



HOME MANAGEMENT

STANDARD ELEVEN



The Constitution of India

Chapter IV A

Fundamental Duties

ARTICLE 51A

Fundamental Duties- It shall be the duty of every citizen of India—

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities, to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers and wild life and to have compassion for living creatures;
- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;
- (k) who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years.

The coordination committee formed by G. R. No. Abhyas-2116 (Pra.Kra. 43/16)SD-4 Dated 25.4.2016 has given approval to prescribe this textbook in its meeting held on 20.06.2019 and it has been decided to implement it from the Educational Year 2019-20.

HOME MANAGEMENT

STANDARD - XI



**Maharashtra State Bureau of Textbook Production and
Curriculum Research, Pune - 4.**



N9Q7G7

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First Edition : 2019 © 'Maharashtra State Bureau of Textbook Production and Curriculum Research, Pune - 411 004.
Reprint : 2022

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70 GSM Creamwove

Print Order No.

Printer

Publisher

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The Constitution of India

Preamble

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens :

JUSTICE, social, economic and political ;

LIBERTY of thought, expression, belief, faith and worship ;

EQUALITY of status and of opportunity ;
and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation ;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

NATIONAL ANTHEM

Jana-gana-mana-adhināyaka jaya hē
Bhārata-bhāgya-vidhātā,

Panjāba-Sindhu-Gujarāta-Marāthā
Drāvida-Utkala-Banga

Vindhya-Himāchala-Yamunā-Gangā
uchchala-jaladhi-taranga

Tava subha nāmē jāgē, tava subha āsisa māgē,
gāhē tava jaya-gāthā,

Jana-gana-mangala-dāyaka jaya hē
Bhārata-bhāgya-vidhātā,

Jaya hē, Jaya hē, Jaya hē,
Jaya jaya jaya, jaya hē.

PLEDGE

India is my country. All Indians
are my brothers and sisters.

I love my country, and I am proud
of its rich and varied heritage. I shall
always strive to be worthy of it.

I shall give my parents, teachers
and all elders respect, and treat
everyone with courtesy.

To my country and my people,
I pledge my devotion. In their
well-being and prosperity alone lies
my happiness.

PREFACE

It is our profound pleasure to give you the copy of Home Management text book in your hand in a new format. The syllabus has been upgraded with the knowledge of basic concepts as well as some new and interesting topics included in it along with some supporting sketches and diagrams.

This text book in Home Management deals with principles and processes of management and its application in the home situations. It also provides basic knowledge regarding the meaning and importance of Home Management, Motivating Factors in Management, Management Process, Decision Making, Family Resources and Household Cleaning. The book introduces new and interesting topics giving information about Family Housing and Home Furniture. It also focuses on skill enhancement activities through the topics on Flower Arrangement, Landscaping and Gardening. This gives hands on experience to the students. It helps in developing entrepreneurship aspect- 'Earn and Learn'. These topics give an opportunity for having interactive activities between the students and teachers helping them to create a strong bond.

Friends, the book gives number of colourful illustrations to enhance the visual appeal for students. The language is kept very simple for easy understanding of the basic concepts. Number of examples from daily life explain the applicability of the basic concepts. There is a Q.R. Code given on the first page. You will enjoy the information that is given through this Q.R. Code. The book gives bibliography, glossary and websites too. The finalized draft of the book was reviewed by experts and their suggestions have been incorporated.

Home Management Book has been prepared through special efforts taken by Home Management committee and study group, subject experts, quality reviewers and artist. Bureau expressed heartfelt thanks to them.

The committee hopes that the students, teachers and parents enjoy handling this text book along with gaining a lot of knowledge.



(Dr. Sunil Magar)

Director

Pune :

Date : 20 June 2019

Indian Solar Date : 30 Jeshta 1941

Maharashtra State Bureau of Textbook
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Competency Statements

Competency

- To acquire knowledge about the concept of management.
- To acquire knowledge about the meaning of Home Management.
- To understand the need of Home Management.
- To acquaint with the importance of Home Management in day to day life.
- To develop interest in Home Management.
- To acquire knowledge about the concept of values, goals and standards.
- To study the characteristics and sources of values
- To understand the types of goals.
- To acquaint with the classification of standards.
- To identify the interrelationship with values goals and standards.
- To understand the basic concept of Management process
- To understand and apply the steps of Management process in day to day life.
- To develop the ability to describe the relationship between planning, controlling and evaluation.
- To learn the basic concept of decision making.
- To acquire knowledge of decision making.
- To understand the different types of decisions.
- To acquaint with the importance of decision making.
- To understand the meaning and classification of family resources.
- To acquaint with characteristics of resources.
- To understand the difference between human and non-human resources.
- To develop the ability to use the human and non-human resources in day to day life.
- To develop the ability of recognizing the factors affecting the use of family resources.
- To understand the importance and need of family housing.
- To enhance the ability to differentiate between the different types of houses.
- To develop the ability to select the appropriate site for the house.
- To enhance the ability in selection of home furniture.
- To understand the materials used for furniture and to acquaint with care and maintenance of furniture.
- To develop the ability to use the principles of furniture arrangement in day to day life.
- To know the basics of flower arrangement.
- To develop the ability of using material in flower arrangement.
- To identify the types of flower arrangement.
- To understand and apply the principles of flower arrangement.
- To develop the skill in flower arrangement and flower decoration.
- To understand the concept and importance of landscaping.
- To acquire the knowledge of plants used in landscaping.
- To develop skill in kitchen gardening.
- To understand the basic concept to household cleaning.
- To develop the skill in using different equipment and reagents in household cleaning.

For Teachers

Home is the most important and inseparable aspect of every person's life. It is where an individual grows and develops. To achieve good health, happiness and satisfaction of the family members, management becomes an integral part of family life. Home management is a unique subject dealing with the application of principles and practices of management process aiming towards achievement of family goals.

As the subject is being introduced at 11th standard, it aims at giving the scientific knowledge of Home Management to students. This textbook is focused on understanding the concept and application of resources, management process, decision making and their utility in the achievement of goals of the family. It also deals with the values, goals and standards which are very important in day to day life and helps a person to become a good and responsible citizen.

Apart from these fundamental concepts of management, the textbook covers new topics like family housing, landscaping and gardening and household cleaning. These topics would help to be beneficial to develop an aptitude in selection of a suitable house, smooth functioning and improvement of its aesthetic value. The topics like furniture arrangement, flower arrangement and kitchen garden prove to be beneficial in enriching the entrepreneurial skills.

This textbook includes interesting information and suitable illustrations to achieve the above said purpose. The figures, pictures and photographs will help the students to understand the subject clearly. Considering the advancement in technology, Q. R. Code is introduced to give more and recent information to the students. This new format of the textbook is activity based and emphasizes on related activities and practical experiences. It is expected that the teachers give exposure to the students for hands on experience and use of technology for skill development.

In the present scenario, the knowledge of this subject is becoming more and more essential considering the crunch of available resources and the ever increasing demands on them.

The structure of this textbook will expose the students to newer fields of knowledge. We believe that the teachers and parents would receive this book with full support.

CONTENTS

Unit No.	Title	Page No.
1.	Introduction to Management	1
2.	Factors Motivating Management	5
3.	Management Process	13
4.	Decision Making	21
5.	Family Resources	28
6.	Family Housing	39
7.	Home Furniture	49
8.	Flower Arrangement and Decoration	57
9.	Introduction to Landscaping	64
10.	Household Cleaning	71

1. Introduction to Management

- 1.1 Meaning and Definition of Management
- 1.2 Meaning and Definition of Home Management
- 1.3 Need and Importance of Home Management

Let's Discuss :

- 1. What is Management?
- 2. What is Home Management?

Management is a planned activity directed towards accomplishing desired goals. It plays an important role in everyday life. It is an art of doing work in an effective and efficient manner. In day to day life we are performing various types of activities to fulfill demands. These activities are carried out in a systematic way by using steps of management process like planning, controlling and evaluation.

Do you know :

The term 'Home Management' was coined by Maria Parloa in 1980. The term was used with reference to accomplishment of any household activity.

Home Management is the administrative side of family living. According to Nickell and Dorsey, "Home Management is planning, organizing, controlling, and evaluating the use of resources available to the family for purpose of attaining family goals." Now-a-days, home management is known as Family Resource Management.

Here, the discussion about the Home Management or Family Resource Management focuses on the meaning and definition of management.

1.1 Meaning and Definition of Management :

Management is an important element of

family living. It is the natural outcome of human association in the home environment. Management is a planned and systematic activity for doing work. One has to perform various activities in a systematic way by planning, controlling and evaluating the things to meet the various needs and demands. Management is a mental process. It involves decision making that leads to action. It is a means of accomplishment. In view of the changes taking place in the society as well as within the household, management becomes an intelligent means to deal with such changes, keeping in mind that the process of management does not change at all. **In simple words, Management is a process which utilizes resources in order to accomplish individual or family goals.**

'Management is or means a process consisting of three steps—planning, controlling and evaluating use of resources in order to attain desired goals'.

There are many definitions of management. Some of them are simple while others are little elaborative.

Internet is my friend :

Find out more definitions of management and summarize what is common in all of them.

The simplest definition of management is, "using what you have, to achieve what you

want". Here, what you want refers to family goals and what you have consists of family resources.

Complete the Figure :

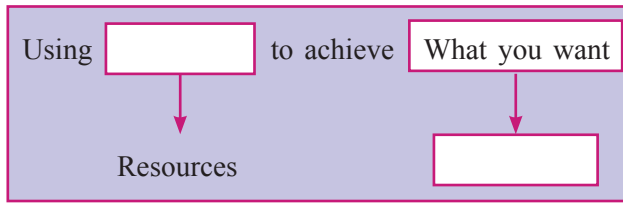


Fig. 1.1 (a) : Simplest definition Management.

