

VAC138	TIME MANAGEMENT AND SELF-REGULATION
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

In today's fast-paced and dynamic world, the ability to manage time efficiently and regulate oneself is a crucial skill for personal and professional success. The "Effective Time Management and Self-Regulation" course is designed to empower individuals with the tools and strategies needed to optimize their use of time, enhance productivity, and cultivate self-discipline.

Course Objectives

Students will be able to:

- Develop leadership skills to effectively manage themselves and others
- Analyze personal goals and objectives effectively.
- Identify and harness the powers of the self.
- Manage self-emotions, ego, and pride for better self-regulation

Course Outcomes

On completion of this course, students will be able to:

CO1: Demonstrate effective leadership skills and the ability to lead themselves and others towards achieving goals.

CO2: Analyze and refine personal goals and objectives for greater clarity and achievability.

CO3: Evaluate the functional, portable, and intelligible aspects of their time management and self-regulation strategies.

CO4: Manage self-emotions, ego, and pride to promote healthier relationships and self-regulation skills.

Course Content

Module I

7 hours

- Leadership Skills
- Planning and goal setting.
- Manage yourself.

- Focus on Time and Resources.
- Systemization of process.

Module II

7 hours

- Functional
- Portable
- Intelligible
- Analysis of goal and objectives.

Module III

8 hours

- Anatomy of the self-The mind- The intellect- The sub-conscious mind Consciousness.
- Innate and acquired qualities of the self- Power to act.
- Powers of the self
- The cyclic process within the self-states of awareness.

Module IV

8 hours

- Managing interferences- Perceptual Challenges-Attitudinal Challenges-Experience Challenges.
- Mental Positioning-Mental Limits-Mental Assumptions.
- Recognition of one's own limits and deficiencies.
- Managing self-emotions, ego, and pride.

Practicum

1. Students will identify and set SMART goals and create a visual representation of their goals.
2. Students will encounter simulated scenarios designed to induce procrastination and apply strategies learned in the course to overcome procrastination and maintain focus.
3. Students will keep a reflective journal throughout the practicum, documenting successes and challenges.

Textbooks

1. Garland, Teresa. *Self-Regulation intervention and strategies*. PESI Publishing & Media, 2019
2. Brain, Tracy. *Master your time, Master your life*. Tarcher Perigee, 2016

Reference Books

1. Burkeman, Oliver. *Four Thousand Weeks: Time Management for Mortals*. Straux and Giroux. 2021
2. Gupta, C.B (1990). *Management-Theory and Practice*. New Delhi: Sultan Chand & Sons Educational Publishers.

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3. Goldfried, M.R. and Merbaum, M. 1973. *A perspective on self-control*. New York: Holt, Rinehart, and Winston, Inc.
4. Dembo, M. H., & Seli, H. (2007). *Motivation and learning strategies for college success: A self-management approach*. Routledge.

	Evaluation Component	Weightage (%)
1	Activities and Presentations	20
2	Reflective Journal	20
3	Attendance	10
4	End Term Examination	50


 Registrar
 K.R. Mangalam University
 Sohna Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY
E D U C A T I O N F O R L I F E
(Recognized by UGC and a member of AIU)

Ref.No.:KRMU/Admin./Notice/2022-23/ 3578(A)

Dated: 12th August, 2022

NOTICE

This is to put for information that School of Humanities is offering Value-Added Course (VAC) for all interested students during Odd Semester as per the following specifications.

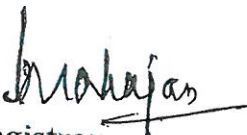
Course Code	Course Title	Coordinating Department / School	Duration
VAC129	Basic Statistics	SOHS	30 Hrs.
VAC138	Time Management and Self-Regulation	SOHS	30 Hrs.
VAC139	Science of Happiness	SOHS	30 Hrs.
VAC146	Behavioral Skills	SOHS	30 Hrs.

Maximum 100 seats are available for the course.

