

M.Sc.(Home Science)

Prospectus No. 2012194

Semester-I & III Examination - Winter-2011,  
Semester-II & IV Examination - Summer-2012

संत गाडगे बाबा अमरावती विद्यापीठ  
SANT GADGE BABA AMRAVATI UNIVERSITY

गृहविज्ञान विद्याशाखा  
(FACULTY OF HOME SCIENCE)

**PROSPECTUS**

OF

M.Sc. (Home Science) (Resource Management)  
Semester-I & III Examination, Winter-2011  
Semester-II & IV Examination, Summer-2012



2011

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**(Semester-I to IV)**  
**(Prospectus No.2012194)**

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**SANT GADGE BABA AMRAVATI UNIVERSITY**  
**SPECIAL NOTE FOR INFORMATION OF THE STUDENTS**

- (1) Notwithstanding anything to the contrary, it is notified for general information and guidance of all concerned that a person, who has passed the qualifying examination and is eligible for admission only to the corresponding next higher examination as an ex-student or an external candidate, shall be examined in accordance with the syllabus of such next higher examination in force at the time of such examination in such subjects, papers or combination of papers in which students from University Departments or Colleges are to be examined by the University.
- (2) Be it known to all the students desirous to take examination/s for which this prospectus has been prescribed should, if found necessary for any other information regarding examinations etc. refer the University Ordinance Booklet the various conditions/provisions pertaining to examinations as prescribed in the following Ordinances-
- Ordinance No. 1 : Enrolment of Students.  
Ordinance No.2 : Admission of Students  
Ordinance No. 4 : National Cadet Corps  
Ordinance No. 6 : Examination in General (relevant extracts)  
Ordinance No. 18/2001 : An Ordinance to provide grace marks for passing in a Head of passing and Improvement of Division (Higher Class) and getting Distinction in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute NO.18, Ordinance 2001.  
Ordinance No.9 : Conduct of Examinations (Relevant extracts)  
Ordinance No.10 : Providing for Exemptions and Compartments

|                        |   |   |
|------------------------|---|---|
| Ordinance No. 19       | : | Admission of Candidates to Degrees  |
| Ordinance No.109       | : | Recording of a change of name of a University Student in the records of the University  |
| Ordinance No.6 of 2008 | : | For improvement of Division/Grade.  |
| Ordinance No.19/2001   | : | An Ordinance for Central Assessment Programme, Scheme of Evaluation and Moderation of answer books and preparation of results of the examinations, conducted by the University, Ordinance 2001. |

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**Dineshkumar Joshi**

Registrar

Sant Gadge Baba Amravati University

#### **PATTERN OF QUESTION PAPER ON THE UNIT SYSTEM**

The pattern of question paper as per unit system will be broadly based on the following pattern.

- (1) Syllabus has been divided into units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type or a short answer type.
- (2) Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.
- (3) For every question long answer type or short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
- (4) Division of marks between long answer and short answer type question will be in the ratio of 40 and 60.
- (5) Each short answer type question shall Contain 4 to 8 short sub question with no internal choice.

\*\*\*\*\*

#### **Syllabus Prescribed for M.Sc. (Home Science) (Resource Management) Semester-I & Semester-II (Implemented from the Academic Session 2010-11)**

##### **Semester-I**

##### **Subject code 111HR45**

##### **Human Resource Management**

|                                     |                    |
|-------------------------------------|--------------------|
| Theory : 4 periods/wk / (Credits 4) | Theory Mks. : 60   |
|                                     | Th. Int. Mks. : 40 |
|                                     | Total Mks. : 100   |

**Learning Objectives :-** After completion of the course students will be able to-

- became aware about of human being as resource potential in attaining goals of family life and as an important national resources.
- acquire ability to use human resources.
- develop ability to improve human resources.

##### **Theory**

##### **Unit-I : Human Resource Management.**

- Nature of HRM
- Scope of HRM
- Functions and objectives

##### **Unit-II : Human Resource Planning :**

- Nature, importance and factors affecting human resource planning.
- The planning process.

##### **Unit-III: Analysing work, designing job and recruitment of human resources :**

- Job analysis, job design, recruitment and selection of human resources.
- Human resource training and development of performance appraisal and potential evaluation.

##### **Unit-IV: Human resource training and development of performance appraisal and potential evaluation.**

##### **Unit-V : Methods and Techniques for improving human resource use :**

- Questioning approach.

- Development of labour saving devices.
- Improvement of working conditions.
- Changing of attitudes.

**References :-**

- (1) Aswathappa K. (1997), Human Resource and Personal Management, Tata Mc Graw Hill, Delhi.
- (2) Monappa, A. and Saiyadain M. (1966), Personal Management, Tata Mc Graw Hill, New Delhi.
- (3) De Cenzo, D.A. and Robbins S.P., Human Resource Management, New York, John Wiley, 1994.
- (4) Hollowey J. (1995), Performance Measurement and Evaluation, New Delhi.

**Semester-I**

**Subject code 111PM46**

**Principles of Management**

|                                       |                 |     |
|---------------------------------------|-----------------|-----|
| Theory : 4 periods/wk /(Credits 4)    | Theory Mks. :   | 60  |
| Practical : 4 periods/wk /(Credits 2) | Th. Int. Mks. : | 40  |
|                                       | Practical Mks:  | 35  |
|                                       | Pra.Int.Ass. :  | 15  |
|                                       | Total Mks. :    | 150 |

**Learning Objectives :-** After completion of the course students will be able to-

- know the component, human and scientific aspects of management functions.
- know the importance of decisions in management.
- gain managerial skills.

**Theory**

**Unit-1 : Management as a System :**

- Definition
- Elements
- Types
- Advantages and limitations of system approach.
- Application in family resource management.

**Unit-2 : Management Functions and Processes :**

- Planning – objectives, principles, policies strategies.
- Organising – Purpose, principles, processes delegation, authority, responsibility and accountability.

**Unit-3 :** • Staffing, purpose, principle, recruitment, appraisal.

- Guiding, directing, leadership, motivation, communication.

**Unit-4 :** Decision Making :

- Meaning
- Types of decisions
- Modes of decision making.
- Techniques and tools for decision making : decision need.
- Cost benefit analysis.

**Unit-5 :** Role of Residence advisor / supervision :

- Ability to manage independently – resource allocation and management.
- Duties of good supervisor.
- Monitor the use of financial resources and establish norms for expenses for various categories of expenditure.
- Acquire the skill for counselling, negotiating and guiding students.

**Practical :**

- (1) Stay at residence house for at least one week.
- (2) Management of an event : Individual and group activity.

**References :**

- 1] Kapur S.K. (1996) : Professional Management, S.K.Publishers, New Delhi.
- 2] Deacon, R.E. and Fire Baugh, F.M. (1975) : Home Management Context and Concept, Houghtor, Miffen, Boston.
- 3] Deacon, R.E. and Fire Baugh, F.M. (1981) : Resource Management Principles and Applications, Allyn and Bacon and Bacon, Boston.
- 4] Sherman, A.W. et.al. (1988) : Managing Human Resources, South-Western Publication Co., Cincinnati.
- 5] Dwivedi, R.S. (1981) : Dynamics of Human Behaviour of Work, Oxford and 9BH, New Delhi.

- 6] Saiyadain, M.S. (1968) : Human Resource Management, Tata McGraw Hill, New Delhi.
- 7] Dayal, R. (1996) : Dyanmics of Human Resource Development, Mittal Publications, New Delhi.