In the above definition what you have means available resources and what you want means individual or family goals. It needs to be clarified that the purpose of management is not merely to balance ‘what you have’ and ‘what you want’. In fact, the need of management arises only when there is imbalance between these two. Therefore the definition stated above can be modified as -

“Using the least of what you have to achieve the best of what you want”.

Complete the Figure :

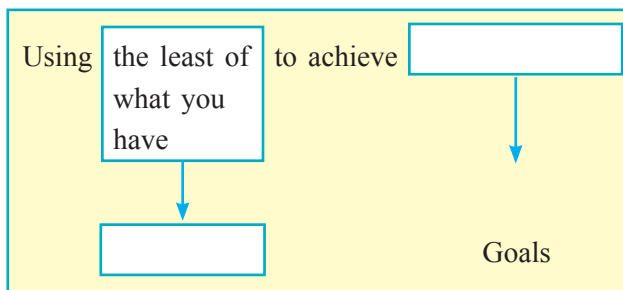


Fig. 1.1 (b) : Modified definition of Management.

The above definition clarifies the need of using minimum resources for fulfillment of the best possible goals, planning well in advance, working as per the plan and looking back to find out the achievement of goals and satisfaction of family members.

1.2 Meaning and Definition of Home Management :

Individuals and families have a number of goals to achieve. For the achievement of

these goals, it becomes necessary to identify and allocate the available resources. Decision making plays an important role here. Considering the fact that there are multiple goals and that the available resources are limited, it becomes essential to prioritize the goals. The resources must be assessed and analysed to ascertain the correct combination for the best result. Appropriate use of management principles and processes by individuals and families, determines the effectiveness in achievement of the desired quality of life to a great extent.

A home, where in family goals are being attained with some degree of satisfaction may be considered a well managed home. In this context, management plays dynamic and important role.

Thus Home Management is defined as follows :

“Home Management simply stated, is planning, organizing, controlling and evaluating the use of the resources available to the family for the purpose of attainment of family goals”.

Gross and Crandall defines home management in an elaborate way to put forward a clearer picture as follows :

“Home management consists of a series of decisions, making up the process of using family resources to achieve family goals. The process consists of three, more or less consecutive steps-planning, controlling the various elements of the plan while carrying it through, whether it is executed by oneself or by others and evaluating results preparatory to future planning”.

This definition clearly states that home management is a mental process consisting of decision making and the process has definite successive steps.

1.3 Need and Importance of Home Management :

Let's Discuss :

How today's families are different than the families from the olden days?

Management plays an important role in everyday life. The society as well as the family has undergone a number of changes over the years. A family today is a lot different than it was in the older days. Now-a-days, number of nuclear families are increasing. In nuclear families, demands on time and energy of homemaker are increasing because of her dual role i.e. in the family and at the place of work. Thus, there is a need to manage the use of available resources to complete the assigned work and various tasks.

Due to progress in science and technology, the family life is changing which requires application and practice of management principles and processes. Housewives, who have started making use of time and labour saving devices, need skillful management of non-human resource like money. Increasing standard of living and availability of variety of goods and services widen the choice of selection while purchasing requires good decision making process.

For example, an employed homemaker wisely choose ready to eat food items to conserve time and energy.

Can you tell ?

Enlist more such examples where Home management has helped us towards more efficient use of resources.

The other developments like advanced medical science, new technology in medical field increasing the general lifespan of human beings, science, technology, computer technology, advancement in communication technology,

population explosion, unemployment etc. have an impact on the family life and simultaneously influence management of resources. Family members need to cope up with such changes. Management helps to adapt these changes. To get maximum satisfaction and achieve family goals effective use of human and non-human resources is vital. Management teaches us how effectively such resources can be used.

To attain and maintain proper balance in availability of resources and achievement of goals in terms of desired quality of life, standard of living, health, happiness and satisfaction of family members, home management plays an important role. Its importance can be listed as follows :

- Home Management helps to do things in an organized manner.
- It assists in taking decisions and making choices by selecting one of the best alternatives from many alternatives.
- It acts as an adviser of decision making in the family.
- It helps to identify and allocate the resources and to plan out the proper utilization of available resources.
- It directs the way of life and the quality of human association.
- It is a means of using resources effectively for the attainment of family goals.
- It helps to conserve values of individuals and family.
- It supports the family to attain all round development of the family members.
- It serves to bring satisfaction and happiness by contributing to overall health and well being of the family members.
- It motivates us to adapt right approaches towards changing scenario and difficult situations.

Can You Recall?

- Management is a planned activity directed towards accomplishing desired goals.
- Management is a planned and systematic activity for doing work.
- The simplest definition of management is, “using what you have, to achieve what you want”. Here, what you want refers to family goals and what you have consists of family resources.
- Home Management is planning, organizing, controlling and evaluating the use of the resources available to the family for the purpose of attainment of family goals.
- Home Management plays an important role in everyday life.

Exercise

• Objective questions :

1) Multiple choice questions.

1. Management is a planned and _____ activity for doing work.
 - a) systematic
 - b) Intangible
 - c) unorganized
2. Home Management is planning, organizing, controlling and evaluating the use of the _____ available to the family for the purpose of attainment of family goals.
 - a) values
 - b) resources
 - c) power
3. Employed homemaker wisely choose ready to eat food items to conserve _____ and energy.
 - a) skill
 - b) money
 - c) time
4. _____ helps us to do things in an organized manner.
 - a) Home Management
 - b) Decision making
 - c) Controlling

5. Home Management helps to _____ and allocate the resources.
 - a) value
 - b) delete
 - c) identify

2) Identify whether the following statements are true or false.

- a. Home Management is the emotional side of family living.
- b. Management is a mental process.
- c. An employed homemaker wisely choose ready to eat food items to conserve money and skill.

3) Define the terms.

- a) Management
- b) Home management

• Short Answer questions :

1) Write short notes.

- a) Meaning of Management
- b) Meaning of Home Management
- c) Need of Home Management
- d) Importance of Home Management



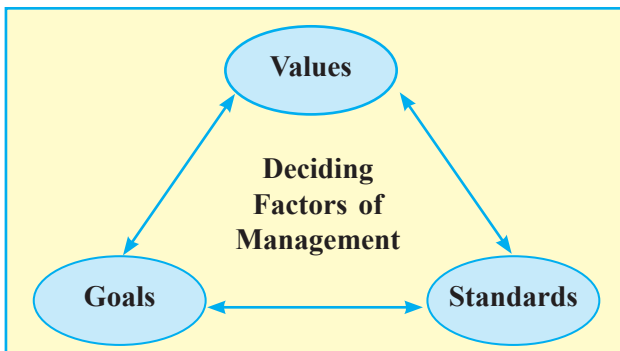
2. Factors Motivating Management

- 2.1 Values
- 2.2 Goals
- 2.3 Standards
- 2.4 Inter-relationship between values, goals, standards

Do you know? : Meaning of values, goals and standards

Values, goals and standards are the deciding factors of management. Every family always finds various alternative ways and selects a particular alternative while performing various activities or solving problems.

Every family can find a number of ways (alternatives) of doing some activity or to solve problems. The alternative that is finally chosen for taking action is decided by certain factors. These factors direct us to select or reject particular course of action. We may not be aware of these factors or their commands on our decision making, but they are influencing us all the time. These factors are values, goals and standards.



2.1 Values :

Can you differentiate?

1. Value of education
2. Value of equipment and material

The term value means the importance or worth that is given to any object, situation, principle or idea. In our life, everyone gives more importance to certain things and so

they value those things. For example; love, friendship, loyalty, etc. The word 'value' is used in different context for example moral values, aesthetic value, instrumental value.

Values motivate human behaviour. They provide a base for judgement, discrimination and analysis. Because of these, we are able to make intelligent choice between different alternatives. They give meaning to our life. They are the one that provide us an answer when we have to make a choice between two or more alternatives. Values are the basic philosophy and motivating factor in our lives. It helps in deciding the course of action to be taken from a number of alternatives and also to decide which type of goals we should set for ourselves. Largely they answer the question of, why one makes a choice between two or more courses of action. They give the directions through the importance of an objects, situations, and ways of doing things.

Some common values, which are universally important are honesty, love, art, comfort, health, knowledge etc.

Definition :

Nickell and Dorsey : "Values grow out of human interactions and desires, they are the product of interactions between individual and some object as situations in his environment."

"The things in life that one considers right, desirable or worth while."

The basic motivating values of human behaviour are as follows :

Let's find out :

a) Various types of values and its significance :

- 1) **Love** : It is basic value in human relation.
- 2) **Health** : For physical and mental well-being.
- 3) **Ambition** : To get success in achievement.
- 4) **Comfort** : For making life as pleasant and agreeable for living.
- 5) **Knowledge and wisdom** : Search for truth.
- 6) **Technological satisfaction** : By Skilful workmanship.
- 7) **Play** : Creative and imaginative activities, sportsmanship and teamwork.
- 8) **Art** : The interest in beauty in all forms of expression.
- 9) **Religion** : To know basic philosophy of human life.
- 10) **Hospitality** : To get pleasure in entertaining the guest.

Know this :

b) Characteristics of values :

- Values are closely related to our life.
- They influence our behaviour, attitude, thinking and personality.
- A value is always important to the person who holds it.
- Values develop from many sources and are influenced by many factors.
- Values are self created and self developed.
- Values are always changing. They may get modified due to time and circumstances.
- Values do not change easily. They may change slowly and gradually after some years.

- The intensity of values vary from individual to individual.