Course Start Date: 05 September 2022

Course End Date: 29 December 2022

All interested students are required to confirm their registration with the Dean-School of Humanities latest by **27th August,, 2022.**


Registrar

Copy to: K.R. Mangalam University
Sohna Road, Gurugram (Haryana)

- Vice Chancellor
- Dean (Academics Affairs)
- Controller of Examinations
- All Deans/ School Coordinators
- All Faculty Members/ Mentors
- Notice Board
- Office Copy

: For kind information


Registrar
K.R. Mangalam University
Sohna Road, Gurugram (Haryana)



ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2022-23

COURSE CODE: VAC138

COURSE TITLE: TIME MANAGEMENT AND SELF REGULATION

ROLL NO	NAME	PROGRAMME	SEMESTER	5-Sep-22	8-Sep-22	10-Sep-22	12-Sep-22	15-Sep-22	17-Sep-22	22-Sep-22
2009200009	ABHIJEET ROY CHOUDHURY	B.A. (JMC)	Semester-V	P	P	P	P	P	P	P
2105170030	TUSHAR YADAV	B.A. LL.B (H)	Semester-III	P	A	P	A	P	P	P
2105170050	PAARTH RAWAT	B.A. LL.B (H)	Semester-III	P	P	P	A	P	P	P
2105170029	ASMI	B.A. LL.B (H)	Semester-III	P	P	P	P	P	P	P
2105170041	AKSHAY DAHIYA	B.A. LL.B (H)	Semester-III	P	P	P	P	A	P	P
2105170031	GAURAV	B.A. LL.B (H)	Semester-III	P	A	P	P	A	P	P

Shivam

COURSE INCHARGE

Dr. P. K. Singh

Registrar

K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Dr. P. K. Singh

DEAN

School of Humanities (SOHS)
K.R. Mangalam University
Sohna road, Gurugram
Haryana 122001

DEAN



ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2022-23

COURSE CODE: VAC138

COURSE TITLE: TIME MANAGEMENT AND SELF REGULATION

22-Sep-22	24-Sep-22	26-Sep-22	29-Sep-22	1-Oct-22	3-Oct-22	6-Oct-22	8-Oct-22	10-Oct-22	13-Oct-22	15-Oct-22	17-Oct-22	20-Oct-22
P	P	P	P	P	P	P	P	P	A	P	A	P
P	P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	A	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	A	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P	P

Shivam

COURSE INCHARGE

Prof

Registrar

K.R. Mangalam University
Sohna road, Gurugram, (Haryana)

Anshu

DEAN

School of Humanities (SOHS)
K.R. Mangalam University
Sohna road, Gurugram
Haryana 122103

DEAN



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VAC COURSE FOR ACADEMIC YEAR 2022-23

COURSE CODE: VAC138

COURSE TITLE: TIME MANAGEMENT AND SELF REGULATION

22-Oct-22	23-Oct-22	24-Oct-22	27-Oct-22	29-Oct-22	31-Oct-22	1-Nov-22	5-Nov-22	7-Nov-22	10-Nov-22	12-Nov-22	14-Nov-22
P	A	P	P	A	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	A	P	P	P	P	A	P	P
P	P	A	P	P	P	P	P	P	P	P	P
P	P	A	P	P	P	P	P	P	P	P	P

Shivam

COURSE INCHARGE

Dr. P. K. Singh

Registrar

K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Dr. P. K. Singh

DEAN

School of Humanities (SOHS)
K.R. Mangalam University
Sohna road, Gurugram
Haryana 122103

DEAN



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VAC COURSE FOR ACADEMIC YEAR 2022-23

COURSE CODE: VAC138

COURSE TITLE: TIME MANAGEMENT AND SELF REGULATION

17-Nov-22	19-Nov-22	21-Nov-22	24-Nov-22	26-Nov-22	28-Nov-22	1-Dec-22	3-Dec-22	5-Dec-22	8-Dec-22	10-Dec-22	12-Dec-22
P	P	P	P	P	A	P	A	P	P	A	P
P	P	P	P	P	P	P	P	P	P	P	P
P	A	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	P
P	P	P	P	P	P	P	P	P	P	P	A
P	P	P	P	P	P	P	P	P	P	P	A

Shivani
COURSE INCHARGE

Dr. J. P.
Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Dr. J. P.
DEAN
School of Humanities (SOHS)
K.R. Mangalam University
Sohna road, Gurugram
Haryana 122103

DEAN



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VAC COURSE FOR ACADEMIC YEAR 2022-23
COURSE CODE: VAC138
COURSE TITLE: TIME MANAGEMENT AND SELF REGULATION