**Semester-I**

**Subject code 113HB47**

**Human Behaviour in Resource Management**

|                                      |                 |    |
|--------------------------------------|-----------------|----|
| Theory : 2 periods/wk (Credits 2)    | Theory Mks. :   | 35 |
| Practical : 2 periods/wk (Credits 1) | Th. Int. Mks. : | 15 |
|                                      | Pra.Int.Ass. :  | 25 |
|                                      | Total Mks. :    | 75 |

**Learning Objectives :-** After completion of the course students will be able to-

- understand importance of human behaviour in resource management.
- develop skill of designing, testing attitude, motivation and emotional intelligence.
- sensitize effect of stress on resource management.

**Theory**

**Unit-1 : 1.1 Human Behaviour :**

- Meaning
- Scope and importance.

1.2 Perception :

- Meaning
- Perception.

**Unit-2 : Human Behaviour :**

2.1 Attitudes :

- Concept of attitudes.
- Formation of attitudes.
- Types of attitudes
- Measurement of attitudes
- Attitude change.

2.2 Motivation :

- Meaning

- Nature characteristics
- Motivation cycle / process.
- Need for motivation.

**Unit-3 : 3.1 Values :**

- Concept of values.
- Types of values.
- Formation of values.
- Values and Behaviour.
- How to develop values?

3.2 Learning :

- Meaning, definition, determinants
- Learning and behaviour.

**Unit-4 : 4.1 Emotions and moods :**

- Emotions and moods.
- Types of emotions.
- Theories and role of emotion in regular human behaviour.

4.2 Group Behaviour :

- Definition and characteristics of group.
- Group behaviour.
- Group decision making.

**Unit-5 : 5.1 Stress Management :**

- Meaning.
- Effect of stress.
- Kinds of stress.
- Sources of stress.
- Signs of stress.
- Management of stress.

**Practical :-**

- (1) Study and develop attitude scales.
- (2) Study motivation and values scales.
- (3) Testing of emotional quotient by standardized scale.
- (4) Case Study – Behaviour identified with stress and assessing the existence of stress.

**References :-**

- (1) Khanka, S.S. (2007); Organisation.
- (2) O.S. Kamp, Stuart (1987), Attitudes and Opinions, Prentice Hall.
- (3) Davis D and T.Ostrom (1987), Attitude Measurement in concise Encyclopaedia of Psychology, John Wiley and Sons, New York.

**Semester-I****Subject code 115RD48****Resource Development Programme Design and Evaluation**

|                                      |                 |     |
|--------------------------------------|-----------------|-----|
| Theory : 2 periods/wk (Credits 2)    | Theory Mks. :   | 35  |
| Practical : 4 periods/wk (Credits 2) | Th. Int. Mks. : | 15  |
|                                      | Pra.Int.Ass. :  | 50  |
|                                      | Total Mks.      | 100 |

**Learning Objectives :-** After completing this course students will be able to-

- understand the process of programme designing.
- develop ability in planning resource development programme.

**Theory****Unit-1 : Programme Planning and Implementation**

- 1.1 Programme Planning – Meaning and importance.
  - Pre-requisites for developing plan (short term and long term)
  - Programme planning process.
- 1.2 Implementation.
  - Aspects of execution
  - Factors responsible for the successful conduct of programme.

**Unit-2 : Evaluation, Followup and Documentation :**

- 2.1 Evaluation – Meaning and purpose of evaluation.
  - Types and tools of evaluation.
- 2.2 Follow up – Need for follow up.
  - Methods of follow up.
- 2.3 Documentation – Need for reporting and recording.
  - Aspects to be covered.

**Unit-3 : Resource Development Programme Design :**

3.1 Design objectives and target group.

- Resource Mapping.
- Administrative structure
- Implementation process.
- Monitoring and Evaluation of designed programme.

**Unit-4:** Study the Programme Design and evaluation aspects of on going resource development programmes of GO's and NGO's.

**Unit-5:** Management Information System (MIS).

**Practical :-**

- (1) Design consumer awareness / skill development / capacity building programme.
- (2) Implement, evaluate, take follow up and prepare report of the programme.
- (3) Visit on going programmes and prepare reports.

**References :**

- 1) Singh, R. (1987), Textbook of Extension Education. Sahitya Kala Prakashan, Ludhiana.
- 2) Sandhu, A.S. (1994), Extension Programme Planning. Oxford & IBH Publishing Co., New Delhi .
- 3) Ray, G.L. (1999), Extension Communication and Management. Naya Prakashan; Calcutta.
- 4) Reddy, A. (1999), Extension Education, Sree Lakshmi Press, Bapatla.

**Semester-I****Subject code 111CA49****Computer Application in Resource Statistics**

|                                      |                  |    |
|--------------------------------------|------------------|----|
| Practical : 4 periods/wk (Credits 2) | Practical Mks. : | 35 |
|                                      | Pra.Int.Ass. :   | 15 |
|                                      | Total Mks.       | 50 |

**Learning Objectives :-** After completing this course students will be able to-

- understand use of MS Excel in analysis of resource management.
- develop skill of drafting text, tables, figures etc.

**Practical :-**

- (1) Computer Basics
  - 1.1 Computer Hardware and Software
  - 1.2 Input and Output devices.
  - 1.3 Basic Operations in Data Handling (copy, paste, prepare folder/file, burn CD etc.)
- (2) MS Word
  - 2.1 Introduction to MS Word
  - 2.2 Use in drafting letters and reports.
  - 2.3 Drafting tables.
- (3) MS Excel
  - 3.1 Introduction to MS Excel.
  - 3.2 Use for analysis of data in Resource Management.
    - Descriptive Statistics – Mean, standard deviation.
    - Corelation – Pearson’s correlation between two and more variables.
    - Non-parametric Test – Chi-test.
  - 3.3 Graphical Presentation
    - Graphs and Bar Diagrams.
  - 3.4 Introduction to applicable statistical analysis softwares.

**References :-**

- (1) Literature of MSCIT.
- (2) Garrett, Henry E. (1971), Statistics in Psychology and Education, David Hanley and Co.
- (3) Edward, Experimental Design in Psychological Research.
- (4) Kerlinger, Foundation of Educational Research.

**Semester-II****Subject Code : 121RF50****Residential Furnishing and House Keeping**

|                                     |                    |       |
|-------------------------------------|--------------------|-------|
| Theory : 3 Periods/Wk (3 Credits)   | Theory Paper       | : 45  |
| Practical : 2 Periods/Wk (1 Credit) | Theory Internal    | : 30  |
|                                     | Practical          | : 20  |
|                                     | Practical Internal | : 05  |
|                                     | Total Marks        | : 100 |

**Objectives :**

- To understand the factors influencing space design organization for optimum comfort and functionalism
- To evaluate ergonomically residential interior space for various activities
- To acquaint with the adequate facility for work, relaxation, rest, comfort, privacy, care, aesthetics etc. through interior space designing
- To study the materials along with fittings and fixtures used in residential interiors

**Theory**

**Unit 1:** In depth understanding of residential interiors space design from design point of view.

**Unit 2 :** 2.1 Study of factors influencing furnishing of residential interior spaces

2.2 Factors to be considered while designing

- Orientation
- Grouping of user’s area
- Circulation between and within user’s area
- Light and ventilation
- Flexibility
- Privacy
- Roominess (Spaciousness)
- Services
- Aesthetics
- Cost

