

UNIT : V

HOME MANAGEMENT

CHAPTER : 24

RESOURCES AND MANAGEMENT

Every person has many resources during his lifetime which helps him achieve his aims. We perform many activities in our daily life and for all the activities we need resources. Resources can be used in a number of ways. Therefore, the physical things available at a place are known as resources which can be used for fulfilling the requirements of society. For example a person needs money to buy a certain thing, knowledge and skill is required for earning money, hospital is required when someone falls ill. Man uses all these resources to fulfill his aims and needs.

In today's rapidly changing world man needs to acquire skills. The needs of man are changing with the changing environment. Therefore, man has to coordinate and skillfully use the available resources to the maximum for his own betterment and to fulfill his needs.

Classification of resources— Domestic resources can be divided into 2 parts—

Human resources		Non-human resources/ physical resources	
1	Knowledge- wisdom, having required the information.	1	Wealth- job, savings, business, labor wages
2	Qualification or skills- painting skills, tailoring skills	2	Physical goods- food, appliances, car, land, home, farm, etc

3	Interests- interest in a particular field like in songs, computer	3	Community facilities- transport, school, hospital
4	Attitude- conception and perspective towards a work	4	Energy- gas, coal
5	Strength- strength to do work		
6	Time- one hour, one day, one week, one month, one year or lifetime		

- I. **Human resources**— Human resources are also called personal resources because they belong to man himself. They are one's own resources. These resources are limited but with consistent practice and knowledge they can be increased up to a certain extent.
 1. **Knowledge**— Knowledge is power. Many appliances are available in the market today. A homemaker should have knowledge about these appliances and information on how to use them. Only if we have knowledge we can make choices from the available options and can prevent resources from getting wasted.
 2. **Qualifications or skills**— A capable person will perform any work with skill. Every person

is skilled in or the other thing. e.g.- tailoring, embroidery, culinary skills, etc. Man should move forward in the area of his expertise or skill.

3. **Interests**– Interest is an important resource for achieving any aim. Interest increases work skill. Doing the work with interest is essential. Lack of interest makes work boring and tiring.
4. **Attitude**– The desire or feeling or either motivates for doing a work or de-motivates for not doing is known as attitude. Some people are optimistic while some are pessimistic. For example, we wish to start a new work and have apprehensions or fear before starting the work then that work will not be successful. An optimistic person faces even adverse situations with positivity.
5. **Strength**– Various physical and mental activities that are performed at home require support of family members. Therefore, we must know the proper way of doing things to spend less energy.
6. **Time**– Time is an important resource. Time once lost cannot be brought back. Every person gets limited and same amount of time. Therefore, it is one's duty to use time efficiently.

II. Non-human resources or physical resources– Physical resources can be achieved. These are not internal. We can see and feel them (figure 24.1).

1. **Money** - In exchangeable economy, in place of money or currency we receive things or services. For example, while taking services of a doctor we pay him money. It is not in same quantity with every person, it varies from person to person.

2. **Physical Things** – With the help of money, we can get physical things and property. For example- food, cloth, house, land, farm, etc. All these physical things are used to achieve our aims.

3. **Community Facilities** – The family is the first unit of society. Family receives some facilities only through society for which we do not have to pay. All people consume them according to their need and affordability. Some examples are School, Hospital, Library, Park, Roads, Police Conservation, Transport, Water-Electricity Distribution, etc.

4. **Energy** – Energy is an integral part of our life. Energy has various sources like light, cooking, running fans, to keep water and place warm, etc.

Importance of Family Resources

Family resources are very important for Home Management. To achieve family's goals, we need to know different family resources and their usefulness. With proper use of resources we can fulfill more and more needs. Home manager should estimate every member's ability and interest and use them to achieve goals. For example- someone has interest in stitching, someone has special interest in embroidery and it is his/her ability. It can benefit the family members because if stitching can be done at home there is no need to go to tailor and we can save money.

Resources can be humanitarian or physical but everything is useful. So, we should use resources wisely in proper many way so that we can make maximum use of them, can get maximum satisfaction, can fulfill maximum needs and can make life happy and successful.



