

# Sri Sathya Sai College for Women, Bhopal

(An Autonomous College affiliated to Barkatullah University, Bhopal)

(NAAC Accredited 'A' Grade)



## SYLLABUS

UG

SESSION- 2023-24

CLASS: B.A. I YEAR

SUBJECT: Home Science

1. Mrs  
25/8/23

2. Dr. Kapdeo  
25.8.23

3. Multidash  
25.8.23

4. Anju  
25/08/23

**Sri Sathya Sai College for Women, Bhopal**  
(An Autonomous College Affiliated to Barkatullah University Bhopal)  
Department of Higher Education, Govt. of M.P.  
Under Graduate Syllabus (Annual Pattern)

As recommended by Central Board of Studies and approved by the Governor of M. P.

wef 2021-2022  
(Session 2023-24)  
(NEP-2020)

Class / कक्षा	BA I Year
Subject / विषय	Home Science
Paper / प्रश्न पत्र	First / प्रथम (Theory)
Course Title / पाठ्यक्रम का शीर्षक	Family Resource Management & Home Furnishing (Paper 1) परिवारिक संसाधन प्रबंध एवं गृह परिसज्जा (प्रश्न पत्र)
Course Type / पाठ्यक्रम का प्रकार	Core Course / कोर कोर्स
Credit Value/ क्रेडिट मान	4 (Theory)
Max. Mark/ अधिकतम अंक	Max. Marks: 30 + 70(Minimum Passing Marks 35)

**Course Learning Outcomes (CLO)**

- After completion of the Course the learner will be able to:
1. Understand the meaning of management and can be a successful manager.
  2. Differentiate between right or wrong after learning the family values.
  3. Establish the right family values and will carry forward their family culture and good values.
  4. Understand use and importance of all the family resources like time, money and energy properly
  5. Simplify the daily activities by using work simplification techniques.
  6. Make balanced and surplus budget to improve the financial status and will also learn about savings and investments.
  7. Demonstrate skill in dry and fresh flower arrangement. This art has also been proven as job oriented in present scenario.
  8. Demonstrate skill in the home management and interior decoration.

**Particular / विवरण**

<b>Unit-I</b>	<p><b>Home Management and Decision Making</b></p> <p><b>1 Home Management</b></p> <p>1.1 Meaning, Definition, Importance</p> <p>1.2 History of Home Management in India</p> <p>1.3 Qualities of Home Manager.</p> <p><b>2. Managerial Process:</b></p> <p>2.1 Meaning, Definition, Importance.</p> <p>2.2 Steps of Managerial process</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Controlling</li> <li>• Evaluation</li> </ul> <p><b>3. Motivational Elements of Management</b></p> <p>3.1 Values – Meaning, Definition and classification.</p> <p>3.2 Goals- Meaning, Definition and classification.</p> <p>3.3 Standards- Meaning, Definition and classification.</p> <p><b>4. Decision Making Process</b></p> <p>4.1 Decision- Importance and Types.</p> <p>4.2 Decision making process- Meaning, Definition.</p> <p>4.3 Decision making – Main Steps, Influencing factors</p>
इकाई-1	<p>गृह प्रबंधन और निर्णय लेना</p> <p>1. गृह प्रबंधन</p> <p>1.1 अर्थ, परिभाषा, महत्व</p> <p>1.2 भारत में गृह प्रबंधन का इतिहास</p> <p>1.3. गृह प्रबंधक के गुण</p>