**Unit 3 :** 3.1 Basics of furniture design and types of furniture design  
3.2 Current trends in interior design

**Unit 4 :** 4.1 Application of appropriate materials for various uses  
4.2 Study of various types of fixtures, their uses, selection and care

- Use of timber for different purposes with their joints
- Types of floor
- Various ways of operating shutters
- Methods of paneling and cladding to walls
- False ceiling – different types in various materials

**Unit 5 : House Keeping**

- 5.1 Importance of house keeping, cleaning and maintainance
- 5.2 Types of furniture, their selection, care and cleaning
- 5.3 Furniture arrangement in different rooms, utilizing principles and elements of arts
- 5.4 Furnishing accessories
  - Functional and decorative
  - Use and care
- 5.5 Window treatment
  - Types of windows
  - Curtains, blinds
  - Accessories

**Practicals**

- 1) Drawing sketches – two dimensional and three dimensional
- 2) Layout of various furniture units
- 3) Display of window treatments
- 4) Display of colour schemes in drawing room, bed room, study room, dinning room, kitchen, bathroom, water closet
- 5) Application of computer aided interior design for colour scheme, furniture arrangement, curtains, accessories

**References**

- 1) Deshpande R.S. (1974) Modern Ideal Homes of India. United Book Corporation
- 2) Faulkner S. (1979) Planning a House, Holt
- 3) Agan T. The House and its Plan and Use
- 4) Ball Victoria Kloss. The Art of Interior Design. McMillan& Co. New York
- 5) Bhatt P.D. and Goenka S. (1999) Foundation of Arts and Design. Lakhani Book Depot, Bombay

**Semester-II****Subject code : 121HT51****Household Technology**

|                                      |                    |      |
|--------------------------------------|--------------------|------|
| Theory : 3 Periods/Wk (3 Credits)    | Theory Paper       | :45  |
| Practical : 4 Periods/Wk (2 Credits) | Theory Internal    | :30  |
|                                      | Practical          | :35  |
|                                      | Practical Internal | :15  |
|                                      | Total Marks        | :125 |

**Objectives :** After completion of course students will be able to

- sensitize indigenous, existing technologies in areas of Home Science
- develop skill in preparing models of various sustainable technologies

**Theory****Unit 1 : Concept of Household Technology**

- 1.1 Need and importance for empowerment and sustainable development
- 1.2 Indigenous household technologies in various discipline of Home Science

**Unit 2 : Energy Saving Technology**

- Principles, working and application of-
- Solar : cooker, lamp, water heater, dryer etc.
- Biogas, Zero Energy Cool Chamber, Smokeless chulha, Rural refrigerator
- Hay box, Icmic and Sarai Cookers,
- Coal from household waste

**Unit 3 : Water Conservation Technology**

- 3.1 Rain water harvesting technology
- 3.2 Water recycling and recharging technologies
- 3.3 Water purification technologies

**Unit 4 : Waste Management Technology**

- 4.1 Technologies for degradable waste – Vermicomposting, organic composting etc.
- 4.2 Technologies for non-degradable waste, Principles of non degradable waste management



**Unit 5 : Existing Technologies in following areas**

- 5.1 Resources Management
- 5.2 Food and Nutrition
- 5.3 Textiles and Clothing
- 5.4 Human Development
- 5.5 Communication and Extension

**Practicals**

- 1) Preparation of vermin-wash, vermiculture, vermicompost.
- 2) Construction of chulha, Zero Energy Cool Chamber, Soak pit
- 3) Preparation of Hay box
- 4) Preparation of water conservation and purification models
- 5) Visit to centres and houses to study technologies  
(Prepare reports on said technologies)

**References**

- 1) Publications of Centre of Science for villages, Wardha
- 2) Publications of ARATI, Pune
- 3) Publications of Ministry of Non-conventional Energy Source
- 4) Publications of Ministry of Environment and Forest, New Delhi

**Semester-II****Subject Code : 121CA52****Communication Approaches in Resource Management**

|                                      |                    |      |
|--------------------------------------|--------------------|------|
| Theory : 3 Periods/Wk (3 Credits)    | Theory Paper       | :45  |
| Practical : 4 Periods/Wk (2 Credits) | Theory Internal    | :30  |
|                                      | Practical Internal | :50  |
|                                      | Total Marks        | :125 |

**Objectives :** After completion of course students will be enable to

- understand application of communication approaches in communicating the messages in resource development to different target group.
- develop skill of preparation of tools of communication.

**Theory****Unit 1 : Approaches of Communication in Extension**

- 1.1 Traditional Approach – Folk media

- 1.2 Modern Approach – Participatory, Analytical, Dialogue, Persuasive and Educational games.
- 1.3 Modified Approach – Combination of traditional and modern approaches for resource development

**Unit 2 : Methods of Communication**

- 2.1 Individual communication
- 2.2 Group communication
- 2.3 Mass communication
- 2.4 Planning and preparation of communication

**Unit 3 : Projected tools of communication**

- 3.1 Transparencies for OHP
- 3.2 Soft copies of presentation for computer and computer aided (DLP) projectors
- 3.3 Preparation and presentation of projected tools

**Unit 4 : Non projected tools of communication**

- 4.1 Models – Working and still
- 4.2 Print media – Leaflets, folders, poster, charts, flash cards, news letter, circular letter, bulletin
- 4.3 Preparation and presentation of non projected tools

**Unit 5 : Themes and messages – concept**

- 5.1 Themes and messages for resource development
  - Themes and messages for resource development
- 5.2 Strategies in resource development
  - Individual
  - Community
  - Presentation of the operation of strategies

**Practicals**

- 1) Study existing communication tools of resource development
- 2) Identify themes in resource development and prepare, present and evaluate following projected and non projected tools. (Any two from projected and two from non projected)  
Posters, Banners, Slogans, Charts, Flash cards, Folders, Leaflets, Educational games, Transparencies, CD, Script for radio and TV.

**References**

- 1) Maan, Gurmeet Singh (1987) The Story of Mass Communication : An Indian Perspective. New Delhi, Harnam Publishers.

- 2) Tiwari I.P. (1987) Communication Technology and Development. New Delhi, Ministry of Information and Broadcasting.
- 3) Sharma S.C. (1987) Media Communication and Development. Jaipur, Rawat Publishers.
- 4) Gamble M.W. and Gamble T.K. (1989) Introducing Mass Communication. IInd Ed. New York, McGraw Hill Book.
- 5) Day P.R. (1977) Methods of Learning Communication Skills. Oxford, Peragamon.
- 6) Hartman, Paul and others (1986) The Mass Media and the Village Life : An Indian Study. New Delhi, Sage Publication.
- 7) Melkote S.R. (1991) Communication for Development in Third World : Theory and Practice. New Delhi, Sage.
- 8) Bhatnagar S. and Satyapal A. (eds.) (1988) education and Communication Technology : Perspective, Planning and Implementation. New Delhi.
- 9) Scott B. (1986) The Skills of Communication. Aldershot Gower Press.
- 10) Joshi P.C. (1989) Culture Communication and Social Change. New Delhi, Vikas Publications.
- 11) Mahajan K. (1990) Communication and Society. New Delhi, Classical Publications.