Figure : 24.1 (Physical resources)

Management

Management is involved in every action of humans. In simple words, meaning of management is or that method of doing work by which we can use all available resources in optimum way in any situation to try to fulfill our maximum aims and needs.

Definition of Home Management: Home management is the process of effectively running a household. According to Rajammal P Devadas, home management includes making decisions regarding use of family resources to achieve the aims of our family.

According to Nickel and Dorsey, “Home management is planning, controlling and evaluating the use of resources of the family for the purpose of attaining family goals.”

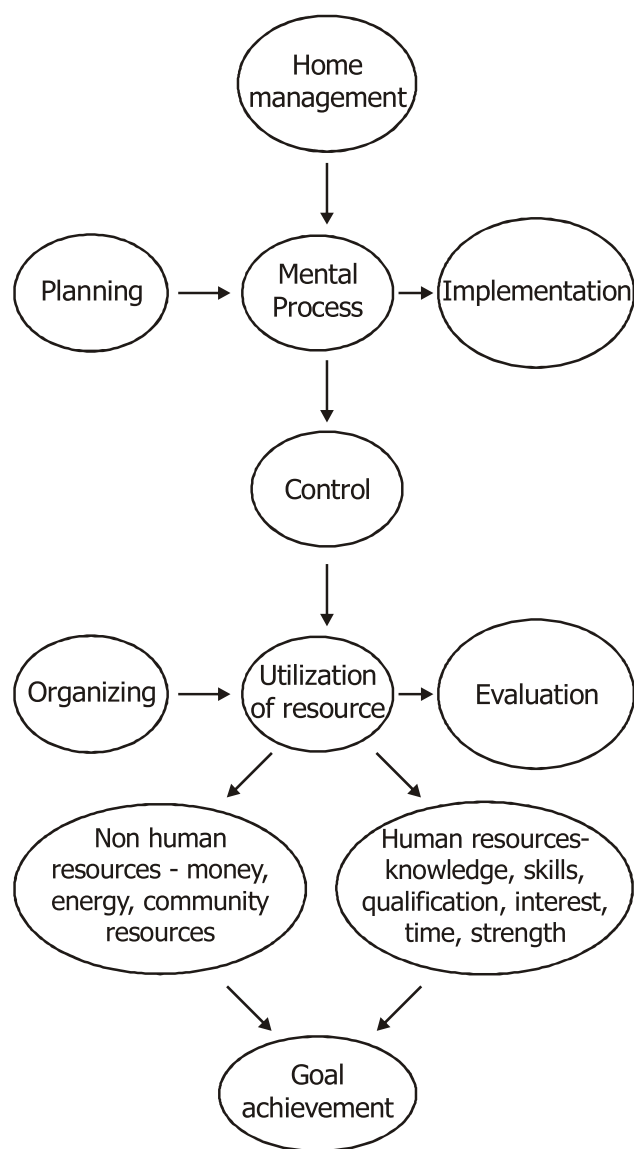
Necessity of management– Man wants to complete all his activities in a skilled manner. To achieve his desired goals he uses various human and non-human

resources. Because needs are unlimited but resources are limited therefore there arises a need to establish a balance by learning the art of management. In the absence of management achievement of goals and maximum utilization of resources becomes difficult. Limited resources have made management a necessity. The resources of petroleum are decreasing day by day but the demand for it is increasing. Therefore, we all must efficiently utilize petrol by using less it, and conserve it for longer time. For example, employees of an organization can carpool instead of going to the same place on different vehicles. In addition with the changing family life, home management has also been affected. Care of children in a nuclear family with a working mother poses a challenge. In such a situation a satisfied solution can be reached at only by the knowledge of management. For the management of modern homes, to decisions related to use of resources family support is essential. Success of any work depends on good management. Thus management is essential for achievement of every desired goal.

Process of home management– A chart explaining this is given below. For achieving any goal management is practised and its implementation is also important. At the end, its success or failure is evaluated. For example, a homemaker decides to wash clothes. She has to undertake a number of processes to complete her goal– collecting the clothes, soaking clothes in water, rubbing, squeezing, out water from clothes, etc.