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	<p>2. प्रबंधकीय प्रक्रिया:</p> <p>2.1. अर्थ, परिभाषा, महत्व</p> <p>2.2 प्रबंधकीय प्रक्रिया के चरण</p> <ul style="list-style-type: none"> <li>• योजना</li> <li>• नियंत्रण</li> <li>• मूल्यांकन</li> </ul> <p>3. प्रबंधन के प्रेरक तत्व</p> <p>3.1 मूल्य-अर्थ, परिभाषा और वर्गीकरण</p> <p>3.2 लक्ष्य-अर्थ, परिभाषा और वर्गीकरण</p> <p>3.3 स्तर-अर्थ, परिभाषा और वर्गीकरण</p> <p>4. निर्णय लेने की प्रक्रिया</p> <p>4.1 निर्णय – महत्व और प्रकार</p> <p>4.2 निर्णय लेने की प्रक्रिया – अर्थ, परिभाषा</p> <p>4.3 मुख्य चरण, प्रभावित करने वाले कारक</p>
Unit-II	<p>Family Resources and Work Simplification</p> <p>1. Family Resources</p> <p>1.1 Meaning, Definition, Characteristics</p> <p>1.2 Factors Influencing family resources.</p> <p>1.3 Classification</p> <p>2. Time Management</p> <p>2.1 Meaning, Concept and Importance</p> <p>2.2 Tools of Time Management</p> <p>3. Energy Management</p> <p>3.1 Meaning and Importance</p> <p>3.2 Steps of Energy Management</p> <p>4. Work Simplification</p> <p>4.1 Meaning, Definition, Importance</p> <p>4.2 Techniques of work simplification</p> <p>4.3 Classes of change</p>
इकाई-2	<p>पारिवारिक संसाधन और कार्य सरलीकरण</p> <p>1. पारिवारिक संसाधन</p> <p>1.1. अर्थ, परिभाषा, विशेषताएँ</p> <p>1.2. प्रभावित करने वाले कारक</p> <p>1.3. वर्गीकरण</p> <p>2. समय प्रबंधन</p> <p>2.1 अर्थ, अवधारणा और महत्व</p> <p>2.2 समय प्रबंधन के उपकरण</p> <p>3. उर्जा प्रबंधन</p> <p>3.1 अर्थ एवं महत्व</p> <p>3.2 उर्जा प्रबंधन के चरण</p> <p>4. कार्य सरलीकरण</p> <p>4.1 अर्थ, परिभाषा, महत्व</p> <p>4.2 कार्य सरलीकरण की तकनीक</p> <p>4.3 परिवर्तन की श्रेणियाँ</p>
Unit-III	<p>Money Management</p> <p>1. Family Income</p> <p>1.1 Meaning, Definition</p> <p>1.2 Sources of family income</p> <p>1.3 Types of family income</p> <p>2. Family Budget.</p> <p>2.1 Meaning, Definition, Importance</p> <p>2.2 Types of Budget</p> <p>2.3 Process of Budget making</p>

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	<b>3. Saving and Investments</b> 3.1 Meaning, Definition, Importance 3.2 Difference between saving and investment 3.3 Sources of investment
इकाई-3	<b>धन प्रबंधन</b> <b>1. पारिवारिक आय</b> 1.1. अर्थ, परिभाषा, 1.2. पारिवारिक आय के स्रोत 1.3. पारिवारिक आय के प्रकार <b>2. पारिवारिक बजट</b> 2.1 अर्थ, परिभाषा, महत्व 2.2. बजट के प्रकार 2.3. बजट बनाने की प्रक्रिया <b>3. बचत और निवेश</b> 3.1 अर्थ, परिभाषा, महत्व 3.2 बचत और विनियोग में अंतर 3.3 निवेश के स्रोत
Unit-IV	<b>Interior Decoration, Accessories and Flower Decoration</b> <b>1. Interior Decoration</b> 1.1 Meaning, Definition and Importance 1.2 Objectives of Decoration <b>2. Elements of Art</b> 2.1 Meaning and Definition 2.2 Elements of Art <b>3. Principles of Design</b> 3.1 Meaning and Definition 3.2 Principles of Design <b>4. Accessories</b> 4.1 Meaning, Definition and Importance 4.2 Types of accessories 4.3 Uses of accessories <b>5. Flower Decoration</b> 5.1 Meaning, Definition and Importance 5.2 Types and styles 5.3 General Rules of flower arrangement
इकाई-4	<b>आंतरिक सजावट, सहायक उपकरण और पुष्प सज्जा</b> <b>1. आंतरिक सजावट</b> 1.1. अर्थ, परिभाषा, महत्व 1.2. सजावट के उद्देश्य <b>2. कला के तत्व</b> 2.1 अर्थ और परिभाषा 2.2 कला के तत्व <b>3. डिजाइन के सिद्धांत</b> 3.1 अर्थ और परिभाषा 3.2 डिजाइन के सिद्धांत <b>4. सहायक उपकरण</b> 4.1 अर्थ, परिभाषा, महत्व 4.2 उपसाधन के प्रकार 4.3 उपसाधन का उपयोग <b>5. पुष्प सज्जा</b> 5.1 अर्थ, परिभाषा, महत्व 5.2 प्रकार और शैलियाँ 5.3 पुष्प व्यवस्था के सामान्य नियम
Unit-V	<b>Kitchen Arrangement and Storage</b> <b>1. Kitchen Arrangement</b> 1.1 Meaning and Importance. 1.2 Types of Kitchen. 1.3 Work centers 1.4 Planning of ideal kitchen <b>2. Storage area</b> 2.1 Meaning, Importance and requirement

