



CLUSTER UNIVERSITY SRINAGAR

SYLLABUS (FYUP UNDER NEP2020)

Offered By Department Of HOME SCIENCE

Semester 1st to 3rd (Multi-Disciplinary Course)

Course Title: Management of Resources

Course Code: UGGE022D101

Credits: 3

Contact Hrs: 45

Max. Marks: 75

External: 55; Min Marks: 22

Internal (Continuous Assessment): 20 Marks, Min Marks: 08

Objectives:

- To develop insight among students regarding various resources and their management.
- To develop managerial skills among students.

Learning Outcomes:

- To help students to be able to manage and plan efficiently key human resources within the organization.
- To help the students to be goal oriented, quick witted in decision making and better planner of life

Unit I Introduction to Resources and Management

15 Hrs

- Meaning of Resources, Classification and Characteristics of Resources
- Factors affecting utilisation of Resources
- Maximising use of resources and Resource conservation
- Definition, Concept, Universality Levels and Scope of Management
- Approaches to Management:
 - Classical and Scientific
 - Human Relation Approach
 - Behavioural Science Approach
- Motivation theories- that focus on Need and Behaviour
 - Maslow's Need Hierarchy Theory
 - Herzberg's: Two Factor Theory
 - McClelland: Need Based
 - Vrooms: expectancy –Preference Theory
 - Skinner's Reinforcement Theory
 - Equity Theory

Unit II Management of Resources

15 Hrs

- Availability and Management of Money: Flow of Income, Types of Income
 - Budgeting, Planning Budget for Self and Family. Factors Affecting Budget
 - Account Keeping, Guidelines for Account Keeping, Maintaining Ledgers
- Time Management: Processes and Steps involved. Framing Time Table for Self/ Family
 - Use of Boston Boxes
- Energy Management: Energy Demands at Different Stages of Life
 - Fatigue: Forms of Fatigue, Management of Fatigues
- Space Management: Importance of Creating Space, Management of Space in different Areas of House; Kitchens, Bathrooms, Living rooms, Bedrooms and Study
 - Use of Smart Furniture
- Ethics in Management Institutes: Managerial Ethics, Business Ethics and Code of Conduct
- Event planning and Application of Management Process in Execution of Events
 - Types of Events

Unit III Functions of Management Process

15 Hrs

Decision Making:

- Process and Characteristics
- Role of Decision Making
- Types and Styles

Techniques of Group Decision Making

- Planning:

- Nature and Purpose

Steps involved

- Types of Plans
- Importance of Planning

Supervision:

- Supervisor
- Importance of Supervision
- Styles of Supervision

Controlling:

- Importance of Control Process
- Factors affecting Control Process
- Audits and Phase Checks

Organizing:

- Need and Significance
- Principles of Organization
- Formal and Informal Organisation
- Requisites of Efficient Organization

Evaluation:

- Importance of Evaluation
- Formative and Summative Evaluation

RECOMMENDED READINGS

- Karthikeyan .M, & Gebre. A. (2014) Management –Thoughts and functions, Delhi, Dynamic printers.
- Shakeel.S (2021).*Handbook on resource management* .New Delhi, Rhyvers Press.
- Bhatia, K.,& Mittal,S. (2011). *Management: concepts and practice*. New Delhi, Variety Books Publiser's Distributors.
- Koontz.H. and O'Donnel C., 2005, *Management – A systems and contingency analysis of managerial functions*.
- Kreitner. 2009, New York: McGraw-Hill Book Company , *Management Theory and Applications*, Cengage Learning: India
- Rao V.S. and Narayana P.S., *Principles and Practices of Management*, 2007, Konark Publishers Pvt. Ltd.