15-Dec-22	17-Dec-22	19-Dec-22	22-Dec-22	24-Dec-22	26-Dec-22	29-Dec-22	Total	Present	Percentage
P	A	P	P	P	A	P	51	41	80.39
P	P	P	P	P	P	A	51	47	92.16
P	P	P	P	P	P	A	51	46	90.20
P	A	P	P	P	A	A	51	45	88.24
P	P	P	A	P	P	A	51	44	86.27
P	P	P	A	P	P	A	51	44	86.27

S. Jivani
COURSE INCHARGE

[Signature]
Registrar
K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

[Signature]
DEAN
School of Humanities (SOHS)
K.R. Mangalam University
Sohna road, Gurugram
Haryana 122103
DEAN



VALUE ADDED COURSE (VAC)
ACADEMIC YEAR 2022-23
COURSE CODE: VAC138
COURSE TITLE: TIME MANAGEMENT AND SELF REGULATION
COURSE OFFERED BY: SCHOOL OF HUMANITIES (SOHS)
LIST OF STUDENTS COMPLETING THE COURSE

S.NO	SESSION	ROLL NO	NAME	PROGRAMME	SEMESTER	COURSE CODE	COURSE TITLE	SCHOOL
1	2022-23	2009200009	ABHIJEET ROY CHOUDHURY	B.A. (JMC)	Semester-V	VAC138	TIME MANAGEMENT AND SELF REGULATION	SCHOOL OF JOURNALISM & MASS COMMUNICATION (SIMC)
2	2022-23	2105170030	TUSHAR YADAV	B.A. LL.B (H)	Semester-III	VAC138	TIME MANAGEMENT AND SELF REGULATION	SCHOOL OF LEGAL STUDIES(SOLS)
3	2022-23	2105170050	PAARTH RAWAT	B.A. LL.B (H)	Semester-III	VAC138	TIME MANAGEMENT AND SELF REGULATION	SCHOOL OF LEGAL STUDIES(SOLS)
4	2022-23	2105170029	ASMI	B.A. LL.B (H)	Semester-III	VAC138	TIME MANAGEMENT AND SELF REGULATION	SCHOOL OF LEGAL STUDIES(SOLS)
5	2022-23	2105170041	AKSHAY DAHIYA	B.A. LL.B (H)	Semester-III	VAC138	TIME MANAGEMENT AND SELF REGULATION	SCHOOL OF LEGAL STUDIES(SOLS)
6	2022-23	2105170031	GAURAV	B.A. LL.B (H)	Semester-III	VAC138	TIME MANAGEMENT AND SELF REGULATION	SCHOOL OF LEGAL STUDIES(SOLS)

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This is to certify that **ABHIJEET ROY CHOUDHURY**, University Enrolment No **2009200009** of **B.A. (JMC)** programme has successfully qualified **VALUE ADDED COURSE VAC138 (TIME MANAGEMENT AND SELF REGULATION)** during Academic Session 2022-23 (Odd Semester).

Date: 20.02.2023

hrajjan

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This is to certify that **TUSHAR YADAV**, University Enrolment No **2105170030** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC138 (TIME MANAGEMENT AND SELF REGULATION)** during Academic Session **2022-23 (Odd Semester)**.

Date: 20.02.2023

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This is to certify that **PAARTH RAWAT**, University Enrolment No **2105170050** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC138 (TIME MANAGEMENT AND SELF REGULATION)** during Academic Session **2022-23 (Odd Semester)**.

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Date: 20.02.2023

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This is to certify that **ASMI**, University Enrolment No **2105170029** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC138 (TIME MANAGEMENT AND SELF REGULATION)** during Academic Session **2022-23 (Odd Semester)**.

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Date: 20.02.2023

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This is to certify that **AKSHAY DAHIYA**, University Enrolment No **2105170041** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC138 (TIME MANAGEMENT AND SELF REGULATION)** during Academic Session **2022-23 (Odd Semester)**.

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Date: 20.02.2023

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This is to certify that **GAURAV**, University Enrolment No **2105170031** of **B.A. LL.B (H)** programme has successfully qualified **VALUE ADDED COURSE VAC138 (TIME MANAGEMENT AND SELF REGULATION)** during Academic Session **2022-23 (Odd Semester)**.

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Date: 20.02.2023

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