Question in my mind :

What are the different sources of values?

c) Sources of values :

Make a list and discuss :

- **Family** : The values followed by families influence the children. Children inherit those values slowly. The families have a major responsibility for developing right kind of values among children. An atmosphere in the family should be such that children will pick up the appropriate values. As children imitate their elders they accept certain values like, affection, love, comfort, health, honesty, truthfulness and respect for others.
- **School** : Environment in the school affects the values of children. As the students belong to different environment, having different nature and various economic and social status, their values may differ. School thus has a major responsibility in developing the right kind of values in children like sympathy, co-operation, compromise, honesty etc.
- **Religion** : Religion influences values of individuals. Though most of the religions agree on certain values like love, honesty, empathy etc. there is a difference in values propagated by different religions.

Can you find out ? :

What are different cultures followed in India?

- **Culture** : Values differ in different culture and children accept the values of the culture in which they grow. For

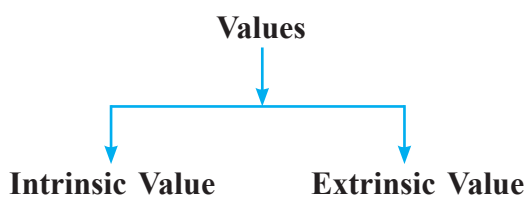
example, Indian culture teaches children to respect elders and obey them.

Thus values inculcate from various sources including community, experiences and the peer groups.

Let's discuss :
What common values are found in peer group?

Type of Values :

Values may be classified as follows :



- **Intrinsic Value :** Intrinsic values are important and desirable simply for their own sake. They are worthy of being sought for themselves. Intrinsic values stand alone and represent strong values that are important in themselves. They originate from philosophy of life of a family or individual. eg. Person enjoying sunset at the sea shore.
- **Extrinsic value :** An extrinsic value is a means of attaining other values or goals . These are sometimes called instrumental values. These may also be strong values but they help or assist an intrinsic value. For example, if a person values intelligence and education, the goal may be pursuing higher education. In this case, intelligence is intrinsic value in order to achieve that goal. Other values like sincerity, punctuality, hard work, regularity in attending classes and concentration in studies are instrumental or extrinsic values.

Identify the Values :

	Intrinsic value	Extrinsic value
Individual		
Family		
Peer group		
Neighbours		

2.2 Goals :

Remember this :

Goals are the desires or aims of the families or individuals who are willing to work for. A person who is inspired to do some task, most probably it is his/her goal. Goals are influenced by the social environment and the people around us may encourage or discourage us about the selection or attainment of goals.

Goals are created from our desires, values, experiences, environment and attitude. They are very important in our life. Each and every family puts in hard work to achieve the goal. Goals can also be achieved by effective management.

Know this :

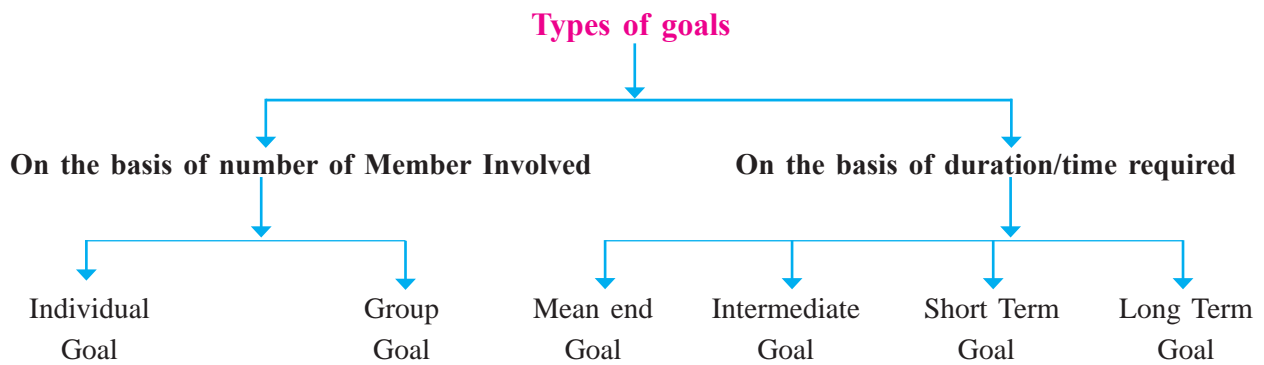
Definition :

According to Melon and Melon :

“Goals are the things we set out to accomplish a work to be reached and a purpose to be achieved.”

According to Nickell and Dorsey :

“Goals are nothing more than the end that individuals or families are willing to work for.”



Identify the goals of siblings, peer group and self :

- Writing a letter.
- Completion of H.S.S.C. standard.
- Going for a movie.
- Purchasing a house.
- Organizing a picnic.

Goals are classified as follows :

A) On the basis of number of members involved :

- **Individual goals :** These goals are decided by an individual. Every individual has various types of goals. The individual tends to work hard to achieve his/her goals. Individual goals taken quickly. For example, getting good marks in the exam , buying gift for friends.
- **Group goals :** Number of individuals are involved in this type of goals. Each and every group member works hard for the achievement of such goals. The role of group leader becomes important in motivating each group member; group goals take a long time. For example, arranging picnic, celebrating college day etc.

B) On the basis of duration / time required for achievement :

- **Means end goals :** The means end goals are lesser goals. They are the decisions, made or the steps taken to

attain intermediate goals. There are many means end goals that end in themselves and that are to be reached with a smaller number of activities. For example, when a woman wishes to keep her home attractive she sets an intermediate goals for herself, to achieve it, she sweeps the floor, cleans the dust, mops the floor, arranges the furniture. By combining these means end activities, she attains her intermediate goal.

- **Intermediate goals :** Intermediate goals are nothing but the link between short term and long term goals. They have definite characteristics and serve a purpose in your life time achievement. The time duration involved in intermediate goals is longer than the short term goals. Achievement of these goals is measured in terms of several months or years. For example; to complete graduation, students will require few years. During this course of study it is difficult to make out a class schedule for entire duration. They may not be as clearly defined as short term goals. Just like short term goals, these intermediate goals may help students in attaining long term goals.
- **Short term goals :** Short term goals are achieved in short span of time. These can be for a few hours, a day or a week. Short term goals are well defined and identified, as it is easy to form clear picture for them. These goals are always

large in number. Since they are well defined and it is easy to achieve them. For example; completing an assignment and going for shopping, etc.

- **Long term goals :** Long term goals are achieved in longer period of time. They are the goals that have real meaning to the family life. Long term goals may not always be clearly defined, since their achievement is not anticipated in the nearer future. They are more complex and their realization requires a combination of many activities and utilization of a lot of resources. Long term goals can also include more than one or more goals. For example; building a house, getting married etc.

Use your brain :

List out your and your family goals :

Mean end goal	
Short term goal	
Intermediate goal	
Long term goal	

2.3 Standards :

Always remember :

Standards serve as a measured criteria for measurement of objects or ways of doing things. They are what individuals and families will accept as adequate and worth working for. Standards sets the limit, which we accept in working towards a goal. These are more specific and easily seen as compared to values and goals.

A standard can be used as a scale for comparison. For example: living standards of middle class or upper class families. The pattern of work acceptable and agreeable to our minds is called standards.

According to Nickel and Dorsey :
 “Standards are a set of measure of values stemming from our value patterns determining the amount and kind of interest in something and the satisfaction we receive.”

According to Florence and Walker :
 “standards are considered as base of evaluation.”

Classification of standards :

Let’s discuss :
 Gross and Crandal classified standards as :
 i) Conventional standards
 ii) Flexible standards
 iii) Individual standards

i) Conventional standards : Conventional standards are those patterns of work which are traditionally followed by the large number of community, which are accepted by individuals from generation to generation. They are fixed and can not be changed. If needed, the person will have to change to adjust to these standards but the standards cannot be changed for the person. For example; preparing sweets for Diwali.

ii) Flexible standards : In this type of standards, individual is a centre of attraction. Flexible standards allow us to fulfil our activities according to situations. Changes can be made in these standards according to human needs. Flexible standards give more freedom to our life which therefore becomes more relaxed.

For example, newly married woman wears ironed clothes, and after having children, most of the times it will be difficult to maintain this standard.

iii) Individual standards : The standard of every individual is usually fixed. These standards can be conventional or flexible because these have been chosen by an individual to comfort his/

her needs, ideas and convenience. Individual standards can be changed according to the situation and availability of resources. For example; performing yoga or meditation as a daily routine.

List out :

Conventional standards	
Flexible standards	
Individual standards	

2.4 Inter-relationship between values, goals and standards : These three factors are the deciding or motivating factors of management and they are interrelated.

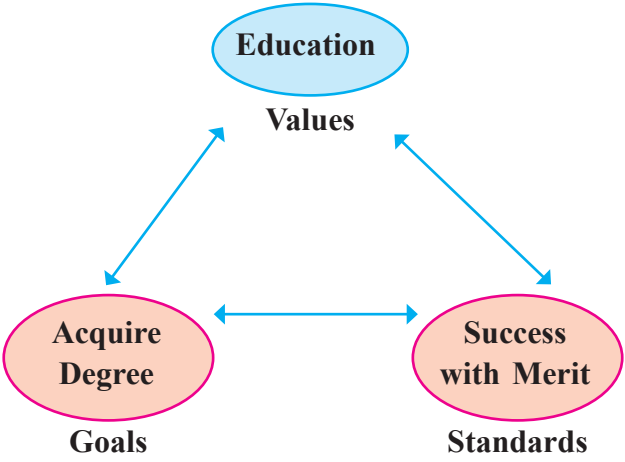


Figure 2.4 (a) Example shows inter-relationship between values, goals and standard.

