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The Assam Royal Global University, Guwahati

Value Added Courses (VAC)

UG 1st Semester

Semester End Examination, January 2023

Course Title : Time Management

Course Code : VAC992V102

Time: 3 Hours

Maximum Marks: 70

Note: Attempt all questions as per instructions given.
The figures in the right-hand margin indicate marks.

Section – A

1. Attempt **all** questions. (Maximum word limit 50) 2 x 8
- Explain the meaning of Prioritization Grid.
 - State two objectives of time management necessary in professional life.
 - What does PDCA stand for in Business?
 - Briefly state the importance of productivity analysis.
 - What is a batch process and give a suitable example of it?
 - What are the important points related to the Delegation of Authority?
 - Write two aspects of a good goal.
 - Why is it important to manage stress?

Section – B

2. Attempt **any two** of the following: 6 x 2
- Describe about the tools which helps with Time management.
 - Write about the barriers to effective time management.
 - What is the importance of SMART in goal setting?
3. Attempt **any two set** of the following: 7 x 2
- Explain elaborately the concept of Time mapping.
 - Establish the relationship between Planning and Scheduling.
 - Explain the uses of CPM in Time management.
4. Attempt **any two set** of the following: 7 x 2
- Explain briefly the relevant merits and demerits of Delegation of Authority.
 - What are the uses of prioritization in organizing tasks?
 - What are the guidelines and tools for effective planning?
5. Attempt **any two** of the following: 7 x 2
- Explain elaborately about the types of stress.
 - What role does a leader play in effective time management?
 - Explain the concept of stress management. State the ways of managing stress.