

COURSE 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.
4. Recognize the internal and external factors affecting financial decisions of a family.
5. Increase students' ability to make wise use of money.
6. Understand the impact of government policies on family spending

COURSE OUTCOMES:

On successful completion of the course, the student shall

1. Understand about the process of management, resources, and money management.
2. Demonstrate ability to identify economical goals of family
3. Exhibit the ability to demonstrate efficient management of time and energy.

UNIT I

MANAGEMENT PROCESS:

- a. Management Process – Steps – Planning, Organizing, Controlling & Evaluating.
- b. Types of managerial situations in family- Elementary, Growth & Developmental and Preventive.
- c. Roles played by Home Maker, Role Overload, Role Conflict.
- d. Systems Approach to Management- Elements and Importance.

UNIT II

- a. Factors motivating Management: Values, Goals & Standards – Types, Factors influencing, Inter-relationship
- b. Resources – classification, factors influencing
- c. Decision Making – Steps in Decision making, Types of Decisions, Factors influencing Decision making.
- d. Conflict Resolution – Methods, Importance.

UNIT III

- a. Time Management – Importance, Tools of time management – Time Norm, Time Cost, Work Norm, Work Curve, Peak Load; Management Process applied to Time – Planning, Controlling & Evaluating.
- b. Energy Management – Importance, Management process applied to Energy; Fatigue – Types- Physiological & Psychological, Methods of Coping.
- c. Work Simplification – Techniques to study work simplification -Process Chart, Pathway Chart, Operation Chart; Mundell's Classes of Change – Three classes of Change.

UNIT IV

- a. Family as an Economic Unit – Functions, Economic Goals of Families, Factors influencing Economic Goals
- b. Family Income – Definition, Classification, Methods of handling Family Income, Methods of Supplementing Family Income.

UNIT V

- a. Family Expenditure – Heads of expenditure.
- b. Budget – Steps in Budgeting, Budgets for Different Income Levels, Factors influencing Family Budget.
- c. Savings – Importance, Benefits of Savings, Modes of saving in India – Advantages & Risks.