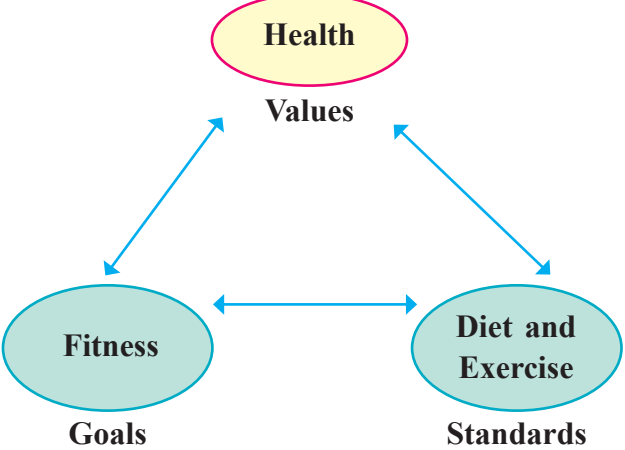


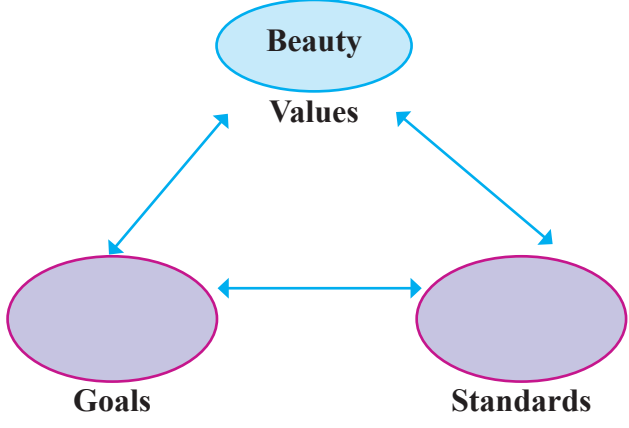
Figure 2.4 (b) Example shows interrelationship between values, goals and standard.

Values, goals, and standards are closely related concepts. Values are the prime motivating force in management. The values developed through family, neighbours, friends, society and environment etc. help to identify goals. Goals are set due to values and also help to select or choose particular standards. The goals and standards modify the values of a person. Values and goals work together to establish the standards. They help us to know which standards are fixed and which standards are flexible.

Values, goals and standards not only affect the way we lead our lives but they also affect our management process and decision making. Goals are decided before performing a task. Due to goals a person gets motivated. Therefore person is able to take proper decisions. It means, standards evaluate the work. In decision making these three factors, show the appropriate direction or path. For example, to learn flower arrangement is a goal of a student. Therefore, the student will try to practice it frequently and form the style of flower arrangement through which the standard of the student will be recognized and this reflects artistic value.

It is understood that values, goals and standards are interrelated even though these are different concepts. If these are properly interrelated in the task, success will be achieved. Therefore, these three deciding or motivating factors of management are interrelated.

Give an e.g. which shows the inter-relationship between values, standards and goals.



Can You Recall?

- Values, goals, and standards are certain factors which influence our management process and decision making all the time.
- Value is the basic philosophy and motivational factor in our life.
- Values are classified as intrinsic and extrinsic.
- Goals are the things we set out to accomplish, a work to be reached and purpose to be achieved.
- Goals are divided into short term , long term, means end and intermediate goal.
- Standards are the pattern of work acceptable and agreeable in our minds.
- Standards are classified into conventional, flexible and individual standards.
- Conventional standards are fixed, rigid and can not be changed.
- Flexible standards can be adjusted to match the situation. Individual standards are fixed by himself.
- Values, goals and standards are closely related . Goals and standards are stem from values.

Exercise

• Objective questions :

1) Multiple choice questions.

1. Following are the motivating factors behind management process _____ .
 - a) planning, controlling, evaluation.
 - b) values, goals, standards.
 - c) goals, planning, evaluation.
2. Values that are important for their own sake are called, _____ .
 - a) intrinsic values
 - b) extrinsic values
 - c) instrumental values
3. A student stands first in examination is which type of example of goals.
 - a) individual
 - b) group
 - c) common
4. Conventional standards are basically in nature.
 - a) flexible
 - b) rigid
 - c) permanent

2) Identify whether the following statements are True or False with reasons.

- a) Values decide our goals but not our standards.
- b) Standards can be seen more easily than values or goals.
- c) Conventional standards can not be changed easily.
- d) Every individual has the same goals.
- e) Flexible standards can never be changed.
- f) Values help in establishing goals and standards.

• Short Answer Questions :

1) Differentiate between

- a) Short term goals and Long term goals
- b) Intrinsic values and Extrinsic values
- c) Conventional standards and Flexible standards
- d) Individual goals and group goals

2) Write short notes on the following.

- a) Intrinsic value
- b) Extrinsic value
- c) Short term goal

- d) Intermediate goal
- e) Types of standards

- **Long Answer Questions.**

- a) Write the various sources of values.
- b) Write the characteristics and types of values.
- c) Define goals. Write types of goals.
- d) Define standards and explain the classification.

- **Projects / Assignment :**

- a) List out your values as a student.
- b) List out the goals set by a student.
- c) Give priority wise list of your own values.
- d) Find out the flexible and conventional standards for your family.



3. Management Process

- 3.1 Introduction to Management Process
- 3.2 Steps in management process
 - Planning
 - Controlling
 - Evaluation
- 3.3 Relationship between planning, controlling and evaluation

3.1 Introduction to Management Process :

Do you know ? :

Family is the basic unit of any society. It is a group of two or more members sharing the same household who are related to each other by blood, marriage or adoption. In the house, as a group they share various resources like money, various equipments, vehicles, services like electricity, air conditioning etc. All such resources are limited. This is where a need of management is realized. The family members work for achievement of common goals of the family for example, building a house, purchase of a car etc. thus it becomes necessary to formulate a plan of action, delegate responsibilities and to organize and control the use of available human and non-human resources. Efficient and effective management plays a very crucial role here. It is a means of using available resources for the achievement of family goals, leading to satisfaction and happiness. Effective use of resources helps in the overall development of family members and to improve the quality of life.

Remember it :

The home has to be managed for twenty four hours for giving utmost satisfaction to family members. Each woman is a home-manager to some extent. She handles and manages lot many resources like money, energy, time, skills, capacities, intelligence, equipments etc. for providing maximum satisfaction to the family members. Each day management process is used consciously or unconsciously in most of the activities. It might be a very simple activity like purchase of monthly grocery where management process would be used at an unconscious level. But for an activity like organizing a birthday party in the house, scientific use of management process becomes necessary, where conscious decisions have to be made to reach the goals.

In the earlier chapter, we have seen the concept and meaning of management. This unit focuses on the process of management.

3.2 Steps in Management Process :

Always remember :

Management process consists of three basic steps-planning, controlling, and evaluating the results.

Use of steps in management process is essential for achievement of a goal. Planning is done before the action starts, controlling is done during the action and evaluation is carried out after the action is completed.

Thus it can be stated that these three steps occur in a time sequence -

- Planning is done for future-takes place before the action.

- Controlling takes place for present action- occurs while the action takes place
- Evaluation is carried out when the action is over-takes place after the action has taken place.

For example, if a group of friends want to go for watching a movie on coming Sunday, they will plan for it on the previous Sunday. Control the plan while going and watching the movie. Look back to find out whether the movie was enjoyed by everyone, whether there was any problem after they return from the movie.

a) Planning :

Let's Discuss :
What is planning?

Planning is defined as - 'mapping out the course of action for achievement of a goal'.

It is the first and a very important step in management process. It decides the effectiveness of management process. It is a mental process of choosing an appropriate solution or procedure for the achievement of a goal or for solving some problem. It involves a series of decisions for future action. Decision is an important part of planning, where the best method of achieving a goal is clearly chalked out in detail.

The value of planning lies in the fact that it occurs before the action takes place.

Let's Discuss:
Various abilities useful in the step of planning :

- **Mental thinking and memory :** Through the ability to recollect and remember, a home maker uses her past experiences which give an advantage for preparing a better plan.
- **Observation :** Home maker uses her observation to make use of what has been learnt in the past through observation as well as what is being observed in the surrounding when people are working towards achievement of their goals.

- **Reasoning and analytical ability:** Home maker's reasoning and analytical ability helps in identifying the merits and priorities of the various alternatives that are available to her.

Always remember :

The above abilities help to judge a situation in a perfect manner to prepare a good and workable plan.

Do you know ?

The steps in planning :

Following are the three major steps :

- 1. Recognizing the problem or recognizing the goals to be accomplished :** The problem or the goal must be clearly identified and understood by the family members so that collective efforts can be done for its solution or achievement. For example, a family may set a goal of purchase of car which must be accepted by each family member so that efforts can be diverted for its accomplishment.
- 2. Seeking different alternatives :** Once the problem or goal is understood, family members should start finding out alternatives. For the example stated above, various alternatives may be found out by the family like purchase of a car available on resale, purchase of a new car that runs on petrol or on diesel or on CNG or purchase an Electric car.
- 3. Choosing between alternatives :** It is necessary to think about each alternative and to find out the advantages and disadvantages of each alternative that means to mentally go through each alternative. After this the choice is clearly indicated.

In addition to these steps, planning involves three more steps :

- a) Developing an order of importance between the various parts of the plan, so that a part of the plan can be omitted if needed.
- b) Coordinating various parts of the plan.
- c) Determining a time sequence for carrying out most of the plans.

