

B.A./B.Sc. (Semester System) Part I**Home Management****2017-18, 2018-19 & 2019-20****Continued for Session:****2020-2021, 2021-2022 & 2022-2023****Scheme of Studies****Semester I**

Paper	Theory	Practical
Elements of Home Management	3 periods/week	3 periods/week

Scheme of Examinations

	Name of Paper	No. of Paper	Time in Hrs.	Marks	Internal Assessment Marks	Total
Theory	Elements of Home Management	1	3	52	18	70
Practical	Elements of Home Management	1	3	30	-	30
Total Marks (Theory and Practical)						100

Note: Internal Assessment will be based on attendance (20%), Written Assignments/Project Work etc, (40%) and two mid-semester tests/Internal examinations* (40%).

* Average of both mid semester tests/Internal examinations.

B.A./B.Sc. (Semester System) Part I**Home Management****Session 2014-15, 2015-16 and 2016-17****Continued for Session: 2017-18, 2018-19 & 2019-20****Semester II**

Paper	Theory	Practical
Family Finance Management	6 periods/week	-

Scheme of Examinations

	Name of Paper	No. of Paper	Time in Hrs.	Marks	Internal Assessment Marks	Total
Theory	Family Finance Management	1	3	74	26	100

Note: Internal Assessment will be based on attendance (20%), Written Assignments/Project Work etc, (40%) and two mid-semester tests/Internal examinations* (40%).

* Average of both mid semester tests/Internal examinations.

SEMESTER – I
ELEMENTS OF HOME MANAGEMENT

Maximum Marks: 70
Theory: 52
Internal Assessment: 18

Time allotted: 3 hours
Pass Marks: 35% in the subject
of theory and Practical separately
Periods per week: 3

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 8 marks each. Section C consists of 10 short answer type questions of 2 marks each which will cover the entire syllabus uniformly.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Section A and B of the question paper and the entire section C.

SECTION-A (Conceptual)

1. Meaning, concept of Home Management & its importance
2. Process of Management-Planning controlling & evaluation
3. Concepts in Home Management-Values, goals, standards.
4. Resources-Classification of resources : Human & Non-Human.
5. Housing & family needs. House owning, vs, renting.
6. Planning of a house. Selection of site and soil orientation of a house.
7. Lighting and ventilation. Sanitary requirements.

SECTION-B

8. Elements of art & principles of design.
9. Colour wheel, characteristics & use of different colours, different colour schemes.
10. Flower arrangement- type & materials required for flower arrangements.
11. Types of household fuels.
12. Basic material required for equipments.
13. Selection, care and use of small electrical & non-electrical equipments.
14. Selection, care and use of household utensils.

PRACTICAL (Elements of Home Management)

Maximum Marks: 30

Time allotted: 3 hours
Pass Marks: 35% in the subject
of theory and Practical separately
Periods per Week - 3

1. Study of colour wheel, use of colours in different rooms.
2. Table setting for different meals.
3. Flower arrangements, dry, fresh & foliage.
4. Repair of simple electrical equipments
5. Floor Decoration.

BOOKS RECOMMENDED

1. Dr. H. Kaur : *Theories and Practicals of Home Management.*
2. Gisbert : *fundamentals of Sociology.*
3. Gross & Gandall : *Management of modern families.*
4. Koeing : *Sociology.*
5. Macluer: *Society*
6. Nickell & Dorssry : *Management in Family living.*
7. Premlata Mullick: *Elementary Home Science.*
8. Rutt : *House furnishing*
9. Vidya Bhushan & Sachdev : *An Introduction to Sociology.*

SEMESTER – II
FAMILY FINANCE MANAGEMENT

Maximum Marks: 100
Theory: 74
Internal Assessment: 26

Time allotted : 3 hours
Pass Marks : 35% in the subject
of theory and Practical separately
Period per weeks - 6

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 11 marks each. Section C consists of 15 short answer type questions of 2 marks each which will cover the entire syllabus uniformly.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt two questions each from Section A and B of the question paper and the entire section C.

SECTION-A (Income and Expenditure)

1. Meaning and importance of financial management.
2. Source of income to the family and factors affecting income.
3. Types of income.
4. Ways to efficient use of income.
5. Importance of keeping accounts.
6. Account keeping systems.
7. Guidelines in account keeping.
8. Household budget; its need and importance
9. Steps in budget making.
10. Factors affecting household budgets.

SECTION-B (Banking & Insurance)

11. Role of Banks in finance management.
12. Different kinds of bank accounts.
13. Instruments of Bank transaction: Cheques, drafts, passbook, withdrawal forms, deposit forms, traveler cheques.
14. Bank loans.
15. Importance of savings meaning and objectives.
16. Types of savings.
17. Instruments of savings.
18. Taxation : meaning and significance.
19. Types of taxes.

BOOKS RECOMMENDED

1. Gross & Gandall : *Management of modern families.*
2. Mohan Juneja, R.C. Chawla & K.K. Saxena : *Elements of Book Keeping*, Kalayani Publishers, New Delhi.

3. Nickell & Dorssry : *Management in Family living*.
4. Varghess, M.A. N.N. Ogale and K. Srinivasan : *Home Management*, New Delhi, Wiley Eastern Limited, 1985.
5. Macluer: *Society*
6. Premlata Mullick: *Elementary Home Science*.
7. Rutt : *House furnishing*
8. Vidya Bhushan & Sachdev : *An Introduction to Sociology*.