

**K. J. Somaiya College of Engineering, Mumbai-77**  
(Autonomous College Affiliated to University of Mumbai)

Course Code	Course Title	Teaching Scheme			Credits Assigned			
		*Theory	Practical	Tutorial	Theory	Practical	Tutorial	Total
<b>UEXC503</b>	<b>Time and Stress Management</b>	<b>02</b>	--	--	--	--	--	--

\*Successful completion of course will be based on the satisfactory performance during the coursework and IA

Course Code	Course Title	Examination Scheme						
		Theory Marks			Term Work	Practical	Oral	Total
		Test		End Sem. Exam ESE				
		Test 1	Test 2					
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**Course Outcomes:**

At the end of successful completion of the course a student will be able to

1. Understand importance of Time Management
2. Understand Implementation of time management .
3. Understand the intellectual and emotional basis of stress
4. Understand the effects of stress on the body.

Module No.	Description	Hrs.
	Self-Management' and a deep introspection of one's current activities and utilization of time. Dynamics of human mind. identify the origin of their present behaviour. tools to change Present behaviour. Understanding the functioning of the mind, formation of patterns, resistance and challenges in changing behaviours . 3 P S of time management: Planning, Prioritizing and Procrastination. The importance of planning and its transformational effects is highlighted with real life examples in this Time Management Training.	
<b>2</b>	Advanced goal setting.: Integrating values of Accountability and Ownership with Motivation Organizing Study around Other Commitments:	<b>02</b>
<b>3</b>	Overcoming Procrastination Effective Time Management starts with the commitment to change and action. The key to successful time management is planning and then managing the planned time Methodology & nature of time management training Experiential Learning, Brainstorming & Detailed Discussions ,Insightful Sessions ,Activities. The Power of Willingness: commitment to change, the willingness to change and go through the temporary discomfort	<b>03</b>
<b>4</b>	Learning to Delegate Delegation: The Power of Other People's Help. Delegating your tasks and responsibilities to others. Delegation is not just a job; it is a skill that requires the	<b>03</b>

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	application of leadership qualities and some logical techniques.	
<b>5</b>	<p>Stress Management</p> <p>Avoiding procrastination and learning to delegate successfully helps to reduce stress. stress related to work, family, decisions, your future, and more. Stress is both physical and mental</p> <p>Introduction to Managing Stress</p> <p>learn how to recognize your long- and short-term stressors as well as your ability to frame challenges as either insurmountable obstacles or potential opportunities.</p> <p>Awareness of Stress</p> <p>Learning to effectively manage stress is the first step to regaining your emotional balance with examples.</p> <p>guidance to recognizing the barriers to living a balanced life with minimal stress with examples.</p>	<b>03</b>
<b>6</b>	<p>Reduce, Prevent, and Cope with Stress”; and Workplace Stress.”</p> <p>group discussion, "Mind Talk", "Weekly Study Schedule".</p> <p>Personality and stress, Perfectionism, spirituality and stress .</p> <p>Relaxation strategies, biofeedback, meditation</p> <p>Techniques in Personality development I a) Self-confidence b) Mnemonics c) Goal setting d) Time Management and effective planning Unit IV Techniques in Personality Development.</p>	<b>06</b>
	<b>Total</b>	<b>20-24 hrs.</b>

**IA Assignments and Assessment scheme:**

	<p><b>The student will be evaluated based on three tasks which will be graded. If any of the tasks given is not completed / submitted / shown / evaluated then the corresponding lower grade will be given. Although the grades are given they will not mentioned in final grade card but they are necessary to declare the successful completion of the audit course</b></p> <p><b>Open Book Test</b></p> <p><b>Assignment</b></p> <p><b>Technical report writing:</b> Roll No. wise groups will be formed of 05 students each. Topics will be given group wise by the staff in-charge. Report will be of maximum 08 pages. Topics of report will be based on the subject and subtopics should be 1) Introduction 2) Description of topic 3) Applications / salient features 4) List references used</p>		
<b>Sr. No.</b>	<b>Task</b>	<b>Description of task</b>	<b>Schedule</b>
1	Open book test	40marks test will cover entire syllabus	At the end of the course
2	Assignment	2 assignments	each covering 3 units
3	Report writing	Technical Report on given topic	At the end of the course