Find out an example and identify the steps in planning

Characteristics of planning :

Remember the following :

- **Flexible :** Both the plan and the planner should be flexible to meet the necessary changes. As soon as the planner realizes about the changes in the situation, goals or availability of resources, it becomes necessary to make modification in the plan. Such modifications can be incorporated only if the plan and the planner both are flexible. For example, on receiving a message from the maid about her absence, the home maker postpones her plan of a shopping trip to the next week so that she can attend to completion of the household tasks.
- **Realistic :** Plan should be realistic in the use of available resources. For example, a homemaker must understand the limitations on her human resources especially on time and energy, before she plans to accept the proposal of overtime work in the office after the regular office hours.
- **Compatible :** The plan must be suitable to the person for whom it is prepared. The likes, dislikes, habits must be considered. For example, a student who has the habit of taking short breaks after studying for an hour or so may find it difficult if the time plan specifies continuous hours of study.

Use your brain :

Search one example for each of the characteristics learnt above.

Know this :

Advantages of planning in management process.

- Planning helps to forecast the future action.
- It helps to see the activities that must be performed to reach goals.
- Planning involves problem solving. Thus it provides guidelines to solve problems or to reach the goals.
- Planning makes it possible for the individual or the family to use the available resources effectively for reaching the goals.
- Planning provides a basis for other managerial activities like : organizing, controlling, and evaluating.

Let's discuss the step of controlling :

Controlling is the second step of management process. **It is defined as - 'putting the plan into action and adjusting it if and when required'.** It simply means starting the work according to the plan and adjusting the same when and where it seems necessary. It means individual or joint efforts in making the plan work. When the plan is for an individual himself, it requires motivating oneself to initially start the action and also at times at an intermediate stage. When a group is involved for example, when it is a plan for a group project to be completed before the deadline for submission, there is a need for leadership and joint action.

Always Remember :

- Lot of plans are made but they are not put into action. Controlling step is important for putting the plan into action.
- Some people feel that controlling is just working according the plan, but at times it

becomes necessary to make modifications in the plan and to control it.

- Many new decisions have to be taken; especially if the situation or the availability of resources has changed. For example, a person goes to the market for purchase of some specific gift in mind for a friend to be given next day. But finds out that it is not available in the market currently. Some new decision has to be taken on the spot regarding purchase of a different gift article that fits into the budget.
- A person should have a quick mind and knowledge about the available alternatives. If the person is aware of lot of available alternatives, it becomes rather easy to make quick and timely adjustments in the plan and controlling helps a person in this process.

Phases of controlling : When the plan is put into action, to make it workable it becomes necessary to detail out the decisions. This is essential if persons, not involved in planning have been given the responsibility to work as per the plan. The detailing of decisions has its relation to the phases of controlling. Energizing, checking and adjusting are the phases of controlling.

Understand the following phases :

- i. Energizing :** It means initiating and sustaining the action. It is very important in management. Many times plans are made but they are not put into action. The plan may be very good, realistic and flexible but there may be lack of implementation. Thus energizing becomes important. For the achievement of long term goals, many short term objectives can be created. The creation of short term objectives has certain advantages in energizing phase. Short term objectives make long term goals tangible

and meaningful. They provide a means of bridging the gap between hope and expectation. They provide benchmark for measuring the progress.

- ii. Checking :** It means keeping a track of progress of the plan. Checking is many a times done automatically. Checking becomes easy by having suitable checking devices, setting standards and by setting intermediate goals. For example, a student uses a watch while giving a presentation of the project when time limit is given; a homemaker uses a wall clock especially in the morning which is her peak time to check her time plans. In food preparation standards regarding the texture, taste, and colour of the product indicating the quality of the finished product are useful in checking. Timely checking is crucial in controlling step for making suitable adjustments in the plan.
- iii. Adjusting :** Adjusting the plan if necessary requires new decisions to be taken. If there is a change in the situation or supply of resources there is a need to adjust the plan. For example, the plan of going for a picnic will have to be postponed on receiving an intimation of arrival from the guests.

Let's Discuss :

What is evaluation?

Evaluation is the third and the final step in management process. **It is defined as - 'taking a review of the completed action and getting guidelines for future plans'**. It means looking back to find out what has been achieved. It consists of looking back over the steps of planning and controlling to know how good or how poor the job has been done. Evaluation, in general is used more widely by people than controlling. Evaluation is similar to the checking phase of controlling. But checking in controlling is done while the plan is in action and its purpose is to make adjustment in the plan. Evaluation

involves a total review of what has already taken place. The purpose of evaluation is to get guidelines for improving the steps of planning and controlling in future. Effective evaluation depends upon the ability of objective analysis of events and conditions. Evaluation must be related to goals, to make it move meaningful.

**Always Remember -
Advantages of Evaluation :**

- Evaluation helps us to recognize the quality of work. It helps us to assess what has been done and how effective the process was in relation to the goals achieved.
- It tells us whether the plan was good or not, whether there were lot of drawbacks in the plan, what factors have affected the plan, whether fresh decisions were taken at proper time for making adjustments in the plan where needed.
- Evaluation helps a person to know how effectively the limited resources have been used for achievement of family goals.
- Most important is that it serves as a basis for future planning. It helps a person to get himself/herself away from the set ideas towards oneself and others, and to see a situation freshly.
- To be effective, evaluation must be related to goals. The goals must be specific to serve as a means for evaluation.

There are three types of evaluation :

- **General Evaluation :** The general evaluation is very casual and subjective. Without analyzing each and every aspect of the job, the manager may recognize it as good or poor in relation to a given situation.
- **Specific Evaluation :** This evaluation is done in detail and one observes all different aspects of management and determines the

degree of excellence of the job. The devices used indicate measurement on a scale at least to the extent of comparative descriptive words like excellent, good, poor etc.

- **Self-Evaluation :** Life situations involve a large amount of self-evaluation. A home manager often works in isolation and in a very small informal group, where there are no set patterns for self-evaluation and hence it is difficult to be very objective. Even then self-evaluation is a worthwhile activity.

Complete the following table.

Remark/Opinion	Types of Evaluation
Taste of the recipe is good.	
Nutritive value of the recipe is high.	
I have cooked the recipe nicely.	
Overall appearance of the recipe is excellent.	

A home maker or a group can practice self-evaluation by -

- Checking the quality of one’s management and by comparing it with the quality of others.
- One can compare her/his standards with that of others and may ask questions to herself about the changes to be made for similar future action or plan.
- The home maker can make use of a diary for recording the jobs to be done and for checking whether they have been completed and checking the quality as well.

Can you identify?

The type of evaluation depicted in the examples given below.

- From student life, for example, when the result is declared, one sees the percentage of marks and gives a remark as good or poor.
- For example, the result of a student is observed thoroughly, seeing the marks or grades of each subject, determining the achievement in each subject. It thus may indicate that even though the percentage or the grades obtained by a student are very good, he needs extra guidance in a particular subject.

3.3 Relationship between planning, controlling and evaluation :

The steps of planning, controlling and evaluation are based on each other. Problem solving or action towards goal achievement starts with planning, which is a mental process. The second step, i.e. controlling is based on the planning step, which is carrying out the

action as per the plan. The third step which is evaluation is related to both planning and controlling step. Once the goal is achieved or the problem is solved, the person reviews the planning and controlling steps, in order to find out the positive and / or negative points. This feedback from evaluation is used for better planning in future.

Thus, all the three steps are very much related to each other and one cannot proceed until the previous step is carried out properly.

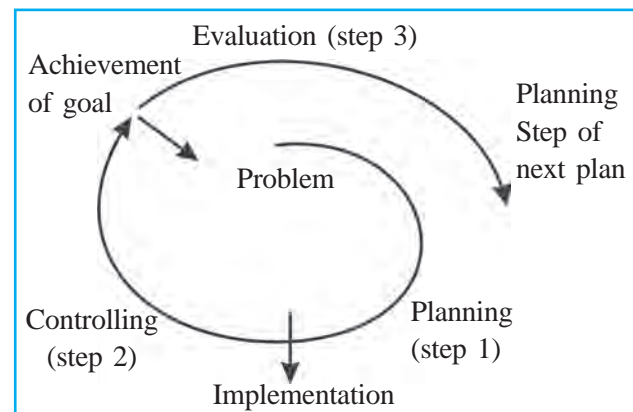


Fig. 3.3 : Relationship between planning, controlling and evaluation.

Can You Recall?

- Management is an essential component of family life. Home Management is a means for achieving family goals.
- It is a means of using available resources for the achievement of family goals, leading to satisfaction and happiness.
- Effective use of resources helps in the overall development of family members and to improve the quality of life.
- Each day a person uses management process to accomplish most of the activities.
- Home management is a mental process involving a series of decisions, leading to action. Management process consists of three more or less consecutive steps- planning, controlling, and evaluation.
- Planning is mapping out the course of action for achievement of a goal. Planning occurs before the action. To be successful it should be flexible, realistic and compatible.
- Controlling is putting the plan into action and adjusting the same when and where necessary. It takes place while the action is going on.
- There are three phases of controlling- energizing, checking and adjusting.
- Evaluation means looking back to find out the successfulness and / or drawbacks of planning and controlling steps. It takes place after the action is completed or the goal is achieved.

Exercise

• **Objective questions :**

1) Multiple choice questions.

1. Planning involves series of _____ .
 - a) decisions
 - b) resources
 - c) goals
2. Modifications in a plan are possible if it is _____.
 - a) rigid
 - b) flexible
 - c) realistic
3. Importance of planning lays in the fact that it is done _____ the action.
 - a) after
 - b) during
 - c) before
4. The step of management process that is often neglected by many people is _____.
 - a) planning
 - b) evaluation
 - c) controlling
5. The three phases of controlling are energizing, checking and _____.
 - a) initiating
 - b) adapting
 - c) adjusting
6. The step of evaluation gives guidelines for _____.
 - a) Future planning
 - b) present plans
 - c) controlling
7. The evaluation that is very casual and subjective is called as _____.
 - a) specific
 - b) self
 - c) general

2) Match the following pairs.

