

GUJARAT TECHNOLOGICAL UNIVERSITY

Diploma in Home Science

Semester: I

Subject Name: **Elementary Home Management**

Subject Code: **310025**

Teaching Scheme				Evaluation Scheme		
Theory	Tutorial	Practical	Total	University Exam (Theory) (E)	Mid Sem Exam (Theory) (M)	Internal Assessment (I)
4	0	4	8	70	30	50

Rationale:

This is course design with a view to explain role of goals and values in effective management of time and energy e.g. preparation of time-table for home and institute, steps to simplify the given work.

Topic No.	Name of Topic	Lecture Hour	Practical Hour	Total Hour	% weightage
1.	Introduction to Management	05	04	09	10
2.	Concepts of home management.	11	24	35	20
3.	Management process	13	08	21	20
4.	Resource management	16	04	20	30
5.	Work simplification	11	16	27	20
	Total	56	56	112	100

Objectives:

1. To help student learn basic concepts of management
2. To help students significance of change in day to day
3. To help student know and apply management principles in daily living.

Sr. No.	Course Content:
1.	INTRODUCTION TO MANAGEMENT: <ol style="list-style-type: none"> 1.1 Importance and objectives of management. 1.2 Role and responsibilities of manager in changing society.

2.	<p>CONCEPTS OF HOME MANAGEMENT:</p> <p>2.1 Values – its meaning, definition types and importance. 2.2 Goals – its definition, types and importance. 2.3 Standards – definition, types and how to judge standard of living. 2.4 Decision-making – definition, types, importance and process of decision-making.</p>
3.	<p>MANAGEMENT PROCESS:</p> <p>3.1 Planning – Meaning, importance, types of plan and steps involved planning, factors that help in good plan. 3.2 Controlling – Meaning, importance, components and controlling (a) Delegating (b) directing (c) Guiding (d) co-ordination (e) Supervision 3.3 Evaluating – Meaning, importance , types.</p>
4.	<p>RESOURCE MANAGEMENT:</p> <ul style="list-style-type: none"> • Application of management to specific resources, such as time, energy and money, • Time and energy management. <ul style="list-style-type: none"> 4.2.1. Importance 4.2.2. Important terms used in time and energy management. <ul style="list-style-type: none"> 4.2.2.1. Time norm. 4.2.2.2. Peak load. 4.2.2.3. Leisure time. 4.2.2.4. Warm up period. 4.2.2.5. Fatigue. 4.2.2.6. Simplification. 4.2.2.7. Entering period. 4.2.2.8. Time plan. 4.2.3. Management process and its application to time and energy. • Money management <ul style="list-style-type: none"> 7 Importance of money management 8 Money as resources 9 Sources of income 10 Types of income 11 Budget & importance of budget 12 Budgeting for easy / good home & office management

	<ul style="list-style-type: none"> • Saving and investment plans. <p>7 Meaning 8 Scope 9 Types</p>
5.	<p>WORK SIMPLIFICATION:</p> <ul style="list-style-type: none"> • Meaning and importance. • Methods of work simplification. • Methods of study work through pathway chart, process chart. • Methods of work simplification applied to some house hold tasks <p>7 Table setting 8 Floor arrangement 9 Bed making 10 Sweeping – snooping</p>

Laboratory Experiences:

1. Learning to develop various values, goals and lasting them.
2. Making individual and group decision and writing process involved in it.
3. Take any classroom or family situation and apply management process to the situation and carry out activity in-group.
4. Prepare a time plan for a week of student routine balance it and write steps involved in it.
5. Prepare a pathway chart for cleaning a room. & solar arrangement or cooking
6. Prepare a process chart table setting or dish washing activity,
7. Learn to write chequer, take out draft, money order, filling up investment form, withdrawing money from bank etc.
8. Give information regarding use of bank and postal services.
9. Preparation of budget for home & office to make management easy

Term Work:

- Prepare assignment on topic number 1 to 4 Charts for various activities.
- Preparing pathway and process chart for various activities
- Fill up the forms of various bank account and postal account
- Exercise on budgeting

References Books:

1.	Home Management	Ogate,Verghese, Geroge	Willey Eastern, New Delhi 1969
2.	Introduction to Home Management	Swanson, Betty,	Macmillan & Co.
3.	Management infamily living	Nickle & Dossey	John Wiley & Son1978.
4.	Management for Families morden	Gross, Crandall & Knoll	Apple ton Century Crafts.Inc. 1975.