

FAMILY RESOURCE MANAGEMENT (HSC-101)

FOCUS: This course deals with creating awareness among the students regarding maximum utilization of resources, in order to achieve maximum goal within the given time period among the family.

OBJECTIVES:

- To educate student about management in the family as well as in other sphere of life.
- To make student aware about maximum utilization of their resources to meet their goals.

COURSE CONTENT:

BLOCK I HOME MANAGEMENT PROCESS

UNIT 1. HOME MANAGEMENT

1.1. Home management:

1.1.1. Definition,

1.1.2. Philosophy and its role and concept.

1.2 Home management process:

1.2.1 planning,

1.2.2 scheduling,

1.2.3 execution,

1.2.4 controlling

1.2.5 evaluation.

UNIT 2. MOTIVATING FACTORS FOR MANAGEMENT

2.1 Goals: definition, characteristics, types and its utility,

2.2 Values: definition, importance, classification and its characteristics,

2.3 Standard: definition, importance, classification and its characteristics. Inter-linking of values, goals and standards.

2.5. Want: Types, characteristics and factor affecting the wants,

2.6. Concept of needs, demand, supply.

UNIT 3. RESOURCES

3.1 Family resources: meaning

3.1.1 definition,

3.1.2 importance, characteristics and its types (human and non human resources),

3.1.3 factor affecting the utilization of the resources, resource conservation.

3.1.4 Factors affecting management of resources

3.2. Principles in the use of resources: scarcity, utility, accessibility

3.3. Exchange, transferability, substitution, reuse and investing, allocation and management of resources.

UNIT4. TIME AND ENERGY RESOURCES

4.1 Time as a resource-time orientation and perception; time demand during different stages of family life cycle

4.2 Effective time management; leisure time, value and bases for time plans;

4.2.1 Factors to be considered in making time and activity plan.

4.3 Energy as resource: relation of energy to the stages of family life cycle;

4.3.1. Efforts used in home making activities; household task classified by energy costs;

4.4 Factors affecting energy consumption, forms and effects of fatigue; work simplification applied in home.

UNIT5. DECISION

5.1 Decision making by individuals and households;

5.1.1. Role,

5.1.2 scope,

5.1.3. purpose and factors motivating for decision-making,

5.2. Classification: technical, economic, social, legal and political decision; routine, programmed and impulsive; linking of decisions;

5.3. Decision styles.

5.4. Decision making process,

5.5. Decision conflict.

BLOCK II MONEY MANAGEMENT

UNIT 6. FINANCIAL MANAGEMENT

6.1. Financial management: its

6.1.1 purpose,

6.1.2 objectives,

6.1.3. goals,

6.2 Financial planning:

6.2.1. definition,

6.2.2. bases, phases, purpose, aspects and viable financial planning.

6.3 Financial spending plan:

6.3.1. definition,

6.3.2. development procedure,

6.3.3. income profiles,

6.3.4 methods of handling money,

6.3.5 family life stages and use of money.

6.4 Record keeping:

6.4.1 Definition,

6.4.2 Importance,

6.4.3 Types and advantages of household records.

6.5. Account keeping,

6.5.1. Importance,

6.5.2 Types,

6.5.3 guidelines and criteria for evaluating accounting system.

UNIT 7. BUDGET

7.1 Budget:

7.1 Definition,

7.1.1 Importance,

7.1.2. Types,

7.1.3. Steps,

7.1.4 Characteristics of good budget, misconceptions

7.2. Income:

7.2.1 Definition,

7.2.2. Characteristics,

7.2.3. Types. Planning and methods of handling

7.3. Budget:

7.3.1 Definition,

7.3.2. Importance,

7.3.3 Types and household budget.

7.3.4 Problems and factors affecting budget.

UNIT 8. SAVING

8.1 Credit :

8.1.1 Definition,

8.1.2. Bases,

8.1.3. Reasons,

8.1.4. Advantages and drawbacks;

8.2 legal credit instruments; sources of consumer credits;

8.3 points to be considered before borrowing.