### Semester-II

Subject code : 121ED53

### Entrepreneurship Development

|                                     |                    |      |
|-------------------------------------|--------------------|------|
| Theory : 3 Periods/Wk (3 Credits)   | Theory Paper       | :45  |
| Practical : 2 Periods/Wk (1 Credit) | Theory Internal    | :30  |
|                                     | Practical Marks    | :20  |
|                                     | Practical Internal | :05  |
|                                     | Total Marks        | :100 |

#### Objectives :

- To promote entrepreneurial skills amongst students
- To analyse the environment related to small scale industry and business
- To understand the process and procedure of setting small enterprises
- To develop managerial skills for entrepreneurship development

#### Theory

##### Unit 1 : Entrepreneurship

- 1.1 Definition, concept and characteristics.
- 1.2 Entrepreneurship development in India.
- 1.3 Role of enterprise in national and global economy.
- 1.4 Government policies and schemes for enterprise development.
- 1.5 Development of women entrepreneurs in India and problems faced by women entrepreneurs.

##### Unit 2 : Agencies for Development of Entrepreneurship

- 2.1 Role of SSI, Procedure and formalities for setting up SSI.
- 2.2 Role of MIDC in Industrial development
- 2.3 Role of NSIC – supply of machinery and equipments on hire purchase, or voluntary organization, Bank loan

##### Unit 3 : Personal Effectiveness

- 3.1 Factors affecting entrepreneurs role
- 3.2 Effective communication skills, achievements. Motivation, goal orientation, psychological barriers to self employment, creativity, assertiveness and quick response.

##### Unit 4 : Launching and organizing enterprise

- 4.1 Environment scanning – Information, sources, schemes of assistance, problems. Enterprise selection, market assessment, enterprise feasibility study, SWOT analysis.
- 4.2 Resource mobilization – Finance, Technology, raw materials, sight and man power. Costing and marketing management and quality control. Feedback, monitoring and evaluation.

- ##### Unit 5 :
- 5.1 Planning resource mobilization and implementation. Preparing project proposal to start a new enterprise and feasibility report.

#### Practicals

- 1) Enlist entrepreneurial opportunities in Resource Management.
- 2) Select any one enterprise, do SWOT analysis and suggest strategies for action.

- 3) Visit to funding agencies offices for understanding the formalities required for registration and licence entrepreneurs.
- 4) Prepare and use the business game for development of entrepreneurial qualities.

#### References

- 1) Patel V.C. (1987) Women Entrepreneurship, Developing New Entrepreneurs, Ahmedabad, Ed. II
- 2) Akhaury M.M.P. (1990) Entrepreneurship for Women in India. NIES BUD, New Delhi
- 3) Deshpande M.V. (1984) Entrepreneurship for small scale industries, concept, growth and management. Deep and Deep Publication, D-1/24, R-Garden, New Delhi (Unit I and II)
- 4) M.Gangadharrao – Entrepreneurship and Entrepreneur Development. Publishing House, Kanishka, New Delhi, 1992
- 5) Vasant Desai (1991) Entrepreneurship Development. Himalaya Publishing House, Vol. I, II and III
- 6) Samiuddei (1989) Entrepreneurship Development in India. Mittal Publication, New Delhi
- 7) B.K. Acharya & Gonekar P.B. Marketing and Sales Management, Himalaya Publishing House, Bombay
- 8) John Usha (1985) Indian Women in Business. Indian and Foreign Review 18(4)

#### Semester-II

Subject code : 121RM54

#### Research Methods in Resource Management

|                                      |                    |      |
|--------------------------------------|--------------------|------|
| Theory : 3 Periods/Wk (3 Credits)    | Theory Paper       | :45  |
| Practical : 2 Periods/Wk (1 Credits) | Theory Internal    | :30  |
|                                      | Practical Internal | :25  |
|                                      | Total Marks        | :100 |

**Objectives :** After completion of course students will be enable to

- know importance of research in resource management
- understand the types, tools applicable to research problem
- develop skills of preparing out line of research work

#### Theory

##### Unit 1 : Foundation of Scientific Research

- 1.1 Research – meaning and definition

- 1.2 Need of research in resource management
- 1.3 Research process
  - Selection and formulation of research problem
  - Specifying objectives
  - Formulating hypothesis
  - Deciding variables

##### Unit 2 : Design Strategies in Research

- 2.1 Descriptive studies
  - Correlation studies
  - Case studies
  - Cross sectional/Survey
- 2.2 Analytical studies
  - Observational studies
  - Cohort studies
  - Cross sectional studies/Survey

##### Unit 3 : Methods of Sampling

- 3.1 Characteristics of good sampling
- 3.2 Probability or random sampling
- 3.3 Non probability sampling

##### Unit 4 : Research Tools

- 4.1 Levels of data measurements and characteristics of good measurement
- 4.2 Types of tools and their uses
  - Questionnaire
  - Schedule
  - Rating scale
  - Attitude scale
  - Interview – structured and unstructured
  - Observation – participant and non participant
- 4.3 Concept of data
  - Types of Data – Qualitative and Quantitative data
  - Analysis of Data – Qualitative and Quantitative data analysis

##### Unit 5 : Statistical Testing of Hypothesis

- 5.1 Application of parametric tests

- r test
  - t tests
  - Z test
  - F test
  - ANOVA
- 5.2 Application of non parametric tests
- Chi square test
  - Spearman's Rank correlation

### Practicals

- 1) List research areas in resource management
- 2) Prepare synopsis/outline of dissertation work
  - Select problem for dissertation from literature/research, experiences of guide & teachers, and experiment/pilot study.
  - Find out key words, their meaning and definitions from dictionary and encyclopedias.
  - Design conceptual model of the study.
  - Collect review on selected variables from national and international journals and prepare note cards and reference cards (follow the rules of scientific writing)
  - Decide and prepare tools of measurement of variables
  - Specify objectives
  - Frame hypothesis
  - Select locale of the study
  - Decide sample size and sampling techniques
  - Decide applicable statistical tests
- 3) Conduct pilot study for calculating validity, reliability and usability of the tools.
- 4) Prepare master table for analysis
- 5) Prepare time schedule and note down facilities required for dissertation work.

### References

- 1) Van Maanen (1983) Qualitative Methodology. Sage Publication
- 2) Sumati Mulay and Sabarathanam V.E. (1980) Research Methods in Extension Education. New Delhi, Sole Selling Agents, MANASHYAN, 32.

- 3) Bryman A. and Cramer D. (1994) Quantitative Data Analysis for Social Scientist
- 4) Aravindra Chandra and Saxena T.P. Style Manual for Writing : Thesis, Dissertations and Papers in Social Sciences. New Delhi, Metropolitan Book Co. Pvt. Ltd.
- 5) Kerlinger, Foundation of Educational Research
- 6) Ingle P.O. Scientific Report Writing. Nagpur, Sarla P. Ingle.

(Note : The syllabi for General Interest Course shall be as per Science faculty.)

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**Syllabus Prescribed for M.Sc. (Home Science) (Resource Management)  
Semester-III & Semester-IV  
(Implemented from the Academic Session 2011-12)**

**Semester-III  
Subject Code : 231ER55  
Ergonomics**

Practical :- 4 Periods/wk (Credits 2)                      Practical Marks :- 35  
    Pra.Int.Marks :- 15  
    Total Marks :- 50

**Learning Objectives :-** To become aware of the role of ergonomics in work effectiveness and efficiency.

**Practicals :**

- (1) Use of instruments employed in ergonomic research.
  - Treadmill, step stool
  - Heart rate monitor, ECG, Lung function test.
  - Noise level meter
  - sphygmomanometer
  - Height & weight measuring instruments.
  - Heart rate and oxygen consumption.
- (2) Determination of workload using heart rate and oxygen consumption.
  - Treadmill.
  - Step stool.
- (3) Determination of workload of some selected household activities by using-
  - Pulse rate techniques.
  - Time and motion study.
  - Physiological cost.
  - Energy cost.
  - Cardiac cost.
  - Temporal cost.
- (4) Identifying types of postures assumed by women during work, analysis and interpretation.
- (5) Measurement of noise using noise level meter for various situations in home, office and traffic situation.