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	2.2 Modern styles of store. 2.3 Maintenance of store and storage
इकाई-5	रसोई व्यवस्था और संग्रहक्षेत्र 1. रसोई व्यवस्था 1.1 अर्थ और महत्व 1.2 रसोई के प्रकार 1.3 कार्य केंद्र 1.4 आदर्श रसोई की योजना बनाना 2. संग्रहक्षेत्र 2.1 अर्थ, महत्व और आवश्यकता 2.2 संग्रह की आधुनिक शैली 2.3 संग्रहक्षेत्र का रखरखाव
	<b>Keywords/Tags:</b> Home management, Family Resources, Work Simplification, Family budget, Interior decoration, elements of art, accessories in decoration, flower decoration, Kitchen. सार बिंदु(कीवर्ड/टैग): गृह प्रबंधन, पारिवारिक संसाधन, कार्य सरलीकरण, पारिवारिक बजट, आंतरिक सजावट, कला के तत्व, उपसाधन, पुष्प सज्जा, रसोई घर।

### Textbooks, Reference Books, other Resources:-

- 1 Nickell, Paulena and Dorsey "Management in Family living" willey eastern limited, New Delhi, 1967 fourth edition.
- 2 Betty, B. Swanson "Introduction to Home Management" Mac Millan Publishing Inc. New York (866 3<sup>rd</sup> Avenue New York – 1002) Collier Mac Millan Publishers. London 1981.
- 3 Edwards, Margery and Gillian. Smedley "Good House Keeping's Running a home is fun of good housekeeping". Institute Ebury Press London. Printed by Fletcher & Son Ltd. Norwich.
- 4 Rutt, Anna Hong "Home Furnishing". Wiley Eastern Pvt. Ltd. New Delhi. II Edition
- 5 Varghese, M.A., Ogale, N.N. & Shrinivasan, K. "Home Management" Wiley Eastern Ltd. New Delhi, Bangalore, Bombay, Calcutta, Hyderabad, Madras.
- 6 Gross, Irma H. Crandall, Elizabeth Walbert & Knoll Marjorie M. "Management for modern families", Prentice – Hall, Inc, Englewood Cliffs, New Jersey, III Edition.
- 7 <http://wbdg.org/FFC/AF/AFDG/ARCHIVES/interior.pdf>
- 8 [https://granthaalayah.com/Composition\\_of\\_colours/Articles/50\\_IJRG14\\_CC11\\_14.pdf](https://granthaalayah.com/Composition_of_colours/Articles/50_IJRG14_CC11_14.pdf)
- 9 [https://granthaalayah.com/Composition\\_of\\_colours/Articles/50\\_IJRG14\\_CC11\\_14.pdf](https://granthaalayah.com/Composition_of_colours/Articles/50_IJRG14_CC11_14.pdf)
- 10 [http://granthaalayah.com/composition\\_of\\_colours/Articles/50\\_IJRG\\_Ccll\\_14.pdf](http://granthaalayah.com/composition_of_colours/Articles/50_IJRG_Ccll_14.pdf)
- 11 [http://www.hillagric.ac.in/edu/cohs/frm/pdf\\_files/course\\_Contents\\_UG.pdf](http://www.hillagric.ac.in/edu/cohs/frm/pdf_files/course_Contents_UG.pdf)

