

**HOME MANAGEMENT & FAMILY RESOURCE MANAGEMENT
(HMFR)**

Class - XII

Full Marks 100

Theory Marks - 70

Unit-I The Management Process in Family Living

A. The process of management

- ❖ Steps in management process – planning, organizing, controlling and evaluating.
- ❖ Management process applied to homemaking activities

B. Decision making

- ❖ Importance of decision making in Home Management
- ❖ Process of Decision Making
- ❖ Types of decisions

Unit-II Work Management

A. Management of Time

- ❖ Its importance, steps in time management
- ❖ Time plans – steps in making daily and weekly time plans

B. Management of Energy

- ❖ Its importance
- ❖ Energy requirements for living and household tasks
- ❖ Fatigue – types of fatigue, reducing fatigue

C. Work simplification

- ❖ Definition and its importance
- ❖ Mundel's classes of change

Unit-III Management of Family Income

- ❖ Definition of family income
- ❖ Types of income
- ❖ Family budget – importance, types, steps in making budget, factors affecting budget

SYLLABUS

- ❖ Account keeping – systems guidelines in keeping accounts
- A. Savings**
 - ❖ Objectives of savings
 - ❖ Types of savings – compulsory (GPF, CPF) and voluntary (PPF, P.O, savings, banks, LIC policies, LIC schemes, bonds, UTI schemes etc.)
- B. Investments**
 - ❖ Types of investment
 - ❖ Principles involved in investments
- C. Fundamentals of banking**
 - ❖ Opening and operating a bank account, types of cheques, fillings a deposit slip, procedure for making a Demand Draft, use of ATM, debit & Credit cards
- D. Credit**
 - ❖ Meaning and sources
 - ❖ Types – charge account, mortgage, instalment, sales contract
 - ❖ Wise use of credit

Unit- IV Adolescence & Adulthood

- ❖ Physical development during adolescence. Physical development during puberty and adolescences; changes in body proportions and its effects; influence of sports and exercise on physical fitness.
- ❖ Cognitive development and language. Language and communication – development of language; influence on language development; development of ways in which adolescents obtain information, remember it and utilize it for problem solving and reasoning.
- ❖ Social and emotional. Socio-cultural influences on the adolescents – teenagers are influenced by social relationships in the family, neighbourhood, community, country and the world.
- ❖ The family and socialisation – patterns of parenting, parental control techniques; role of siblings and grand parents. Development of peer relationship and friendship patterns.
- ❖ Development of gender roles and stereotypes. Role of school and teachers on the social and emotional development of the teenager.
- ❖ Some problem of adolescence; awkwardness due to growth spurt, freedom and control; depression, alcohol, drugs and smoking,

SYLLABUS

delinquency, problem related to sex, ignorance and increased curiosity, prevention of HIV/AIDS and other sexually transmitted diseases.

- ❖ Perspectives on Adult Development: meaning of adulthood. Transition to adulthood and accepting related responsibilities, dimensions of adulthood (premarital counselling, interpersonal relationship in a family life, concept of family planning and personal health),
- ❖ Issues of increasing life expectancy, sensitizing students to the needs and care of the elderly.

Unit – V Meal planning for the family

- ❖ Objection of meal planning. Nutritional adequacy, food groups. Self – explanatory.
- ❖ Factors affecting food selection. An understanding of how food consumption varies from one family to another; how food selected by families is affected by various factors like age, occupation, gender, physiological conditions, personal likes and dislikes, tradition, seasonal availability, economic considerations, religious beliefs, family size and composition.
- ❖ Balance diet.
- ❖ Meal planning for various age groups; preschool children, school- age children, adolescents, pregnant and lactating women, old age. Making meal plans for these age groups based on their nutritional requirement and RDA.
- ❖ Developing good food habits- importance of breakfast, following regular meal patterns, avoiding junk food and skipping of meal.

Unit- VI Clothing Management

- ❖ Selection of clothing: clothing and its relation to personality; elements of line , colour, texture; elements of design – balance, rhythm, proportion, harmony, emphasis, age, climate, occupation, figure, occasion, fashion, purpose, quality, cost, season, reliable shop.
- ❖ Care of clothes: general principles and precautions to be followed while removing stains and washing: dry cleaning agents: soaps and detergents (basic differences).
- ❖ Storage of clothes.

SYLLABUS

Unit- VII The organisation of work in the home

- ❖ Daily, weekly and periodic cleaning
- ❖ List of cleaning equipment and materials
- ❖ The operation, maintenance and care of household equipment- solar cooker, pressure cooker, toasters, mixers, oven, iron, refrigerators.
- ❖ House pests and their control

Unit- VIII Family Housing

- ❖ Need and importance of Housing
- ❖ Factors influencing choice of a house
- ❖ Choice of furnishing materials for interiors: curtains, carpets & rugs, upholstery, bed, table linen.
- ❖ Materials used for furniture (wood, its derivatives, metals, glass, plastic, wicker etc.)
- ❖ The arrangement of furniture in different rooms
- ❖ Accessories in interiors: Importance and types (floor, wall and table top)

Unit- IX Consumer and Extension Education

A. Consumer Education

- ❖ Meaning, problems faced by consumers
- ❖ Consumer protection Act and Services
- ❖ Consumer Aids – Labels, Standards, Advertising, Guidebooks, Leaflets
- ❖ Consumer Redressal Forum

B. Extension Education

- ❖ Methods of communication – individual, group and mass contacts.
Individual – verbal and written
Group – discussions, demonstrations, fieldtrips.
Mass – Print and Electronic.
Role of audio visual aids in Communication & Extension.

**HOME MANAGEMENT & FAMILY RESOURCE MANAGEMENT
(HMFR)**

Class - XII

Practical Marks : 30

1. Preparing a chart on:
 - a) Activities carried out in a day by a working and non working homemaker.
 - b) To prepare a daily and weekly time schedule for self.
2. A) To collect account opening forms (savings, current, recurring) and pay – in – slips and to learn filling up process.
B) To learn about writing of cheques, withdrawal forms.
3. To prepare family budget of different income groups.
4. Methods of keeping household accounts.
5. Preparing reading materials i.e. colour books, alphabet books, Counting books, nursery rhymes books, building blocks etc. In the laboratory.
6. Plan a balance meal for yourself.
7. a) Removal of stains from fabrics.
b) Principles of simple method of dyeing or printing textile in the laboratory.
8. Cleaning and polishing of articles – metals, glass, leather.
9. Making furniture/floor layout for living room, dining room, bedroom, Bathroom and kitchen.
10. Collect and analyze labels of various food products, medicines and anyone household equipment.

Marks Allotment:

Practical	15
Viva	05
Record Book	10