A	B
i) Adjusting	a) Checking after the goal is achieved.
ii) Planning	b) Checking all aspects in detail.
iii) Evaluation	c) Phase of controlling step.
iv) Specific evaluation	d) Taking new suitable decisions.
v) Energizing	e) Mapping the course of action.

3) Identify whether the following questions are true or false.

- a) Planning is done while the action is being carried out.
- b) New decisions might be taken in controlling.
- c) Creation of short term objectives is helpful in energizing.
- d) Evaluation provides guidelines for future planning.
- e) Controlling is the first step in management process.

• **Short Answer Questions :**

1. Define the following terms.

- i) Planning
- ii) Controlling
- iii) Energizing
- iv) Evaluation
- v) Self evaluation

2. Answer the following questions in brief.

- a) What is planning? What are its characteristics?
- b) Explain the steps involved in planning.
- c) What is controlling? What are the phases of controlling?

- d) What is evaluation? What are its advantages?
- e) What is self-evaluation? What are its techniques?

3. Differentiate between the following.

- a) Controlling and evaluation.
- b) Energizing and checking.
- c) General and specific evaluation.

4. Write short notes on the following.

- a) Importance of planning.
- b) Steps in planning.
- c) Phases of controlling.
- d) General and specific evaluation.

5. Give reasons for the following.

- a) A plan and the planner should be flexible and realistic.
- b) Energizing is an important phase of controlling.

- c) Timely checking is crucial in controlling.
- d) Specific evaluation determines the degree of excellence of the job.

• Long Answer questions :

- a) Describe the phases of controlling by giving suitable examples.
- b) What are the three steps in management process? Explain the relationship between them with the help of a neat sketch.

Projects/Assignments :

- i) Plan a one day picnic for your class using the knowledge of Management process.
- ii) Apply your knowledge of Management process to the achievement of a goal of securing First Class in the Annual Examination.



4. Decision Making

- 4.1 Meaning and definition
- 4.2 Steps in decision making
- 4.3 Types of decisions
- 4.4 Importance of decision making

Do you know? : From the morning individual faces various problems.

In home management decision making is a very important part of our day to day life. Every day a person faces various situations/problems. To solve these problems a person has to take various decisions. Some of the problems are simple and short term they can be solved easily. Some decisions are long term which turns the life. For example, marriage, career, buying a house etc. All these decisions are important and can have a great effect on a person's life. Management process revolves around decision making.

4.1 Meaning and definition :

Decision making is the crux of management. Whether it is management of a business, an institute, an event or that of a house, decision making is must. The decisions are always taken keeping in mind the goal to be achieved and the resources available to a person or a family. Decision making is a mental process which requires knowledge of certain information and imagination to see whether the information will be useful or applicable to solve that particular problem.

Definition :

Nickell and Dorsey stated that :

“Decision making is the process of selecting one course of action from a number of possible alternatives in solving a problem or in meeting a situation.”

Limaye defines decision making as :

“For solving a problem or for achieving a goal different alternative ways and actions are considered. Decision making is to select one out of those alternatives and actions or to choose none of them.”

Whether decisions are less important or more important, they have a definite role to play in a person's life. Decisions are based on the values held by a person. They help the person to achieve the goals and in the process they set their standards in life too. Thus, the quality of life depends upon the types of decisions a person takes and how correct they turn out to be.

4.2 Steps in decision making :

Let's discuss :

Process of decision making involves certain steps. Decision making is required in running organisations, institutes, clubs, businesses, states, countries etc. People on high designations in all such organisations need to be superior decision maker otherwise things may not work smoothly. There are certain specific activities involved in decision making. These are called as the steps in decision making which are as follows :

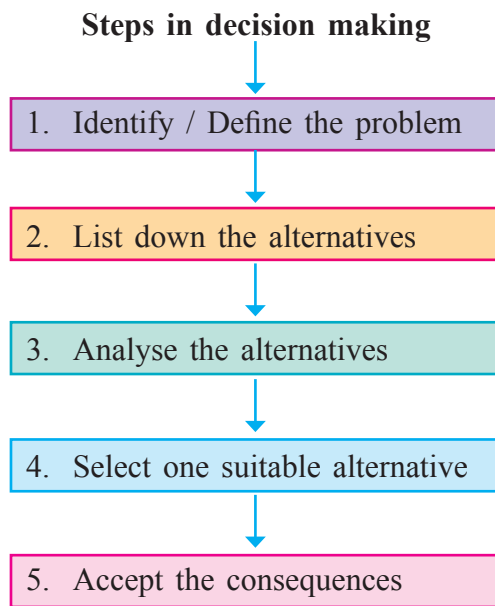


Fig. 4.2 (a) : Steps in Decision Making Process

1) Identify/ define the problem : Decision making process begins with identification of a problem. When a person realises that there is a problem he/she starts thinking about it, in order to find suitable solutions. Thus the process of decision making begins with a problem. It is necessary to identify the problems clearly and to understand them perfectly. Unless there is clarity about the problem, effective decision making can not take place.

The home maker, being the manager of the home, needs to discuss with the family members and analyze the problem with all its relevant information so that it is accurately understood. It is necessary to think about the root cause of the problem i.e to realise why the problem has arisen and what management components are involved. If the solution is chosen in a hurry without giving much thought, afterwards homemaker may realise that choice regarding the solution was incorrect. This may lead to frustration and loss of important human and non human resources like time, money, energy and other material goods.

To avoid this, it is necessary to identify the problem clearly and to analyse it with all its relevant information. The relevant information includes identifying the restrictions and opportunities imposed by the situation. For example, the common problem faced by a student may be that of selection of a course of study after passing the SSC exam. This step is very important as it lays the foundation of one's decision.

2) List down the alternatives : It means to find out various alternatives. Once the problem is identified, a person begins to find possible solutions or alternatives. Effective decision making can take place only if a person can identify all the possible alternatives. This would enable a person to select the best alternative. One cannot make a wise decision unless all possible alternatives are found out. Although it is important to find all alternatives, there should not be any confusion due to a variety of choices.

For the previous example, if a student has to find out how many colleges or courses are there in his/her area, what is the percentage required by each college or courses for admission and prepare a list of such colleges/courses. After listing out such colleges, student has to find out other details like which subject combinations are offered by these colleges, what is the fee structure, what are the timings, how to travel to the college and time required for it and so on.

3) Analyse the alternatives : In simple words, it means comparing the various alternatives found out in earlier step. Analysis is carried out after collecting all details about all the alternatives. A person starts thinking about each one of them to find out its merits and demerits. The success of decision making depends on how carefully this step is carried out. This step helps the person to select the most suitable alternative from the list. In the above example, once the student has

collected all details about the colleges and courses, he/ she can discuss them with friends or family members and compare them with each other.

- 4) **Select one suitable alternative :** This is the most crucial step, as this is where a person actually makes a decision and the decision can be correct only if a person has chosen correct alternative. The selection of an alternative should not be done under any kind of pressure. It should be the most suitable and satisfactory one amongst all the alternatives. Like in the above example, after considering merits and demerits of all colleges and courses, the student may finally decide one college or course which he/she feels appropriate.
- 5) **Accept the consequences :** This is an important step in decision making process

which is often ignored by many people. Once a decision is made and action is taken according to it, the person making the decision should be able to accept the responsibility of its outcome, whether it is positive or negative. The biggest advantage is that the success of decision helps to develop self-confidence for making effective decisions in future and the failure helps an individual to develop more evaluating factors or system for future.

In the above example, as stated in the previous step the choice regarding course of study or college has been indicated i.e. decision has been taken. Student joins the college as per his/ her decision. After joining the course, even if the student finds that the course is tough, student has to accept the fact and has to continue studying and putting in more efforts to be successful.