Home management

Figure : 24.2 Process of home management



Steps of home management process– for efficient living, home management is an essential aspect of family life. It is a changing and mental process which goes on continuously. Following are the steps of home management–

1. Planning
2. Organizing
3. Implementing

4. Controlling

5. Evaluation

1. Planning– Planning is the basis of a successful management. We all plan our daily activities. For example a teacher makes a plan for teaching; a homemaker makes a plan for household chores. Results of a good planning are always good. Work without planning leads to waste of time and energy. By planning we should decide on efficient utilization of resources to achieve our goals.

According to Nickel and Dorsey, ‘to think of all the possible ways of reaching the desired aim, to imagine, to follow every plan and to choose a comprehensive plan is management.

In simple words we can say, we have to decide what we want to do? When we want to do? How we want to do? What type of resources do are need to complete the work ?

Management is a mental process because we need intelligence to do it; every work has to be in order while planning. That is why it has been linked with science. Detailed Planning is done alway before starting the work.

Characteristics of planning:

1. Planning is a continuous and an automatic mental process.
2. Planning should be real from the point of available resources.
3. Planning should be done in such a way that it fulfills the needs of all members or of the group.
4. In planning every member should work according to his own merit.
5. Planning should be flexible so that required changes may be carried out easily.

2. Organizing– Organizing means organization of all the aspects related to our planning. Like all the human and non human resources that we will use should be organized. The number of family members who will participate in it, what will be their roles, should be decided. Bringing all the members together, explaining them their responsibilities so that a co-ordination is established in their activities and also they experience interest in the plan and understand its importance.

For example, if responsibilities are not given to a particular person and only group discussion is done then it is possible that arrangements for the assignment remains undone. I have will be duplication of work.

Organization gives the correct leadership. Delegation of work makes everybody realize their responsibilities. Work is completed on time and burden does not fall on a single person. Organizing gets completed after planning and before implementation. Organizing makes implementation easier because organizing is a way of simplifying things.

3. Implementation– When planning is done then it is implemented. In this step, person works according to the plan or the person collects all the resources and organizes them and all the members begin work as per the plan.

4. Controlling– While implementing a plan, it must be checked that the objective for which the planning was done gets fulfilled. If the objectives of planning are fulfilled it is known as activity control. Without control, planning does not bear results because imaginative planning and real planning becomes different and if control is not done then planning does not get real with as the available resources. While controlling if there arises a need to change the plan, it should be done right away by reviewing and taking a right decision. That is, as per necessity, planning has to be modified

because sometimes situation changes or planning turns out faulty. Thus, changes in planning become essential.

5. Evaluation– Evaluation is the last step in the process of home management. In this step the planning and its control are revealed assets to which has been done. For future planning, evaluation is very helpful. Evaluation is a very important instrument of management. Evaluation should be done from time to time so that we identify the faults and strong points of our plan and making necessary changes while making future plans. Evaluation introduces us to the successful and non-successful parts of our plan and helps us to rethink. Evaluation makes it clear whether we are going in the right direction for achieving the desired goal or not.

IMPORTANT POINTS:

1. For achieving life goals efficient use of resources is important.
2. There are two types of resources– human and non-human.
3. All the resources are limited and their uses, time, necessity, place can be different.
4. Management is an art which establishes a relation between the desired goals, resources and mode of work.
5. In home management, decision making is an important aspect. Decision is a mental process of choosing the best from all the available options.
6. For an efficient home management planning, organizing, implementation, controlling and evaluation are important. These are inter-related and inter-dependent.

EXERCISE**1. Choose the correct option–**

- (i) Knowledge is ——— resource
(a) Chemical (b) Physical
(c) Economic (d) Human
- (ii) Management is a ——— process which goes on continuously
(a) Mental (b) Physical
(c) Economic (d) Social
- (iii) Which type of value is economic benefit ?
(a) Personal (b) Social
(c) Internal (d) External
- (iv) Which of the following resources once lost cannot be gained back?
(a) Money (b) Strength
(c) Time (d) None of these
2. What is a resource?
3. Define home management.
4. Explain the types of family resources.
5. Explain in detail the home management process.

ANSWERS:

(i) d (ii) a (iii) d (iv) c