

SSD GIRLS' COLLEGE
DEPARTMENT OF HOME MANAGEMENT
Syllabus for the session: 2024-2025

Course: Home Management

Course Instructor: Ms Neha Bhandari

B.A Part I (Semester - I)

Paper Code:

BHM114

Theory

6 Lectures per week

Practical

3 Lectures per week

Scheme of Examinations

	Name of Paper	Marks	Internal Assessment Marks	Total
Theory	Elements of Home Management	50	20	70
Practical	Elements of Home Management	20	10	30
	Total (Theory & 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.

SEMESTER-I
ELEMENTS OF HOME MANAGEMENT
COURSE CODE: BHM114

COURSE OUTCOMES

This course enables the students:

1. To understand the meaning and concept of Home Management.
2. To provide knowledge about the planning house & its needs.
3. To provide knowledge about various equipments used at home.
4. To impart skill of flower arrangement & floor decoration.
5. To make them aware about concept of color and interior designing.

SEMESTER-I ELEMENTS OF HOME MANAGEMENT

Maximum Marks: Theory: 50

Internal Assessment: 20

Pass Marks: 35% in the subject of theory and practical separately.

Time allotted: 3 hours

Lectures per week: 6

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have 4 questions from the respective sections of the syllabus and will carry 8 marks each. Section C consists of 6 short answer type questions of 3 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. Housing & family needs. – Owning vs. renting of house
5. Planning of a house. Selection of site for house.
6. Lighting, ventilation and Sanitary requirements of house.

SECTION-B

7. Resources-Classification of resources: Human & Non-Human.
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. Selection, care and use of small electrical & non-electrical equipments.
12. Selection, care and use of household utensils.

PRACTICAL (Elements of Home Management)

Maximum Marks Practical: 20

Internal Assessment: 10

Pass Marks: 35% in the subject of theory and Practical separately.

Time allotted: 2hours

Lectures 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. Kaur H. & Macneil C.: Theory and Practice of Home Management. Surjeet Publications (2020)
2. Gisbert P.: Fundamentals of Sociology. Orient Black swan Private Limited (2010)
3. Gross & Crandall: Management of modern families. 4th revised edition 1979
4. Koenig S.: Sociology: an Introduction to the Science of Society. Barnes & Noble; Revised edition (1 June 1957)
5. Maciver R. M. And Charles H. Page: Society: An Introductory Analysis - Surjeet Publications 2018
6. Nickell P & Dorsey J.M.: Management in Family living. 4th edition 2002
7. Premlata Mullick: Elementary Home Science. 1986. Kalayani Publisher, New Delhi.
8. Rutt A.H.: Home Furnishing. 2nd Edition 1948
<https://archive.org/details/in.ernet.dli.2015.169039/page/n222/mode/thumb>
9. Vidya Bhushan & Sachdev D.R.: An Introduction To Sociology. Kitab Mahal Distributors- New Delhi; 2015th edition (2014)

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Course: Home Management
Course Instructor: Ms Neha Bhandari

B.A Part I (Semester - II)

Paper Code:
BHM124

Theory
6 Lectures per week

Practical
3 Lectures per week

Scheme of Examinations

	Name of Paper	Marks	Internal Assessment Marks	Total
Theory	Family Finance Management	50	20	70
Practical	Family Finance Management	20	10	30
	Total (Theory & 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.

SEMESTER- II
Family Finance Management
COURSE CODE: BHM124

COURSE OUTCOMES

This course enables the students:

1. To understand the meaning and concept of Finance Management.
2. To make optimum use of income by supplementing family income and preparation of household budget.
3. To make them aware about role of Banks in finance management and types bank accounts.
4. To develop habit of savings and importance of paying taxes.

SEMESTER- II Family Finance Management

Maximum Marks: Theory: 50

Time allotted: 3 hours

Internal Assessment: 20

Lectures per week:6

Pass Marks: 35% in the subject of theory and practical separately.

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper will consist of three sections A, B and C. Sections A and B will have 4 questions from the respective sections of the syllabus and will carry 8 marks each. Section C consists of 6 short answer type questions of 3 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 finance management.
2. Source of income to the family and factors affecting income.
3. Types of income. Ways to efficient use of income.
4. Importance of keeping accounts.
5. Household budget; its need and importance.
6. Steps in budget making.
7. Factors affecting household budgets.

SECTION-B (Banking & Insurance)

8. Role of Banks in finance management.
9. Different kinds of bank accounts.
10. Instruments of Bank transaction:
(Cheque, drafts, passbook, withdrawal forms, deposit forms, traveler cheque.)
- 11 Savings: meaning, objectives, types and importance.
12. Instruments of savings.
13. Taxation meaning, significance and types of taxes.

PRACTICAL (Family Finance Management)

Maximum Marks Practical: 20

Time allotted: 2 hours

Internal Assessment: 10

Lectures per week: 3

Pass Marks: 35% in the subject of theory and practical separately.

1. Identification of stages of family life cycle and their financial demands.
2. Analysis of family income and expenditure; planning personal and family budgets.
3. Record keeping.
4. Visit to bank and post office/ Bank
5. Use of ATM, e-banking, credit card.
6. Cyber security for financial services

BOOKS RECOMMENDED

1. Gross & Crandall: Management of modern families. 4th revised edition 1979
2. Mohan Juneja, R.C. Chawla & K.K. Saxena: Elements of Book Keeping. Kalayani Publisher, New Delhi.
3. Nickell P & Dorsey J.M.: Management in Family living. 4th edition 2002
4. Varghese K, Ogale M.A and Srinivasan N.N.: Home Management. 3rd edition 2022, New Age International Private Limited, New Delhi.
5. Maciver R. M. And Charles H. Page: Society: An Introductory Analysis - Surjeet Publications 2018
6. Premlata Mullick: Elementary Home Science. 1986. Kalayani Publisher, New Delhi.
7. Rutt A.H.: Home Furnishing. 2nd Edition 1948
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8. Vidya Bhushan & Sachdev D.R.: An Introduction To Sociology. Kitab Mahal Distributors- New Delhi; 2015th edition (1 January 2014)