

DISCIPLINE SPECIFIC CORE COURSE – 5 (DSC HS 205): FUNDAMENTALS OF RESOURCE MANAGEMENT

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
FUNDAMENTALS OF RESOURCE MANAGEMENT DSC HS 205	4	3	0	1	12th Pass	NIL

Learning Objectives

1. To enable students to understand the fundamentals of resource management in changing scenario and available resources, their uses and conservation.
2. To understand the processes of management in a scientific manner for the judicious use of resources.

Learning Outcomes

Students will be able to:

1. Comprehend the fundamentals of resource management in the changing scenario.
2. Familiarize with the available resources, their uses and conservation.
3. Utilize resources optimally in a prudent manner.
4. Understand the processes of management in a scientific manner for the use of resources.

THEORY

Unit I: Introduction to management

(12 Hours)

Unit Description: The focus of this unit would be on understanding the concept of management, scope and approaches of management in context to changing scenario.

Subtopics:

- Concept, nature, universality and scope of management
- Theories and Approaches to management.
- Ethics in management
- Motivation in management

UNIT II: Understanding resources**(09 Hours)**

Unit Description: This unit attempts to acquaint the students with the available resources, their uses and conservation approaches.

Subtopics:

- Meaning, classification and characteristics of resources.
- Resource conservation- maximizing use of resources, factors affecting utilization of resources.
- Family life cycle in context to resource use: Time, energy, money.

Unit III: Functions of management: An overview**(12 Hours)**

Unit Description: This unit will orient the students in understanding the functions and processes of management in a scientific manner for the optimization of resources.

- Decision Making: Concept, significance and steps involved in decision-making process.
- Planning: Nature and characteristics, classification of plans & steps in planning.
- Organizing: Concept, significance and steps involved in organizing process.
- Supervision: Types of supervision (directing & guiding), factors of effective supervision.
- Controlling: Types of control, steps in controlling, requirements of effective control.
- Evaluation: Types and steps of evaluation.

Unit IV: Management of time and energy resources**(12 Hours)**

This unit will familiarize students with effective management of time and energy resources and their functional use in day-to-day life.

- Time Management: Concept, tools of time management, types of time plans, steps in making a time plan.
- Energy Management: Concept, principles of body mechanics, types of fatigue.
- Work Simplification: Techniques, Classes of Change.

PRACTICAL -30 Hours**Unit I: Identification and Development of managerial competencies****(14 Hours)**

Activities:

- Micro Lab and Who am I
- SWOC analysis
 - Self
 - Case studies: Individuals
 - Case studies: Organizations
- Building Decision making abilities
- Team building management games
- Decision Making: Case Analysis

Unit II: Management of Time and Energy**(16 Hours)**

Activities:

- Time Management:
 - Evaluation of time plans through case analysis:
 - Case Study-1
 - Case Study-2
 - Analysis of time use pattern of self
 - Preparation and evaluation of time plans
- Work improvement using time and motion study techniques
 - pathway chart or travel chart / process chart - observe, record, and analyze an activity.
 - pathway chart or travel chart / process chart - observe, record, and analyze an activity with improvement.

Essential Readings

- Combe, C. (2014). *Introduction to management*. Oxford University Press.
- Drucker, P. F. (2007). *Management: Tasks, responsibilities, practices*. Transaction Pub, ISBN-13: 978-0750643894.
- Goel, S. Ed. (2016). *Management of resources for sustainable development*. New Delhi: Orient Blackswan Pvt. Ltd, ISBN: 9788125063490, 9788125063490.
- Griffin, R. W. (2013). *Management: Principles and practices (11th ed.)*. South-Western Cengage Learning, ISBN: 9788131530917, 8131530914.
- Hill, C. W., & Stevenane. (2006). *Principles of management (1st ed.)*. McGraw-Hill/Irwin. ISBN: 9780073530123.
- Koontz, H., & O' Donnel, C. (2005). *Management: A systems and contingency analysis of managerial functions*. New York: McGraw-Hill Book Company, ISBN-13: 978-0070853775.
- Moore, T. J. (2021). *Family resource management (4th ed.)*. ISBN-13: 978-1544370620.
- Rao, V.S.P. (2008). *Principles & practice of management*. Konark Publishers Pvt. Ltd, ISBN-13: 978-8122000283.

For Practicals

- Goel, S. Ed. (2016). *Management of resources for sustainable development*. New Delhi: Orient Blackswan Pvt. Ltd, ISBN: 9788125063490, 9788125063490.
- Arora, R., Magu, P., Singh, P., Meghna, Gupta, S. (2013). *Resource Management: An Introductory Manual*. R. Gangadharan of Elite Publishing House Pvt. Ltd., Daryaganj, ISBN No: 978-81-88-901-50-0.
- Drucker, P. F. (2007). *Management: Tasks, responsibilities, practices*. Transaction Pub, ISBN-13: 978-0750643894

Suggested Readings:

- Jyoti, A. (2009). *Principles of management*. Gennext Publication. ISBN-13: 9789380222127.
- Kreitner, R. (2009). *Management*. Canada: Houghton Mifflin Harcourt Publishing Company.
- Nickel, D. (2002). *Management in family living*, 4e (4th ed.), ISBN-13: 978-8123908519.
- Robbin, S.P. (2009). *Fundamentals of management*, 11th edition, Pearson Education.
- Steidl, R. & Bratton, E. (1968). *Work in the Home*. USA: John Wiley & Sons, Inc, ISBN-13: 9780471820857.

Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.