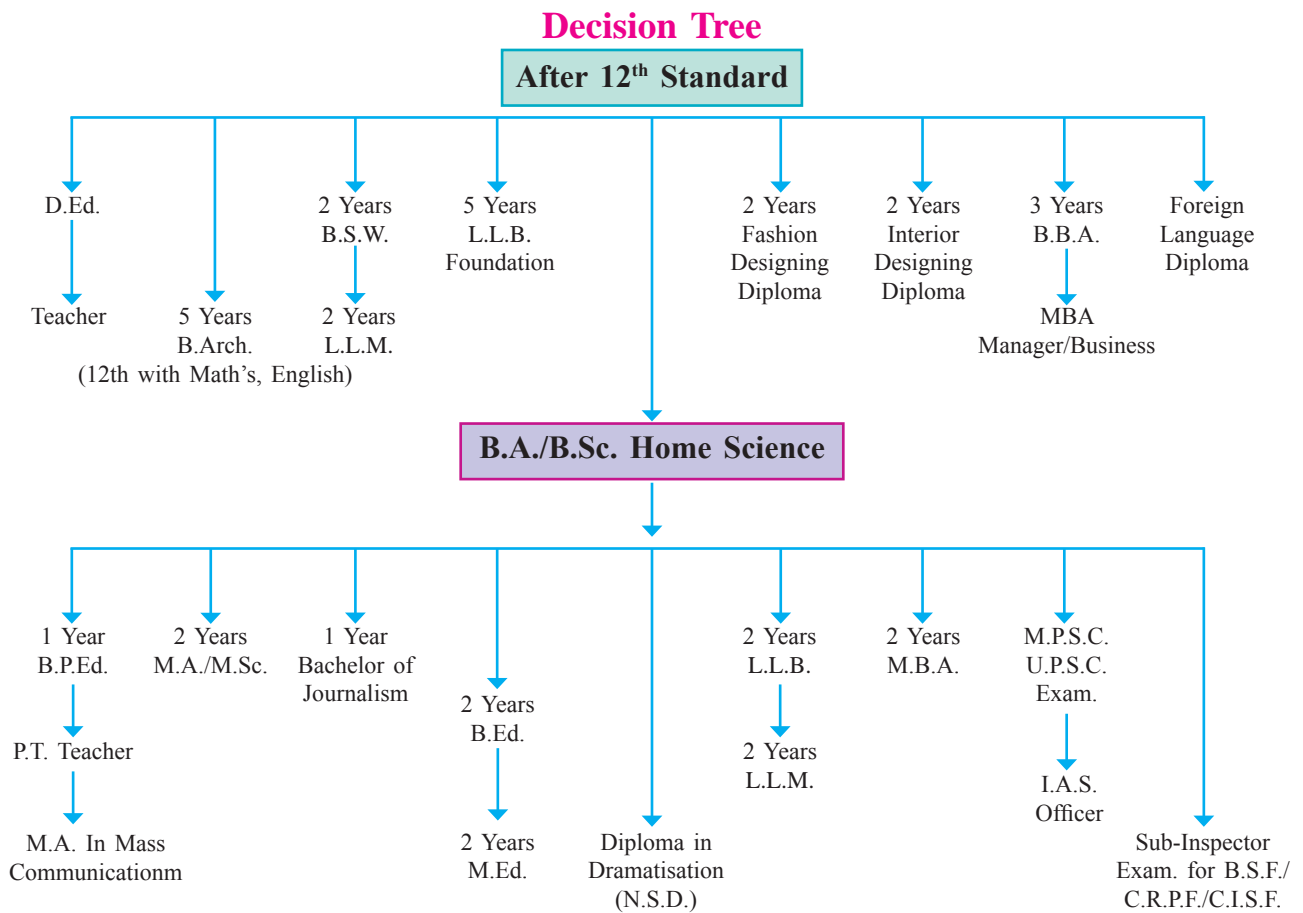


Fig.4.2 (b) Application of decision making for various career options after 12th standard.

Use your brain :

Prepare chart of decision making process by giving another example.

4.3 Types of decisions :

Decisions are classified into two major categories :

1. Individual and Group Decisions.
2. Habitual and Intellectual Decisions.

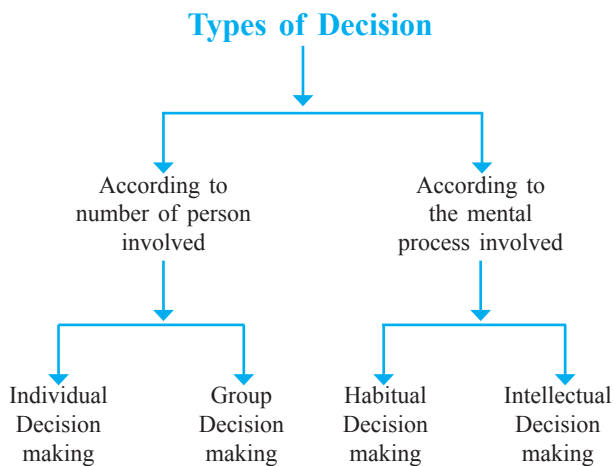


Fig. 4.3 Types of Decision

1) Individual and Group Decisions :

According to the number of persons involved decisions are classified as :

a) Individual decisions : When a person takes a decision for himself / herself and faces the consequences of it alone, it is said to be an individual decision. The result of this decision mostly affects the person who has taken the decision. The responsibility of the decision lies totally on the individual. It is taken quickly because he /she may not believe in discussing it with others. The quality of decision depends upon the intelligence and experience of the person for example, to choose a college or institution, whether to choose car pull or personal transport etc.

b) Group decisions : This decision is taken by number of members from a group. Making group decision is a slow and difficult process as compared to individual decision making. This type of decision requires a lot of discussion among the members and consideration of views of group members and so it takes too much time.

Group decision making has certain advantages. More alternatives are found out through collective minds. At the same time it becomes easier to rule out unproductive alternatives through the experiences of many people. Responsibility of the decision is not on any one person but on all the members of the group. Many times conflicts or differences of opinion arise and it becomes difficult to take unanimous decision. Some examples of group decisions are; celebrating some festival, planning a trip for the entire family, college students going for a picnic etc.

Think and write :

Difference between individual decision and group decision :

2) Habitual and Intellectual Decisions :

According to the mental process involved in decision making, the decisions are classified as :

Why is it so?

1. Why do you automatically follow the signal rules?
2. Why you brush your teeth every day in the morning?

a) Habitual decisions : In our daily life, we have to take lot of decisions for different matters but it is not necessary

to take all these decisions after elaborate thinking. Some decisions take time for implementation and need the complete process to be followed thoroughly. But habitual decisions are basically related to routine, repetitive actions and the choice is almost automatic and spontaneous. For example, getting up at a specific time everyday and catching a particular bus or train to reach the destination.

b) Intellectual decisions :

Let's search :

Which factors affects the intellectual decision making?

The type of decisions which can have a deep and long lasting effect on our life and that of our families too need to be taken thoughtfully. Such decisions are called as intellectual decisions. The individual uses his intelligence, knowledge, reasoning, analytical ability etc. for taking decisions. The choice is made consciously and takes time for conclusion. These are important decisions taken by an individual or a family. For example, where to buy a house, which career to choose, the selection of right life partner are some such decisions where if a person goes wrong, it may have long lasting impact.

Let us find out :

1. What are the importance of decision making in day to day life?
2. Find out the vital role of decision making in our life.

4.4 Importance of decision making :

Decision making is very important in home management. It is required at each and every stage in the management process.

The importance of decision making can be stated as follows :

- **Decision making plays a vital role in the life of a person :** Decision making influences the quality of life. Decision making is based on values. It is directed towards achievement of goals and it sets standards in our life e.g. if a student makes a decision of securing first class in the exams, it is because education is an important value for life. Taking admission in higher course for achievement of educational goal and the way student studies and manages the daily routine, reflects the standards set for himself/herself.
- **Decision making is important in management :** In management, various decisions are taken in the process of setting up the goals to be achieved. Once the goals are set, decisions help in proper allocation of resources for their achievement.
- **Decision helps an individual to use the limited resources effectively :** The resources, both human and non-human are limited in nature and the needs of a family are unlimited. Thus, it becomes necessary to use the management process to fulfil such unlimited needs. Lot of decisions are required to give utmost satisfaction to the family members.
- **Decision making is the 'crux' of management :** Decision making is the heart of management, it is inseparable from management. Decisions are required at each step of management process i.e. in planning, in controlling and in evaluation as well. The process of management involves series of decisions at each step.

- **Decision making determines the effectiveness of management :** Decision making is a complex process having lot of influence on the management process. While taking decisions in management, the person uses thinking and reasoning ability, memory skills, knowledge etc. Decision making is a mental process that involves selecting the most appropriate alternative or choosing the best course of action from among the available alternatives. This it self determines the effectiveness of management.
- **Decisions affect the present as well as the future life :** Number of decisions are taken in various stages of family life cycle and such decisions affect the present and the future life of an individual as well as that of the other family members. For example, choosing a correct life partner or buying a house etc. Many such decisions cannot be changed easily once taken and thus need

to be taken carefully. But some simple decisions like the purchase of appliances can be changed.

- **Decisions help in solving problems :** Decision making takes place when there is some problem to solve or same choice to make. Therefore, decision making is of paramount importance as a mental process in solving problems of acquiring, allocating and using the family resources to solve the problems of the family and to achieves the family goals.
- **Decision making helps in adjusting to the changed situation :** A correct decision makes our life easier and more fruitful. In certain situations in our life, number of decisions is taken unconsciously or with just little thought. But if there is a change in the situation, the person is forced to move out of his/her comfort zone to change his/her habits. Therefore, decision making becomes a helpful tool to adjust or understand such situations.

Can You Recall?

- Decision making is a mental process and is needed in every step of management.
- It is the crux of management.
- A new decision is taken on the basis of previous decisions and thus a chain of decisions is created.
- The process of decision making consists of five consecutive steps- identify/ define the problem, list down the alternatives, analyse the alternatives, select one suitable alternative and accept the consequences.
- Decisions may be classified as-habitual and intellectual decisions and also as individual and group decisions.
- A home maker should be able to make wise and correct decisions for smooth management of the home.

Exercise

Objective questions :

1) Multiple choice questions.

1. Identifying the problem is the _____ step of decision making process.
a) first b) second c) last
2. Individual decisions are taken more quickly than _____ decisions.
a) Group
b) Intellectual
c) Habitual

3. Elaborate thinking is not required in _____ type of decision making.
 - a) Individual
 - b) Group
 - c) Habitual
4. The decisions related to the routine, repetitive actions are called _____ decisions.
 - a) Intellectual
 - b) Habitual
 - c) Group

2) Identify whether the following statements are true or false.

1. Decision making helps to cope-up with changes in our life.
2. Decision making does not help to think and bring fresh idea.
3. In individual decision making, conflict or differences of opinion arises.
4. Decision making helps a home maker to create better homes.

3) Match the following.

A	B
i) Identify the problem	a) Knowledge, intelligence, reasoning ability.
ii) Accept consequences	b) Revolve around personal values, goal and standard.
iii) Intellectual decisions.	c) First step in decision making.
iv) Habitual decisions.	d) Last step in decision making

• Short Answer Questions :

1. Define the following terms.

- a. Decision making

- b. Individual decision making
- c. Habitual decision making

2. Differentiate between the following.

- a. Individual and group decisions.
- b. Intellectual and habitual decisions

3. Write short notes on the following.

- a. Importance of decision making
- b. Type of decisions.