- (6) Determining the relationship of anthropometric dimensions of workers with space requirements for some selected activities. e.g; cooking, chopping, washing etc.

**References :-**

- (1) Astrand P.O. and Rodahl K. : Textbook of Work Physiology, McGraw Hill, New York.
- (2) Davies D.R. and Shingleton V.J. : Physiology of work, Motunen & Co. Ltd.
- (3) Osborne David : Ergonomics at work, John Wiley and sons, New York.
- (4) Dul Jan and Weedmeester Bernard : Ergonomics for Beginners, Tylor and Francis, London.
- (5) Wilson J.R. and Corlett N. : Evaluation of Human Work. A Practical Ergonomics Methodology. Tylor and Francis, London.
- (6) Pheasant Stephen : Body space, Anthropometry, Ergonomics and the Designs at work, Tylor & Francis, London.

**Semester-III  
Subject Code : 231FM56  
Financial Management**

Practical :- 4 Periods/wk (Credits 2)                      Practical Mks. :-35  
    Pra.Int.Marks :- 15  
    Total Marks :- 50

**Learning Objectives: -** After completion of the course students will be able to-

- (1) to make a wise use of money.
- (2) develop an appreciation of role of successful financial management satisfying family living..

**Practicals :**

- (1) Prepare month wise cash budget for showing expected income / expenses / balance or deficit.
- (2) Prepare cash budget for various events.
- (3) Pass journal entries for income and expenses of event, open accounts and prepare accounts to show profit.
- (4) Accounting on tally software.
- (5) Bank transactions.

- (6) Preparing business project filing different types of loan case with bank.

**References :**

- (1) Gross, Cranall and Knoli (1980) : Management for Modern Families, 3<sup>rd</sup> Edition Prentice Hall, INC, New Delhi.
- (2) Mickell P. and Dorsey (1986) : Management in Family Living, 4<sup>th</sup> Edition, Wiley Eastern Ltd., New Delhi.
- (3) Vidya Bhushan Sachdeva (1991) : Introduction to Sociology, Kitab Mahal (Unit-I).

**Semester-III**

**231ELI57 : Elective-I**

**Subject Code : 231ELL1**

**Home Event Management**

Theory : 3 Periods / wk (Credits 3)                      Theory Marks :-45

Practical :- 4 Periods/wk (Credits 2)                      Th.Int.Ass.Mks. :-30

Practical Mks. :-35

Pra.Int.Marks :- 15

Total Marks :- 125

**Learning Objectives :-** After completion of the course students will be able to-

- (1) understand the managerial and operational aspects pertaining to home event.
- (2) provide opportunity to develop practical event management skill.

**Course Contents :**

**Theory :**

**Unit-1 :** 1.1 Introduction to Home Event Management.

- Meaning
  - Definition.
- 1.2 Types of Events
- Cultural events.
  - Festival events.
  - Religious events.

**Unit-2 :** **Event Planning :**

- 2.1 Role of event manager.
- 2.2 Responsibilities of event manager.

2.3 Resources required for event organization.

2.4 Contingency planning.

**Unit-3 : Coordinating Events :**

3.1 Developing concept of events.

3.2 Preparing effective event organizational chart.

3.3 Coordinating various activities of events.

**Unit-4 : Event Budget Planning :**

4.1 Advantages and constraints of using a budget.

4.2 Identifying key elements of budgetary control.

4.3 Forecasting expenditure.

**Unit-5 : Event Evaluation and Reporting :**

5.1 Different types of evaluation techniques.

5.2 Evaluation of the event.

5.3 Report of the event.

**Practicals :-**

- (1) Arranging a party event at home.
  - Celebration party.
  - Birthday party.
  - Anniversary party.
- (2) Wedding Event Planning with respect to following and prepare a report.
  - Budget
  - Wedding Ceremony.
  - Reception.
  - Venue sourcing.
  - Supplier sourcing.
  - Logistics.

**References :-**

- (1) Business Communication by Dr.V.K.Jain and Dr.Om Prakash Biyani, S.Chand and Company.
- (2) Business Communication by Urmila Rai and S.M.Rai, Himalay Publishing Hosue.
- (3) Organization Behaviour by Robin S.P., Prentice Hall of India, New Delhi.
- (4) Organization Behaviour by Luthans F., Mc Graw Hill.
- (5) Marketing Management, 13th edition, by Philip Kotler and Kevin Keller

- (6) Project Management by S.Chaudhary.  
 (7) Project Management by P.Chandra.  
 (8) Project Management by Kumar and Ghosh.

**Semester-III**  
**231ELI57 : Elective-I**  
**Subject Code : 231ELI.2**  
**Home Furnishing**

|                                       |                 |        |
|---------------------------------------|-----------------|--------|
| Theory : 3 Periods / wk (Credits 3)   | Theory Marks    | :45    |
| Practical :- 4 Periods/wk (Credits 2) | Th.Int.Ass.Mks. | :-30   |
|                                       | Practical Mks.  | :-35   |
|                                       | Pra.Int.Marks   | :- 15  |
|                                       | Total Marks     | :- 125 |

**Learning Objectives :-** After completion of the course students will be able to-

- (1) know the home furnishing –
- (2) develop skill in home furnishing.

**Course Contents :**

**Theory :**

**Unit-1 :** Home Furnishing.

- Meaning
- Definition
- Concept
- Styles – traditional, modern
- Theme – easy way to start furnishing.

**Unit-2 :** Home Furniture.

- Living room furniture.
- Bed room furniture.
- Kitchen furniture.
- Antique furniture.

**Unit-3 :** Linen.

- Kitchen Linen – Apron, dish towel, kitchen towel, napkins, pot holders.
- Bath linen – Bath mats, bathrobes, shower curtains, handkerchiefs.

- Table linen – Table mats, table runner, tea cozy.
- Unit-4 :**
- 4.1 Carpets, floor coverings.
  - 4.2 Cushions, pillow cover, bed cover.
  - 4.3 Curtains, wall hangings.

**Unit-5 :** Home Decor Articles :

- Handicrafts and decorative imports.
- Laces and ribbons.
- Lamps and accessories.

**Practicals :-**

- (1) Design Living room furniture with traditional style.
- (2) Prepare home decor articles.
- (3) Design different types of curtains.
- (4) Report on home furnishings for small flat.

**References :-**

- Again Tessie (1970) : The house, its plan and use, Oxford and IBH Publishing. Co.
- Conran Trence (1982) :The House Book, Crown Publishers, New York, Reprint (1986).

