

	<ul style="list-style-type: none"> ➤ Human resources ➤ Non-human resources 	
IV	Time Management Meaning and need of time Management Management applied to time <ul style="list-style-type: none"> ➤ Planning ➤ Controlling ➤ Evaluating 	10%
V	Energy management Meaning and need of energy Management Fatigue: Definition, types, methods to avoid fatigue Management applied to energy <ul style="list-style-type: none"> ➤ Planning ➤ Controlling: Principles of body mechanics ➤ Evaluating Work simplification: Definition, Techniques of work simplification, Mundel's classes of change	20%

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- Nickell & Dorsey, "Management In Family Living", CBS Publishers & Distributors Pvt. Ltd..2002

