Jha & Prof. Aditi Save	Module 3	3.1 Quiz 3.2 Sheets	5 hours

			3.3 Analysis of log sheets and quizzes 3.4 Overview of activity (Gamming sessions)	
4.	Prof. Mohini Nadkarni & Prof. Varsha Tandel	Module 4	4.1 Question and Answer on sheets 4.2 Time waster analyses 4.3 Case Study , Gamming session	5 hours