

Objectives: To enable the students to

1. To become better managers.
2. Understand the meaning and implementation of management with special reference to house.
3. Recognize and utilize resources available to them to achieve better quality of life.

Course:

Unit I: Management – definition, types of management situations in family; characteristics of a good manager – roles played by homemaker, role overload, role conflict.

Unit II: Process – steps – planning, controlling, evaluating; system's approach – components; changing concept of management.

Unit III: A. Decision making – Process – steps, types of decisions, decision tree.
B. Conflict resolution – types, importance.

Unit IV: A. Motivating factors in management – Values – types, sources; Goals – types, characteristics; Standards – types, characteristics; Inter-relationship between values, goals and standards.
B. Resources – classification, characteristics.

Unit V: A. Time management – significance, tools of time management – time cost, time norm, work norm, work curve, peak load, time schedule.
B. Energy management – significance, energy cost, factors affecting energy cost; Fatigue – types, methods of reducing.
C. Work simplification – techniques to study, Mundel's classes of changes.

References:

1. Management in family living, (1980) Nickell & Dorsey, Wiley Eastern Pvt Ltd., New Delhi.
2. Management for Modern Families, (1970) Gross & Crandall, Appleton – century crafts, I.N.C., New York.
3. Management for Modern Families, (1970) Gross, Crandall & Knoll, Appleton – century crafts, I.N.C., New York.
4. Textbook of household arts, (1985) Soundaraj. S, Orient Longman, Bombay.
5. Home furnishings, A.H.Rutt, (1969) Wiley eastern pvt ltd., New Delhi.
6. Management for Indian families, (1976) Mann. K.M., Kalyani Publishers, Delhi.
7. Varghese, M.A., Ogale, N.N. & Srinivasan, K (1985) Home management, Wiley Eastern Pvt Ltd., New Delhi.

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4. Management of time, energy and other resources.

Course:

Unit I: Decision making – planning for specific occasions/purpose – with decision tree.

Unit II: Preparing time schedule for Home science/ Non- Home science students and evaluating it.

Unit III: Making Household accessories

- a) Braiding – door mat
- b) Patchwork – place mat
- c) Quilting – cushion cover
- d) Kitchen accessories (Apron or Bag)

Unit IV: Tools of time management – work norm

Unit V: Tools of time management – work curve

Unit VI: Tools of time management – peak load

Unit VII: Tools of time management – time cost of household activities.

Unit VIII: Pathway and process chart

Unit IX: Survey for use of resources.

References:

1. Management in family living, (1980) Nickell & Dorsey, Wiley Eastern Pvt Ltd., New Delhi.
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