**Semester-III**  
**231ELI57 : Elective-I**  
**Subject Code : 231ELI.3**  
**Front Office Operation and Accommodation**

|                                       |                 |        |
|---------------------------------------|-----------------|--------|
| Theory : 3 Periods / wk (Credits 3)   | Theory Marks    | :45    |
| Practical :- 4 Periods/wk (Credits 2) | Th.Int.Ass.Mks: | 30     |
|                                       | Practical Mks.  | :-35   |
|                                       | Pra.Int.Marks   | :- 15  |
|                                       | Total Marks     | :- 125 |

**Learning Objectives: -** After completion of the course students will be able to-

- (1) understand the organizational procedures of the front office.
- (2) comprehend the principle of front office operation
- (3) develop effective communication skills and the art of dealing with people.

**Course Contents:****Theory:****Unit-1 :** Introductions.

- Importance of the hospitality industry and its relation to tourism
- Classification of hotels
- Major departments in a hotel
- Room rates, tariff structure and basic of charging

**Unit-2 :** **Hotel guests**

- Types of hotel guests
- Guests and their needs
- Interaction between guests and front office personal

**Unit-3 :** **Front office operation and organization**

- Duties of front office personal
- Basic terminology used in the front office
- Organizational structure of front office

**Unit-4 :** **Reservations for accommodation**

- Modes of room reservation
- System of room reservation
- Filing system

**Unit-5 :** **Receptions**

- Expected arrival and departure list
- Key handling and control
- Room status reports occupying percentage
- Preparing room report night clerk report

**Practical:-**

- (1) Handling of reception
  - Room keys
  - Telephone manners and conversation
- (2) Reservation
  - Accepting reservation with the use of conventional chart ,density chart
- (3) Handling complaints and unusual events
- (4) Receiving guests in various situations
  - Confirmed booking with reservation

- group booking
- VIP procedure

- (5) Handling change of room procedure, wake up calls, guests requests

**References :-**

- (1) Andrews, S.(1982) Hotel front office training manual, TATA McGraw trill
- (2) Beavis, J.R. Medlik, S(1985) A manual of hotel reception,3<sup>rd</sup> edition un manna
- (3) Dix C (1979) Accommodation operations front office Mc Donald's and Evans Ltd.

**Semester-III****231ELII58 : Elective-II****Subject Code : 231ELII.1****Community Event Management**

Theory : 3 Periods / wk (Credits 3)

Theory Marks :-45

Practical :- 4 Periods/wk (Credits 2)

Th.Int.Ass.Mks. :-30

Practical Mks. :-35

Pra.Int.Marks :- 15

Total Marks :- 125

**Learning Objectives:** - After completion of the course students will be able to-

- (1) understand the managerial and operational aspects pertaining to community event.
- (2) provide opportunity to develop practical event management skills

**Course Contents:****Theory:****Unit-1 : 1.1 Introductions to community management .**

- Meaning
- Definition
- Concept
- Types of events

**Unit-2 : 2.1 Event – Legal and Risk management.**

- Obtaining event insurance



- Managing health and safety
- Event risk assessment

- Unit-3 : 3.1 organizing conferences a community event**
- Determine conference goals and objectives
  - Choosing conference sites and locations
  - Working to a budget with goal to earn a profit

- Unit-4 : 4.1 Fund raising events**
- Establish a budget and earning target for the event
  - Goals and objectives
  - Generating sponsorship support
  - Choosing sites and locations
  - Working to a budget

- Unit-5: 5.1 Government civic and political events**
- Major social and political events
  - Managing VIP's
  - Developing major political events
  - Understanding protocol working with the proves

**Practical:-**

- (1) Develop marketing and sponsorship strategy that reflects the targets and requirements of the event
- (2) Prepare a sponsorship proposals that illustrates the benefits of the event

**Semester-III**

**231ELII58 : Elective-II**

**Subject Code : 231ELII.2**

**Household Equipment**

Theory : 3 Periods / wk (Credits 3)

Practical :- 4 Periods/wk (Credits 2)

Theory Marks :-45

Th.Int.Ass.Mks. :-30

Practical Marks :- 35

Pra.Int.Marks :- 15

Total Marks :- 125

**Course Contents :**

**Theory :**

**Unit-1 : 1.1 Basic Study of Electricity :**

- Power sources, voltage, resistance, current.
- Series/parallel circuits.
- AC/Dc sources.

**1.2 Electrical Materials :**

Conductors

Semi conductor

Insulator

**Unit-2 : Classification of Appliances :**

2.1 Class I, II and III appliances.

2.2 Motorized, heating, electronic and low voltage appliances.

**Unit-3 : Product Testing for Quality :**

3.1 Need for testing.

3.2 Types of tests – saltey test, environmental test, physical test, electrical endurance and performance test.

3.3 Equipments required for testing of electrical appliances.

3.4 Institutions offering test facilities – BIS, IDEMI, RTC, ER RL, PTH, NTH, etc.

**Unit-4 : Safety against household appliances :**

4.1 Definition of safety and classification of safety- Inherent, technical safety, operational sefty, actual safety.

4.2 Electrical shock and its prevention:

- Potential source of shock.
- Causes of electrical shock.
- Factors determining the severity of electric shock.
- Protection against shocks.

**Unit-5 : Laws and Regulations Governing Appliances :**

5.1 Household electrical appliance (Quality Control Order) 1981.

5.2 The electrical wires, cables appliances and accessories (Quality Control) Order 1993.

- Essential Commodities Act.
- Consumer Protection Act.

- Indian Electricity Act.

**Practicals :-**

- (1) Testing of electric iron as per the IS 151366 : 1993 tests.
  - Input test.
  - Insulation and leakage current test
  - Measurement of heating up time.
  - Measurement of temperature distribution.
  - Measurement of cyclic fluctuation.
  - Temperature of different fabric setting.
  - Earthing provision test.
- (2) Testing of Electric Toaster as per the IS 2367 : 1979
  - Input test.
  - Insulation and leakage current test
  - High voltage test.
  - temperature rise test.
  - Performance test.
- (3) Testing of Electric Oven as per the IS 75790I
  - Input test.
  - Insulation and leakage current test
  - High voltage test.
  - Performance test.
- (4) Testing of Electric Food Mixers as per the ISI 4250 : 1989
  - Starting test.
  - Input test.
  - Insulation and leakage current test
  - High voltage test.
  - Performance test.
- (5) Testing of Domestic Washing Machine as per the IS 6390s 1983.
  - Starting test.
  - Input test.
  - Insulation and leakage current test
  - High voltage test.
  - Performance test.
- (6) Testing of vacuum cleaner as per the IS 75790I
  - Input test.

- Insulation and leakage current test
  - High voltage test.
  - Performance test.
- (7) Testing of Domestic Refrigerator as per the IS : 1476 : 1979
    - Door seal test.
    - Input test.
    - Insulation and leakage current test
    - Performance test.
  - (8) Study of non electrical household appliances – Solar Cooker, Water purifier, Gas stove etc.
  - (9) Visit to the market for knowing the recent trends in household appliances.

**References :-**

- (1) Allison, A : Running your Home and Equipments : Designs for living series No.6, Mills and Boon Ltd. London.
- (2) Beveridge E. : Choosing and using your Home Equipments, Iowa State University Press, Ames.
- (3) Anderson, E., Andels, P. : Home Appliances Servicing, Taraporewala Sons, Co.Ltd. Bombay.
- (4) NCERT : Exemplar Instructional material for Pre Vocational Course under work experiences on repair and maintenance of household electrical appliances – Instructional cum practical manual, NCERT, New Delhi.
- (5) Varghese M.A. et al : Household Equipment Manual, SNDT Women's University, Mumbai.

