

**SARDAR PATEL UNIVERSITY**  
**Programme: B.Sc (Home Science)**  
**Semester: II**  
**Syllabus with effect from: November/December-2011**

## Theory

**Objectives:**

- To recognize the importance of wise use of money as a resource.
- To make students recognize the internal and external factors affecting finance.
- To develop an appreciation of role of financial management in family living.

<b>Paper Code: UH02CFRM08</b>	<b>Total Credit: 2</b>
<b>Title Of Paper: Finance Management</b>	

Unit	Description in detail	Weighting (%)
I	<p><b>Money and Income</b>            Money – Importance of money as resource, functions of money, importance of money, management to students and home makers.            Income- Definition of family income, types of income-Money income, real income and psychic income. Annual and life time profiles of income.            Methods of handling income.</p>	35%
II	<p><b>Budgeting as a guide to financial management</b>            Importance and significance of family budget.            Steps in making a budget: planning, controlling and evaluation of budget.            Record keeping- Importance, evaluating a good accounting system.            Methods of account keeping.            Factors influencing budget. Engle’s law of family expenditure.</p>	15%
III	<p><b>Saving and Investment</b></p> <p><b>1. Saving</b></p> <p>A. Meaning of saving            B. Objectives and characteristics of savings            C. Types of savings.            D. Methods of investing the savings</p> <ul style="list-style-type: none"> <li>➤ Bank accounts</li> <li>➤ Post office saving accounts</li> <li>➤ Provident fund</li> <li>➤ Life-Insurance scheme</li> <li>➤ Units of Unit Trust of India</li> <li>➤ Shares and debentures</li> <li>➤ Chit funds</li> </ul> <p><b>2. Investment</b>            Meaning of Investment            Objectives and characteristics of investment            Types of investments</p> <p><b>3. Banking</b>            Functions of bank            Types of accounts – Current account, saving account, fixed deposit and recurring account            Opening an account, depositing money, withdrawal of money, cheque, closing an account</p>	30%



IV	<b>Credit</b> Meaning of credit Basis of credit Reasons for use of credit Types of credit	10%
V	<b>Taxation</b> Definition and need for taxation Types-direct and indirect Basic idea about filing income tax return.	10%

### Basic Text & Reference Books

- Varghese & Ogale, ‘Home Management’, New Age International(P)Ltd.,1985
- Gandotra & 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 management”(Gujarati), Praveen Pustak Bhandar, Rajkot.
- Nickell & Dorsey, “Management In Family Living”, CBS Publishers & Distributors Pvt. Ltd..2002

