

### III SEMESTER

#### Course 08 –RESOURCE MANAGEMENT & HOUSEHOLD ECONOMICS

Credits -3

---

#### Outcomes of the course

At the end of the course the student will be able to demonstrate the following:

**A) Remembers and explains in a systemic way**

The terms 'resources' and 'management' & Familiarize with the types of resources, available and their characteristics.

**B) Understands and Uses**

The Process of Management – Planning, supervising, organizing and evaluation.

**C) Critically explains, judges and solves**

The Management process of different resources – Time, Money and Energy.

**D) Working in out of prescribed area under a co-curricular activity**

Acquire Work simplification techniques in family activity management.

**E) Practical skills**

Observing Budget Plans of families from different income groups-Low, Middle and High income.

#### THEORY

##### Unit-I Home Management

- Home management – Meaning, definition and purpose
- Steps in management process – Planning, Organizing , Controlling and Evaluation – their importance
- Home maker –Definition , Qualities of a good home maker

##### Unit - II Motivating factors of Management

- Values – Meaning, importance and types of values
- Goals – Types and characteristics of goals

- Standards – Classification and factors affecting standard
- Inter relation between values, Goals and standards
- Decision Making – Definition and role of decision making in management
- Steps in decision making – Types of decisions.

### **Unit-III Family Resource Management**

- Family Resources – Classification – Human and Non-human Resources; characteristics
- Factors affecting the management of resources
- Guidelines for the use of resources

### **Unit-IV Time and Energy Management**

- Time – Nature and significance; Tools in time management – peak loads, work curves
- Energy Management – Economic utilization of energy, Work Simplification techniques.
- Fatigue –types and its management.
- Work simplification – principles of work simplification and techniques.

### **Unit-V Money Management**

- Money Management –Family income, Sources and types
- Supplementing the family income
- Budget – meaning and advantages of budgeting; Steps in making budget for a family
- Engel's law of consumption; Factors affecting the budget;
- Household accounts – Importance and account keeping systems.
- Savings – Need and reasons for saving; Types and methods of saving – post office, LIC, Unit Trust, Chit funds, Banks etc.

## **PRACTICAL**

Credits -1

---

1. Identifying of human and non-human resources
2. Making decision by analyzing the problem by following the decision making process.
3. Time plans
  - i) Students on a working day and holiday
  - ii) Time plan for working women on a working day and holiday
  - iii) Time plan for house wife
    1. Budget Plans for different income groups
      - i) Low income group
      - ii) Middle income group
      - iii) High income group
4. Collect information on savings in different families.

## **REFERENCES**

1. Premavathy Seetharaman and ParveenPannu (2005), “Interior Design and Decoration”, 1<sup>st</sup> edition, CBS Publishers.
2. Sonia Batra & PreetiMehra An Introduction to Family Resource Management” 1<sup>st</sup>edition, CBS Publishers & Distributors.
3. PremlataMullick.(2016). Textbook of Home Science, 4<sup>th</sup> edition, 2016, Kalyani Publishers.
4. Sushma Gupta, Neeru Garg. (2012). Text book of Family Resource Management, Hygiene & Physiology, 9<sup>th</sup> edition, Kalyani Publishers.
5. Varghese, M.A. and N.N. (2009). Home Management, New Age International Pvt. Ltd.

## **VI. Co-curricular Activities:**

### **a). Mandatory: (Training of students by teacher on field related skills: 15 hrs)**

**For Teacher:** Training of students by teacher in laboratory and field for a total of 15 hours on visit to Bank or Post Office or private saving companies.

#### **For Student:**

1. Observing & knowing the management of different resources.
2. Making a graph to identify the management of various resources by different income groups.
3. Max marks for Field Work Report: 05.
4. Suggested Format for Field work: *Title page, student details, content page, introduction, work done, findings, conclusions and acknowledgements.*
5. Unit tests (IE).

### **b) Suggested Co-Curricular Activities**

1. Training of students regarding Time, Energy & Money management.
2. Assignments, Seminars, Group discussions, Quiz, Debates etc. (on related topics).
3. Drawing graphs and collecting data about various saving schemes.
4. Video show and films on effective management of resources.
5. Preparation of resource files by collecting new and innovative ideas for management of resources.
7. Invited lectures and presentations on related topics by subject experts.