**Semester-III****231ELII58 : Elective-II****Subject Code : 231ELII.3****Food Service Management**

Theory : 3 Periods / wk (Credits 3)

Practical :- 4 Periods/wk (Credits 2)

Theory Marks :-45

Th.Int.Ass.Mks:-30

Practical Marks :- 35

Pra.Int.Marks :- 15

Total Marks :- 125

**Learning Objectives :-** After completion of the course the students will be able to-

- (1) familiarize with different needs and jobs of food service department and their management.
- (2) learn details of management of each job.

**Course Contents :**

**Theory :**

- Unit-1 :** 1.1 Aims and objectives of service.  
1.2 Scope of catering in hotel industry.

**Unit-2:** Introduction to basic equipments for the service care and use of special equipments for the service.

- Unit-3 :** 3.1 Arrangement and preparation for tables.  
3.2 Laying of table cloth and changing.

**Unit-4:** Types of menus, courses of menu, preparation of menus, taking orders, methods of service of food and beverage, presentation of bills.

- Unit-5 :** 5.1 Different food and beverage outlet.  
5.2 Staff organization of different outlets.  
5.3 Personnel departments.

**Practical :-**

- (1) Field visit to different hotels.
- (2) Laying the table for breakfast, lunch and dinner.
- (3) Serving of food and beverages.
- (4) Writing of menu cards.
- (5) Order taking, making out check bills, presentation of bills.
- (6) Upkeep and cleaning of cattery, crockery, other equipments.

**References :-**

- (1) John Fuller (1987) : Modern Restaurent Service, London Hut Chinson.
- (2) Kazzariah Edward (1989) : Food Service Facilities Planning, 3<sup>rd</sup> Edition, New York, Van Norstand Rainhold.
- (3) Scriven Carl, R. and Stevons Vamao, W. (1989) : A manual of equipment and design for the food service industry, New York Van Norstand.

**Semester-III**

**231ELIII59 : Elective-III**

**Subject Code : 231ELIII.1**

**Institutional Event Management**

Theory : 3 Periods / wk (Credits 3)

Theory Marks :-45

Practical :- 4 Periods/wk (Credits 2)

Th.Int.Ass.Mks. :-30

Practical Marks :- 35

Pra.Int.Marks :- 15

Total Marks :- 125

**Learning Objectives :-** After completion of the course the students will be able to-

- (1) understand the managerial and operational aspects pertaining to institutional management.
- (2) provide an oppourtunity to develop practical event management skills..

**Course Contents :**

**Theory :**

**Unit-1 :** Introduction to Institutional Event Management.

- Meaning,
- Definition
- Concept.

**Unit-2:** Types of Institutional Events.

- Event of Social Institutions.
- Event of Educational Institutions.
- Event of Religious Institutions.
- Event of Charitable Institutions.

**Unit-3:** SWOT Analysis.

- Preparing a swot analysis to identify the vulnerable and promotional elements of the event.

**Unit-4:** Concept of Marketing the Events.

- Needs and motivation of the event.
- The market research process.
- Collection and analysis of market data.
- Reporting the findings of the event.

**Unit-5:** Corporate Event Management :

- Major impacts which events have on their stakeholders.
- Organizing global and corporate events.
- Corporate events types.
- Managing important corporate events.

**Practicals :-**

- (1) Write an event plan to understand how to present the concept and overall plan of the event.
- (2) Prepare a post event evaluation report that outlines all successes and challenges of the event.
- (3) Design a corporate event to understand specific requirements of this sector.

**References :-**

- (1) Business Communication by Dr.V.K.Jain and Dr.Om Prakash Biyani, S.Chand and Company.
- (2) Business Communication by Urmila Rai and S.M.Rai, Himalay Publishing Hosue.
- (3) Organization Behaviour by Robin S.P., Prentice Hall of India, New Delhi.
- (4) Organization Behaviour by Luthans F., Mc Graw Hill.
- (5) Marketing Management, 13th edition, by Philip Kotler and Kevin Keller

**Semester-III****231ELIII59 : Elective-III****Subject Code : 231ELIII.2****House Keeping and Facility Management**

|                                       |                      |
|---------------------------------------|----------------------|
| Theory : 3 Periods/wk (Credits 3)     | Theory Marks :-45    |
| Practical :- 4 Periods/wk (Credits 2) | Th.Int.Ass.Mks. :-30 |
|                                       | Practical Mks. :-35  |
|                                       | Pra.Int.Marks :- 15  |
|                                       | Total Marks :- 125   |

**Learning Objectives:** - After completion of the course students will be able to-

- (1) become aware of different areas and functions of house keeping department.

- (2) develop and acquire skills in house keeping activities
- (3) acquire knowledge regarding procedures for maintenance of rooms

**Course Contents:****Theory:****Unit-1 : House keeping**

- Introduction and importance of hospitality
- Organization of house keeping department
- Duties and responsibilities of hose keeping staff

**Unit-2: cleaning activity**

- Cleaning agents – Selection and use for different surfaces
- Cleaning equipments – Selection and care, maintenance
- Cleaning Techniques – Sweeping, dry and wet mopping , vacuum cleaning , spray claning

**Unit-3: Uniforms**

- Types of uniform
- Selection of uniforms
- Distribution and control

**Unit-4: Furniture**

- Types of Furniture
- Furniture management
- Types of Furniture
- Accessories – Various types and their place in interior decoration

**Unit-5: Soft furnishing**

- Selection, care and maintenance of beds, mattresses and pillows, linen, blankets, slip cover, bed covers
- Carpets- Types of carpets and their selection
- Lightning - Types of lightning suitable for various activities

**Practical :-**

- (1) Cleaning and care of different materials
  - Metal, glass , wood
  - Floor, floor coverings , sinks

- Fans, lampshades , decorative articles
- (2) Table setting and decoration
    - Formal, informal and buffet
    - Decoration – Flower arrangement for dining table, fruit display
  - (3) Stain removal
    - Tea, coffee, ink, grease , fruit , lipstick, blood, rust, turmeric, oil paint
  - (4) Market survey on furnishing fabrics, bed covers, upholstery covers, carpets ,etc.

**References:-**

- (1) Andrew, Sudhir (1985) hotel house keeping – training manual , TATA McGraw trill publishing clotted, New Delhi
- (2) Chakravarti, B. K. technical guide to hotel operation- Metropolitan book to put Ltd New Delhi.

**Semester-III****231ELIII59 : Elective-III****Subject Code : 231ELIII.3****Travel Management**

|                                       |                      |
|---------------------------------------|----------------------|
| Theory : 3 Periods/wk (Credits 3)     | Theory Marks :-45    |
| Practical :- 4 Periods/wk (Credits 2) | Th.Int.Ass.Mks. :-30 |
|                                       | Practical Mks. :-35  |
|                                       | Pra.Int.Marks :- 15  |
|                                       | Total Marks :- 125   |

**Learning Objectives:** - After completion of the course students will be able to-

- (1) develop an awareness about tourism and its scope in India.
- (2) understand about various aspects of tourism and to develop various skills required for this trade.

**Course Contents:****Theory:****Unit-1 : Introduction**

- Meaning and nature of tourism.
- Basic components of tourism.

**Unit-2 : Growth and development Tourism :**

- Growth of travel through ages.
- Factors influencing growth of tourism.
- Basic travel motivations.

**Unit-3 : Tourism Planning and Development.**

- Planning and Coordination in Planning.
- Assessment of tourist demand and supply.
- Financial and Human resource planning.
- Monitoring progress.

