

KRISHNASAMY

College of
ENGINEERING & TECHNOLOGY

Approved by AICTE & Affiliated to Anna University
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.
☎ (04142) 285 601 - 604 🌐 www.kcet.in ✉ info@kcet.in

DEPARTMENT OF SCIENCE AND HUMANITIES

20.04.2023

CIRCULAR

Ref.: KCET/S&H/VAC/CIRCULAR/2022-23/02.

The following Value Added Course will be conducted during the academic year 2022-2023. The course will be conducted from 02.05.2023 to 06.05.2023. Students are instructed to register their names in the course allotted to them.

Note: Students are instructed to attend the program without fail.

S.No.	Course Code	Name of the Course	Year	No. of Period	Course Coordinator
1	S&H - VAC2202	TIME MANAGEMENT	I	30	Mrs. M. ALGA CELIN REBELLOW ASP/ S&H

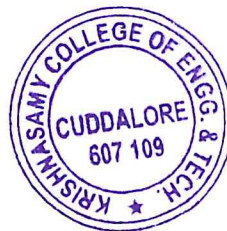
B. Annam
HOD/S&H

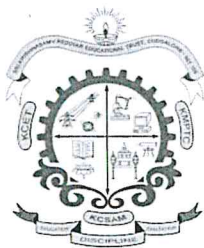
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Class Room

Class In charge

Department File





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SYLLABUS

Subject Code/ Subject Name: S&H-VAC2202- TIME MANAGEMENT

Duration: 30 Hours

About the course

Manage time more effectively and work more efficiently with practical strategies and options. Essential, but often overlooked, skill to help you be more organized, work efficiently, increase productivity and save time. Improving time management is a core skill for any one wishing to work efficiently and establish good habits. Implementing your action plan will help you reduce stress and enhance your productivity.

COURSE OBJECTIVE:

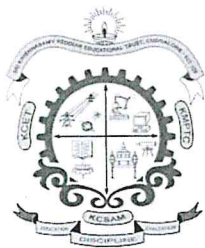
The aim of the current research was to determine the relationship between the time management skills and academic achievement of the students. Time management is very important and it may actually affect individual's overall performance and achievements. However, all of these are related by how individuals manage their time to suit their daily living or to make it flow steadily with their routines. Conducive settings and environment will surely promote positive outcomes to the students. Besides having good lectures given by their teachers. Nevertheless student's time management can be considered as one of the aspect that can move a student to be a good student. A good time management is vital for student to shine.

COURSE CONTENT

Module I Aspects of Time Management

6

1. Planning and goal setting
2. Managing yourself
3. Dealing with other people.
4. Your time
5. Getting results



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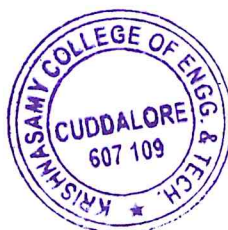
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Module II Fundamentals of time Management	6
1. Focus is on time and resources	
2. Pre_analysis of performance	
3. Analysis of goals and objectives	
4. Systemization of process	
Module III Productive work	6
1. Busy vs Productive	
2. Indecision & Delay	
Module IV Priority	6
1. Overwork	
2. Urgency v's Importance	
3. Prioritization	
Module V Time Management System	6
1. Functional	
2. Portable	
3. Intelligible	

COURSE OUTCOMES:

- Adopting scientific principles of construction management, quality management, cost and time control student employed in practice.
- Skill, specialization, experience, resourcefulness increases for engagement of execution & supervision of project work
- Ensuring inter-disciplinary co-ordination during construction.



B. Anigam
HOD / SdH