

SEAT No. _____

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[3 & A-7] SARDAR PATEL UNIVERSITY

B.Com - Third Semester Examination

Day & Date : Friday, 01st December 2017, Time : 10-00 A.M. TO 12-00 P.M.

Subject: Time Management

Subject Code: UB035COM01

Total Marks: 60

Note: Figures to the right indicate marks.

Q.1 Explain the concept of "Time Management" and discuss its significance in modern business management. (15)

OR

Q.1 Narrate : Basic principles of time management. (15)

Q.2 Discuss: "Meetings" and "Visitors" as typical time wasters. (15)

OR

Q.2 Discuss the effects of office environment and internet on "Time Management" (As Time Waster) (15)

Q.3 Write Note On : (a) Ways to overcome "Time Waster" (8)

(b) Budget for Time Management (7)

OR

Q.3 Discuss : Planning components and Time Management. (15)

Q.4 Narrate : Creative time management ideas. (15)

OR

Q.4 Discuss : Application of Time Management. (15)

(P.T.O.)