8.4 Saving:

8.4.1 objectives,

8.4.2 types

8.4.3 Saving institutions.

8.5 Investment:

8.5.1 objectives,

8.5.2 types of investments,

8.5.3 Test and principles of investment.

UNIT 9. TAXATION

9.1 Taxation:

9.1.1. objectives,

9.1.2. characteristics,

9.1.3 classification,

9.1.4. advantages and disadvantage of each; principles of sound taxation systems.

BLOCK III: CONSUMERISM AND CONSUMER PROTECTION

UNIT 10. CONSUMER

- 10.1. Definition of consumer,
- 10.2. rural vs. urban consumer,
- 10.3. characteristics and problems,
- 10.4 Consumer rights and responsibilities in today's world.
- 10.5 Consumer's information environment and mass media:
- 10.6 Different sales promotion techniques.
 - 10.6.1. Objectives,
 - 10.6.2. merits and demerits and
 - 10.6.3. media of advertisement.

UNIT 11. CONSUMER PROTECTION

- 11.1 History of consumer movement
 - 11.1.1 factors encouraging consumer movement in India.
 - 11.2. Consumer protection and
 - 11.3. Govt. legislation-Act and orders.
 - 11.4. Govt. and NGO for consumer protection and welfare

BLOCK III: HOUSEHOLD: CARE AND USAGE

UNIT 12. CARE OF HOUSEHOLD

- 12.1. Care of house (daily and periodical basis),
 - 12.1.1 sanitation and control of pests,
 - 12.2 cleaning of household equipments (glassware, china ware, silver, brass, bamboo, cane and etc), cleaning of furniture

UNIT 13. INTRODUCTION TO HOUSEHOLD EQUIPMENTS

- 13.1 Household equipment,
 - 13.1.1 Importance and
 - 13.1.2 Role of equipment in relation to work in the home/farm and production centers.
- 13.2 Impact of equipment on the family resources management
 - 13.2.1 Meaning,
 - 13.2.2 Classification – in terms of a) Cleaning, Food processing, Laundry equipment's and Equipment for personal care and recreation. b) Electrical and non- electrical.
 - 13.3. Importance of various Household Equipments in conserving time, energy and money.

UNIT 14. MATERIAL USED FOR HOUSEHOLD EQUIPMENTS

- 14.1 Base material – Aluminium, Iron, Steel, Copper, Glass, Plastic,
- 14.2 Finishes – Mechanical,
- 14.3 Applied Insulating material – Mica, Fiberglass, Fiberwool, Mineral wool, Plastic, Foam.
- 14.4 Operational principle use and care of few electrical and non electrical equipment mainly used in home.

Suggested readings

- 1- Agarwal, R.D., 2000, Organization and Management, New Delhi : Mc Graw Hill Company.
- 2- Chakraborty, S.K., 1976, Management by Objectives : An Integral Approach, Delhi : Macmillan.
- 3- Chatterjee, S.S., 1960, An introduction to Management: Its Principles & Techniques, World Press Private Ltd.
- 4- Dalela, S., 1983, Textbook of Workstudy. Standard Publishers Distributors, New Delhi.
- 5- Deacon, Ruth E. & Firebaugh, F.M., 1975 Home Management : contexts & Concepts, Boston : Houghton Mifflin Company.
- 6- Goel, S.L., 1987, Modern Management Techniques. New Delhi : Deep Publishers.
- 7- Goldsmith, Elizabeth, B., 2000, (Resource Management for Individuals & Families), Iled., Wadsworth.
- 8- Gross, I.h. and Crandall, E.w., 1963, Management for Modern Families. Appleton, Centurian Crofts, New York.
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- 10- Koontz. H. an O' Donnel C., 1976, Management - A systems and contingency analysis of mangerial functions. Mcgraw - Hill Kogakusua Ltd., New Delhi.
- 11- Narayan, B., ed. 1987, Leadership & Management Effectiveness, New Delhi : Anmol Publishers.
- 12- Newman, W.H. Warren, E.K. and McGill, A.R., 1998, The Process of Management strategy, Action, Result, Prentice, Hall of India Pvt. Ltd.
- 13- Nickell and Dorsey J.M., 1983, Management in Family Living, Wiley Eastern Ltd., New Delhi.
- 14- Rustomji, M.K., 1983, Art of Management, Delhi, Macmillan India Ltd.
- 15- Steidl and Bratton, 1967, Work in the Home, John Wiley and Sons. New York.