SARDAR PATEL UNIVERSITY Programme: B.Sc (Home Science) Semester: I Syllabus with effect from: June-2011

Objectives:

- > To help students in learning various concepts of resource management.
- > To help students learn the basic process of management.
- \blacktriangleright To recognize the importance of wise use of resources in order to achieve goals.

Theory

Paper Code: UH01CFRM05	Tetel Coults 2
Title Of Paper: Introduction to Resource Management	Total Credit: 2

Unit	Description in detail	Weighting (%)
Ι	Meaning and scope of resource management:	5%
	Definition of resource management	
	Purpose of resource management	
	Obstacles in resource management and ways to overcome them	
	Management process	15%
	Definition and its importance in daily life	
	Steps involved in management	
	Planning: Definition, importance of planning and steps in	
	successful planning, types of plans,	
	characteristics of planning	
	Controlling: Definition and important steps involved in Controlling	
	Phase: Energizing, checking and adjusting.	
	Evaluation: Feedback: Definition and its importance,	
	Type of evaluation.	
II	Factors motivating resource management:	
	Values: Definition and its importance in human life, types of values:	
	> Extrinsic	
	> Intrinsic	
	Goals: Definition and its importance in human life, types of goals:	
	Means and goal	
	Intermediate goal	
	 Ultimate or long term goal 	40%
	Standard: Definition and its importance, classification of standard	4070
	Conventional / Non Conventional	
	Qualitative / Quantitative	
	Decision Making: Definition and its importance,	
	steps involved in decision Making	
	Types of decision	
	Individual decision	
	Group decision	
III	Resources:	
	Definition and its importance of resources in effective management	10%
	Characteristics of resources	1070
	Types of resources	



	Human resources	
	Non-human resources	
IV	Time Management	
	Meaning and need of time Management	
	Management applied to time	10%
	Planning	1070
	➤ Controlling	
	Evaluating	
V	Energy management	
	Meaning and need of energy Management	
	Fatigue: Definition, types, methods to avoid fatigue	
	Management applied to energy	
	Planning	20%
	Controlling: Principles of body mechanics	
	Evaluating	
	Work simplification: Definition, Techniques of work simplification,	
	Mundel's classes of change	

Basic Text & Reference Books

- ➤ Varghese & Ogale, 'Home Management', New Age International(P)Ltd., 1985
- Sandotra & Majmudar, "Grahvayvasthapan" (Gujarati), Anada book depot. Ahmedabad.
- Gandotra & Shukul, 'Home Management & Family Finance'', Dominant Publisher & Distributor, New Delhi.
- > The Education Planning Group, "HomeManagement", Arya Publishing House, New Delhi..
- > Thakkar & Pujara, "Introduction to Home managrment" (Gujarati), Praveen Pustak Bhandar, Rajkot.
- Nickell & Dorsey, "Management In Family Living", CBS Publishers & Distributors Pvt. Ltd..2002

