



SILVER OAK UNIVERSITY
College Of Computer Application (04)
Bachelor of Science (CSIT)/ IMSCIT (024)
Course Name: Time Management and Productivity
Course Code: 3040003262
Semester-3rd

Prerequisite: Nil

Objective: The primary objective is to equip individuals with effective strategies and techniques to optimize their use of time, prioritize tasks, and achieve goals efficiently. Cultivate habits of self-discipline, organization, and focus to enhance productivity, reduce procrastination, and manage stress effectively. Promote the development of effective habits and strategies for maintaining work-life balance and achieving long-term success.

Teaching and Examination Scheme:

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Teaching Scheme			Contact Hour	Credits	Evaluation Scheme				Total Marks
L	T	P		C	Theory		Practical		
					CIE(TH)	ESE(TH)	CIE(PR)	ESE(PR)	
2	0	0	2	2	40	60	0	0	100

Content:

Unit No.	Course Contents	Teaching Hours	Weightage %
1	Introduction to Time Management Meaning, characteristics, objectives of Time Management. Importance of Time Management. Benefits of Time Management , Basic Principles of Time Management	5	17.85%
2	Typical Time Wasters and Time Management Tools Causes of Time Wasters, Office environment, Meetings – Telephone calls Visitors – Poor delegation Inability to say “No” Internet -Televisions, Procrastination. Ways to overcome Time Wasters. Time Management Planning Components, Time Management Strategies ,TIME TECH System Budget – best tools for Time Management	7	25%

3	Introduction to Productivity Definition, Concept and Importance of productivity. Difference between Production and Productivity. Tools of productivity, Reasons for low productivity. Factors that help increasing productivity, Productivity index. Kinds of productivity measurement, Causes of low productivity and techniques of their elimination, Factors affecting productivity, Technical	7	25%
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	methods to improve productivity, Main contributors to productivity improvement, Advantages from increased productivity.		
4	Method Study and Work Measurement Definition, Concept, Objectives and Procedure of method study, Process chart symbols, recording techniques like Flow process charts, Operation, Flow and Two handed Process charts, Flow diagram, Analysis of motion, Motion economy. Definition, Concept and Objectives of work measurement, Time estimating techniques like analytical estimating, Predetermine Motion Time System PMTS, Basic Motion Time System, Method Time Measurement, Work factor.	9	32.14%

Course Outcome:

Sr. No.	CO-Statement	Unit No
CO-1	The Students will understand the concept of Time Management, objectives, importance, benefits and principles of Time Management.	1
CO-2	The Students will acquire knowledge regarding different time wasters and its causes. They should be able to identify ways to overcome time wasters and will learn about time management planning components, strategies, Time Tech System and explore Time Management tools.	2
CO-3	Understand various factors of Productivity.	3
CO-4	Differentiate Method Study & Work Measurement.	4

Teaching & Learning Methodology:

1. Problem - based Learning
2. Design Thinking
3. Cooperative-based Learning
- Competency-based Learning

REFERENCE BOOKS:

1. The seven habits of effective people by Stephen R. Covey Simon , Schuster Publishers,1990
2. Managing Time for a Competitive Edge by Bharti R.L. , S.Chand
3. Introduction to Work study, ILO, Oxford
4. Work Study, Khanna , Dhanpat Rai Publications

CO-PO-PSO Matrix:

Co. No.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO 1	PSO2
CO-1	-	-	-	-	-	-	1	1	1	1	2	3	-	1
CO-2	-	-	-	-	-	-	1	1	1	1	2	3	-	1

CO-3	1	1	1	1	1	-	-	1	-	2	2	3	2	1
CO-4	1	1	1	1	1	-	-	1	-	1	2	3	2	1