### Scheme of Marks:

#### Suggested Continuous Evaluation Methods:

Maximum Marks: 100		
Continuous Comprehensive Evaluation 30 marks (CCE): Term End Exam Theory 70 marks		
Internal Assessment : Continuous Comprehensive Evaluation (CCE): 30 Marks	There shall be 4 class tests of 10 marks each, out of which the 3 best scores are to be taken into account.	10+10+10= 30
External Assessment: Term End Exam (Theory) 70 Time : 03:00 Hrs.	<b>Section (A) 10 Marks</b> (a) Objective questions – 5 (b) Very Short Answer type question – 5 (word limit 50 words)  <b>Section (B) 24 Marks:</b> Short Answers Type Questions 1 question from each unit (word limit – 250 words) 4 to be attempted out of 7 given questions  <b>Section (C) 36 Marks:</b> Long answer type questions (word limit 500 words) 4 to be attempted out of 7 given questions	10 question 01 marks each - 10  4 question 06 marks each - 24  4 questions 09 marks each - 36
		Total 70

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Class / कक्षा	BA I Year
Subject / विषय	Home Science
Paper / प्रश्न पत्र	First / प्रथम (Practical I)
Course Title / पाठ्यक्रम का शीर्षक	Family Resource Management & Home Furnishing (Paper I Practical) परिवारिक संसाधन प्रबंध एवं गृह परिसज्जा
Course Type / पाठ्यक्रम का प्रकार	Core / कोर
Credit Value/ क्रेडिट मान	2 (Practical)
Max. Mark/ अधिकतम अंक	Max. Marks: 30 + 70 (Minimum Passing Marks 35)

**Course Learning Outcome (CLO)**

- Students will be able to demonstrate skill in:-
1. Time and energy management
  2. Make balanced and surplus budget to improve the financial status.
  3. Work simplification.
  4. Kitchen arrangement
  5. Flower decoration

**Particular / विवरण**

<b>Unit-I</b> ईकाई-I	1. Identify and list out the family values. 1. परिवार के मूल्यों की पहचान करना। 2. Write about the five goals determined in your own life 2. अपने जीवन में निर्धारित पांच लक्ष्यों के बारे में लिखें।
<b>Unit-II</b> ईकाई-II	1. Draw the different work centers of ideal Kitchen 1. आदर्श रसोई घर के विभिन्न कार्य केंद्रों को चित्रित कीजिए। 2. Make Pathway Chart 2. पाथवे चार्ट बनाएं। 3. Find out the Time norms of any three activities 3. किन्हीं तीन गतिविधियों का समय मानक ज्ञात कीजिए।
<b>Unit-III</b> ईकाई-III	1. Make the family budget for different Income groups 1. विभिन्न आय समूह परिवारों के लिए पारिवारिक बजट बनाएं। 2. Make a list of different resources of investments in present scenario 2. वर्तमान समय में किये जाने वाले विनियोग के विभिन्न साधनों की सूची बनाएं।
<b>Unit-IV</b> ईकाई-IV	1. Flower arrangement (A) Fresh (B) Dry 1. पुष्पव्यवस्था – (अ) ताजे फूलों से (ब) शुष्क फूलों से 2. Floor Decoration – (A) Rangoli (B) Alpana 2. फर्शसज्जा – (अ) रंगोली (ब) अल्पना

**Scheme of Marks-**

**Suggested Continuous Evaluation Methods: Maximum Marks: 100**

Internal Assessment: आंतरिक मूल्यांकन	Marks	External Assessment:	Marks
Class Interaction/Quiz		Viva Voce on Practical	
Attendance		Practical Record File	
Assignments (Charts / Model Seminar / Rural Service/ Technology Dissemination/ Report of Excursion/ Lab Visits/ Survey/ Industrial Visit)		Table work / Experiments	
<b>Total</b>	<b>30</b>		<b>70</b>

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