**Unit-4 : Tourism Marketing and Promotion.**

- Marketing tourism.
- Tourist markets.
- Advertising and sales support.
- Publishing.

**Unit-5 : International and National Organizations in Tourism .:**

- IUOTO, WTO, PATA, ITDC, RTDC etc.

**Practical :** Visit to different travel agencies.

**References :-**

- (1) A.K.Bhatia (1983) : Tourism Development : Principles and Practices, 2<sup>nd</sup> Edition, Stealing Publishing Co., New Delhi.
- (2) Dr.S.P.Gupta and Lal (1994) : Tourism Museum and Monuments in India, Oriental Publisher, Delhi.

**Semester-IV****Subject Code : 241RI60****Resource Informatics**

|                                       |                      |
|---------------------------------------|----------------------|
| Theory : 3 Periods/wk (Credits 3)     | Theory Marks :-45    |
| Practical :- 4 Periods/wk (Credits 2) | Th.Int.Ass.Mks. :-30 |
|                                       | Pra.Int.Marks :- 50  |
|                                       | Total Marks :- 125   |

**Learning Objectives :-**

- (1) To develop skill in data base management.

**Course Contents :****Theory :**

- Unit-1 :** 1.1 Resource informatics.  
1.2 Meaning and purpose.  
1.3 Areas of Resource Management.
- Unit-2 :** 2.1 Important search engines.  
2.2 Database in human and non-human resources, interior designing, consumer studies and management of family and organizations.
- Unit-3:** Database collection and organization in resource management.
- Unit-4:** Data storage and distribution by using various information technology tools and methods.
- Unit-5:** 5.1 Data Management System.  
5.2 Application of software.

**Practical :-**

- (1) Study of various data bases in the subject.
- (2) Data researching.
- (3) Data retrieval.
- (4) Create data with the help of software.

**References :-**

- (1) [www.wikipedia.org](http://www.wikipedia.org).
- (2) [www.google.com](http://www.google.com)
- (3) [www.khoj.com](http://www.khoj.com)
- (4) [www.nutra.hub.com](http://www.nutra.hub.com)
- (5) [www.wiley.com](http://www.wiley.com)
- (6) [www.inflibnet.ac.in](http://www.inflibnet.ac.in)
- (7) [www.pubmed.com](http://www.pubmed.com)

**Semester-IV****Subject Code : 241CI61****Current Issues and Trends in Resource Management**

|                                       |                      |
|---------------------------------------|----------------------|
| Theory : 3 Periods/wk (Credits 3)     | Theory Marks :-45    |
| Practical :- 4 Periods/wk (Credits 2) | Th.Int.Ass.Mks. :-30 |
|                                       | Pra.Int.Marks :- 50  |
|                                       | Total Marks :- 125   |

**Learning Objectives :-**

- (1) To create awareness regarding current trends, issued and researches in various aspects of resource management of families and organizations.
- (2) To debate an various emerging areas of studies and research needs for resource management.

**Course Contents :****Theory :**

- Unit-1 :** 1.1 Socio-economic environment impact on families and organization.  
1.2 Environmental issues – Women and environment.
- Unit-2 :** 2.1 Consumer issues – Foreign direct investment privatization.  
2.2 Entrepreneurship management.
- Unit-3 :** 3.1 Equipment Design - Standards, quality control.  
3.2 Trends and Issues Housing related to interior designing.
- Unit-4 :** 4.1 Water conservation technology.  
4.2 Fuel Technology – New thrusts.
- Unit-5:** 5.1 Quality Management.  
5.2 Human Resource Planning and Audit.

**Practical :-** Study current trends and issues and researches in resource management by current reading, surveys, brain storming, group discussion, debate and do the presentations on various assigned topics.

**References :-**

- (1) The Indian Journal of Home Science.
- (2) The Journal of Home and Community Science (Kamla Raj New Delhi).
- (3) Rai, G.D. (1996) – Non Conventional Energy, Khanna Publishers, New York.
- (4) Agrawal M.P. (1985), solar Energy, S.Chand & Co., New Delhi.
- (5) Varghese, M.A. (1985), Household Equipment Manual, SNDT Women's University, Mumbai.
- (6) Seetharaman, P. and Sethi M. (2001) : Consumerism : Strategies and Tactics, CBS Publishers and Distributors, New Delhi.
- (7) Rangwala S.C. (1992), Water Supply and Sanitary, Engineering Charofar Publishing House, Anand.
- (8) Deshpande R.S. (1974), Modern Ideal Home for India, United Book Corporation.

**Subject Code : 241SW62****Scientific Writing**

|                                      |                          |      |
|--------------------------------------|--------------------------|------|
| Theory : 3 Periods/Wk (Credits 3)    | Theory marks             | - 45 |
| Practical : 4 Periods/Wk (Credits 2) | Theory internal marks    | - 30 |
|                                      | Practical internal marks | - 50 |
|                                      | Total -                  | -125 |

**Objective -** After completing course students will be able to understand national / international standards of scientific writing and develop skill of writing research reports.

**Unit 1 : Introduction to Scientific Writing**

- 1.1 Meaning, definition
- 1.2 Characteristics and Principles
- 1.3 Types of report
- 1.4 Format of report
- 1.5 National and international standards
- 1.6 Lay out of thesis / dissertation :-  
Preliminaries, Text, End Matter

**Unit 2 : Writing preliminaries**

- 2.1 Title page, Title of dissertation / thesis.
- 2.2 Certificates : Declaration by students certificate of guide
- 2.3 Acknowledgement
- 2.4 Table of content - list of Table, list of Figure
- 2.5 Glossary / Abbreviation / Aoronym

**Unit 3: Writing Text / Main Body**

- 3.1 Writing introduction
- 3.2 Writing Review of Literature
- 3.3 Writing Methodology Material and Methods
- 3.4 Writing Results
- 3.5 Writing Discussion
- 3.6 Writing Summary, Conclusion and Implication

**Unit 4: Writing End Matter**

- 4.1 Writing References / Literature cited
  - Books
  - Journal / Periodical

- Websites
- Magazines, newspaper

## 4.2 Appendices

**Unit 5 : General Guidelines**

- 5.1 · Size of paper, margin, font type and size
  - Headings and Subheadings
  - Number of chapters and pagination
  - Punctuations.

## 5.2 Evaluating structure of dissertation / thesis

**Practicals :**

1. Use of Library -  
Get acquainted with the-
  - Type of Library (Traditional, modern, digital, virtual)
  - Services provided by Libraries
  - Various sources (Printed and electronic)
  - Technical work (classification, cataloguing)
  - Information retrieval ( i.e. OPAC, WEBOPAC, SOUL, Library Portal, e-books etc.)
2. Practice of writing references on reference cards and notes on note cards from different sources.
3. Review, understand and critically evaluate.
  - Thesis
  - Dissertation
  - Abstract

**References :**

- 1) Arvindra Chandra and T.P. Saxena, 1979. Stype manual for writing Thesis, Dissertation and papers in Social Sciences, New Delhi, Metropolitan Book Co. Pvt. Ltd.,
- 2) Ingle, P.O. 2002. Scientific and Technical Report writing, Nagpur, Sarala Ingle.
- 3) Kothari, C.R. 1996. Research Methodology - Methods and Techniques, New Delhi. Vishwa Prakashan.
- 4) Best John W. and Kahn James V., 1989. Research in Education, New Delhi, Prentice Hall of India Private Limited.