

- **Rice, F.P.** (1998). *Human Development: A Life-span Approach* (3rd edition). US: Prentice Hall.
- **Santrock, J. W.** (2011). *Life-span development* (13th ed.). McGraw-Hill Education.
- **Lally, M., Valentine, S.** (2022). *Lifespan development: A Psychological perspective* - Fourth edition, College of Lake County.

Suggested Readings:

- Patrick, J.H., Hayslip Jr. B., Sawyer, L.H. (2000). *Adult Development and aging: Growth, longevity and challenges* (1st edition). Sage Publications
- Singh, A. (2015). *Foundation of Human development: A lifespan approach*. Hyderabad: Orient Blackswan Pvt.
- Singh, V. (2007). *Bal vikas avam bal manovigyan*. Jaipur: Panchsheel Prakashan.

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Bachelors of Arts with Community Sciences as non-Major Category-III

DISCIPLINE SPECIFIC CORE COURSE –DSC -3-HSC INTRODUCTION TO RESOURCE MANAGEMENT

CREDIT DISTRIBUTION, ELIGIBILITY, PRE-REQUISITES OF THE COURSE

Course Title & Code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite of the course
		Lecture	Tutorial	Practical		
Introduction to Resource Management	4	3	0	1	XII Pass	NIL

Learning Objectives

- To comprehend the fundamentals of resource management, their purpose and utilization in today's context and conservation approaches.
- To understand the functions and processes of management in a scientific manner for optimum use of resources.

Learning Outcomes

The students would be able to:

- Comprehend the concept and fundamentals of resource management in a changing scenario.
- Acquaint themselves with the available resources, their uses and conservation approaches.
- Utilize resources in an efficient and judicious manner.
- Understand the functions and processes of management in a scientific manner for the optimum use of resources.

THEORY **(Credits 3; Hours 45)**

UNIT I: Basics of Management

12 Hours

The unit introduces the concept of management and elaborates upon the role played by motivation

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

UNIT II: Understanding Resources

9 Hours

The unit discusses the various resources – the methods of conservation and factors affecting their utilisation

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

UNIT III: Functions of Management

12 Hours

The unit elaborates upon the different functions of management and explains the nature, characteristics, types and steps involved.

- 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: Time and Energy Management

12 Hours

The unit focusses on to important resources – time and energy and discusses ways of managing them effectively

- 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 **(Credit 1; Hours: 30)**

1. Identification and Development of managerial competencies

- Micro Lab and Who am I
- SWOT analysis - Self - Case studies: Individuals - Case studies: Organizations

- Building Decision making abilities
- Team building management games
- Decision Making through Case Analysis

2. Time and Energy Management

- 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

UNIT I

This unit focuses on understanding the concept, scope and approaches of management in the context of changing scenarios.

- **Combe, C.** (2014). *Introduction to management*. Oxford University Press.
- **Griffin, R. W.** (2013). *Management: Principles and practices* (11th ed.). South-Western Cengage Learning.
- **Koontz, H., & O' Donnel, C.** (2005). *Management: A systems and contingency analysis of managerial functions*. McGraw-Hill.
- **Prasad, L. M.** (2025). *Principles & Practice of Management* (11th ed.). Sultan Chand & Sons.
- **Rao, V. S. P.** (2008). *Principles & practice of management*. Konark Publishers Pvt. Ltd.

UNIT II

This unit acquaints students with available resources, their uses and conservation approaches.

- **Arora, R., Magu, P., Singh, P., Meghna, & Gupta, S.** (2013). *Resource Management: An Introductory Manual*. Elite Publishing House Pvt. Ltd.
- **Goel, S. (Ed.).** (2016). *Management of resources for sustainable development*. Orient Blackswan Pvt. Ltd.
- **Moore, T. J.** (2021). *Family resource management* (4th ed.).
- **Nickel, D.** (2002). *Management in family living* (4th ed.).
- **Rao, V. S. P.** (2024). *Principles of Management*. Himalaya Publishing House

UNIT III

This unit orients students to the functions and processes of management in a scientific manner for optimization of resources.

- **Drucker, P. F.** (2007). *Management: Tasks, responsibilities, practices*.
- **Griffin, R. W.** (2013). *Management: Principles and practices* (11th Ed.).
- **Hill, C. W., & Stevenane.** (2006). *Principles of management*. McGraw-Hill/Irwin.

- **Koontz, H., & O' Donnel, C. (2005).** *Management: A systems and contingency analysis of managerial functions.*
- **Prasad, L. M. (2025).** *Principles & practice of management* (11th ed.). Sultan Chand & Sons.
- **Rao, V. S. P. (2024).** *Principles of Management.* Himalaya Publishing House

UNIT IV

This unit familiarizes students with effective management of time and energy resources in day-to-day life.

- **Tripathi, P. C., & Reddy, P. N. (2023).** *Principles of Management (3rd ed.).* Tata McGraw Hill Education.
- **Goel, S. (Ed.). (2016).** *Management of Resources for sustainable development.* New Delhi: Orient Blackswan Pvt. Ltd.
- **Moore, T. J., & Asay, S. M. (2021).** *Family resource management* (4th ed.). SAGE Publications
- **Natarajan, K., & Ganesan, K. P. (2023).** *Principles of Management* (7th ed.). Himalaya Publishing House
- **Nickell, P., & Dorsey, J. M. (2002).** *Management in Family Living* (4th ed.). CBS Publishers & Distributors.

Suggested Readings

- **Arora, R., Magu, P., Singh, P., Meghna, & Gupta, S. (2013).** *Resource management: An introductory manual.*
- **Gupta, R. (2023).** *Principles of management.* McGraw Hill Education India.
- **Kreitner, R. (2009).** *Management Canada.* Houghton Mifflin Harcourt Publishing Company.
- **Prasad, L. M. (2025).** *Principles & practice of management* (11th ed.). Sultan Chand & Sons.
- **Robbin, S. P. (2009).** *Fundamentals of management.* Pearson Education.
- **Steidl, R., & Bratton, E. (1968).** *Work in the home.* John Wiley & Sons, Inc.
- **Tripathi, P. C., & Reddy, P. N. (2023).** *Principles of management* (3rd ed.). Tata McGraw Hill Education.

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