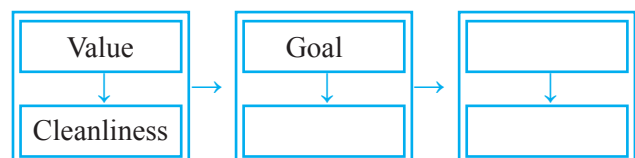
4. Give reasons for the following.

- a. Decision making is called as the crux of management.
- b. Group decision making is a slow process in comparison to individual decision making.
- c. Conflict arises in group decision making.

• Long Answer questions :

- a. Explain decision making process in detail.
- b. Illustrate the various types of decisions.

• Complete the flow chart.



Projects/Assignments :

- 1) List out the individual and group decisions observed in your own student life.
- 2) Observe the habitual decisions which are usually taken by an individual frequently.
- 3) List out the decisions taken by your family for any function and classify them into various types.



5. Family Resources

- 5.1 Meaning and Definition
- 5.2 Classification of Resources
- 5.3 Characteristics of Resources
- 5.4 Factors affecting the use of Family Resources

Let's Discuss:

What are called resources?

Various material and non material things are required to satisfy the needs and to achieve the goals of individual and family. These tangible and intangible things are called as resources. Resources available to family are the base of Home management.

Every individual and family has resources like money, time, energy, skills, ability, knowledge, attitude etc. Besides these, some community services like police, fire brigades, electricity and water supply, parks, roads, libraries, educational institutions, hospitals etc. can be used by individual or family as a resource to fulfill the needs or goals.

All these resources have some common characteristics. Resources are useful, limited and interrelated to each other. Hence it is necessary to apply management process to all resources for their thoughtful utilization. All resources hold a very important place in our life.

5.1 Meaning and Definition :

Every family has certain needs and goals to be fulfilled. Fulfillment of these family goals depends on availability of resources. Resources are means through which we can perform a task or achieve goals. Resources are those materials and human attributes that satisfy our wants. Resources are defined as follows.

According to Random house dictionary resources means, "A source of supply

support or aid especially one held in reserve".

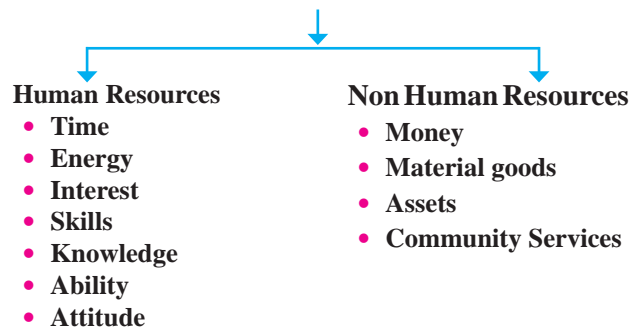
Mallack Deccan defines resources as follows- "Resources are means which are available and recognized for their potential in meeting needs".

Each individual has various resources at one's disposal. The resources that a family has are known as family resources. It is necessary to recognise all these available resources and to allocate them properly for achieving individual or family goals. The amount of resources available will vary from person to person and from family to family. The available resources must be used to its full extent for effective management.

5.2 Classification of resources :

Resources available to the family can be classified in different ways. On the basis of its origin, the resources are classified into following two types.

Classification of Resources



Use your Brain :

Label the following as different Human and Non-human resources

Salary, Pension, Profit etc.		About various equipment is of great assistance.	Knowledge
Useful in doing physical and mental work		House, Investment, Ornaments, etc.	
Hospitals, Schools, Colleges, Transportation, Gardens, Parks, Libraries.		Various equipment, Furniture, Clothing, Food grains etc.	
Can be classified to physical ability and mental ability		Helpful in Painting, Cooking, Embroidery, Sports etc.	Skill
In Music, Decoration, Reading, Writing etc.	Interest	Attitude of doing work.	
24 hours of a day			

Human Resources :

The resources which originate internally and constitute the personal characteristics and attributes are known as **human resources**. They are always related to human qualities and personal traits. Human resources are less tangible or intangible in nature. One can experience it but cannot see or measure it directly. Being intangible, their importance is not noticed easily. Such resources are often neglected or not used to its fullest extent. Some of the human resources are time, energy, skill, ability, knowledge, attitude, interest etc. These resources are often used for productive purposes.

1) Time : Time is an ongoing sequence of events taking place. Time is an important human resource. Time cannot be recovered once lost. Time available to every individual is same and limited. It is easily measured by using units like minutes, hours, days, weeks, years. Time is used to achieve goals and to produce other material resources. Awareness and importance of time varies from individual to individual. Time management enables

everyone to use time effectively for getting the work done faster and easier and lessening the stress and strain.

2) Energy : Energy is defined as an ability to do work. It is the force to do active physical and mental activities. Everyone requires energy to perform various tasks. It is difficult to measure energy easily. One can feel fatigued or tired after work which makes one aware about the energy used in the performance of that particular work. Availability of energy differs from person to person and from time to time. Individual health, interest in work, working conditions and efforts needed to complete the job affects the energy consumption. Energy can be managed by following proper sequence, correct method of work and avoiding unnecessary movements.

Energy needed to achieve the goals, or to complete the task can be classified into two types :

- (a) Physical energy
- (b) Mental energy.

Physical energy is the ability and hidden strength to do the active physical work. Various efforts such as visual, mental, tarsal, pedal, manual etc. are required for various activities like reading, walking, climbing, running, lifting things etc. Visual and mental efforts require less energy and tarsal effort utilizes more energy.

Mental energy is the power or force to do mental work. Mental processes require mental energy like decision making, thinking, reasoning, memorizing and recalling require mental energy.

Let's Think :

Distinguish between Physical and Mental Energy.

3) Interest : According to Oxford Dictionary, interest means the feeling of wanting to know or learn about something or someone. Interest in the assigned work is very important. If one has interest in work then work is done faster and efficiently with good quality standard. It is observed that various family members have interest in different types of work. So distribution of work accordingly, gives pleasure without fatigue and helps to improve the success in particular work. Different interests of family members help to save or create other resources, for example, a family member interested in gardening; can grow vegetables and save money.

4) Ability : The physical and mental capacity of a person to do the given task is called as ability. Some people have physical strength while some have intelligence to do the activities. Abilities are usually inborn and can be improved

through training and practice. Ability develops out of interest. If someone has interest in a particular work he / she performs it repeatedly which helps in the development of ability.

5) Skill : Skill is the ability to perform work or task with efficiency and quality.

Skills of family members cover wide areas from cooking, stitching to creative arts. Some of these skills are inherited or inborn while others may be acquired through practice and training. Any skill can be acquired, if a person has interest in it, ability to do it and willing to learn and practice. For example, housewife can develop skill in cooking by learning operations of microwave oven, food processors etc.

6) Knowledge : Knowledge is an important human resource for choosing the correct alternatives and avoiding wastage of resources. Knowledge is acquired by learning and through experience and can constantly be developed. Home makers having knowledge about clothing, nutrition and labour saving devices can definitely help to improve the quality of life.

7) Attitude : Attitude means a way of thinking or feeling about someone or something which can stimulate or retard action. Some people have positive attitude towards goals hence work in right direction with self motivation and enthusiasm. People with negative attitude work slowly or stop working. Such people need motivation and counseling from others to do their work. To achieve the goals successfully one has to alter the attitude according to situation and changes.

Can you recall?

1. What are different types of Human resources that you learnt above?
2. What are uses of different human resources in day-to-day life?

Non human resources :

Non human resources are tangible in nature. These resources can be easily recognised. Non human resources include money, material goods, perishable and non perishable food items, equipments, furniture, jewellery, assets as well as community services like hospitals, parks, libraries, police, fire brigade, market centers, transportation facilities, water supply, electricity etc. Non human resources are easy to transfer from one person to another. Every such resource has its own limitations and characteristics. These resources are produced or created by using human resources. It is very important to manage these resources carefully to achieve maximum goals.

1) Money : Money is an important resource among the non human resources. Money is easy to measure and to transfer. It is a widely accepted medium of procuring goods or services. Salary, remuneration, interest, rent, profit etc. are the sources of earning money. It is not equally available to all but can be increased by extra work using other resources. It can be saved for future use to make life easier and more comfortable. Availability of money changes according to situation hence its careful management is very important. Preparing budget is a common method for using money carefully.

2) Material goods : Material goods include consumable items like food, clothing etc. and also durable goods like various equipments, furniture, decorative items, vehicles etc. These resources are easy to measure quantitatively and qualitatively. So, every family has clear idea about their availability and use. They are generally purchased and sometimes created by family.

Quality and availability of these resources are dependent on the availability of money. The limitations and the standard of homemade material goods are dependent on the human resources like ability, skill, interest, attitude, time and energy.

3) Assets : Assets mean valuable things available to the family. Assets include savings and investments. Money is saved in bank, post office etc. for future use. At the same time it might be invested in shares, bonds, house, land and ornaments etc. These resources can have liquidity to get money in emergencies. Everybody must have some assets to cope up with the emergencies in future.

4) Community Facilities : Human being is a constituent of family and society. So every individual can take advantage of community facilities. Community facilities or services are classified in three groups.

- a) Health and security services.
- b) Self enrichment or personality development services.
- c) Public / social services.

Try out and think about it

Classify the following in the table given below :

libraries, transportation, fire brigade, electricity and water supply, educational institutes, health centers, playground, hobby centers, telephone, hospitals, postal service, social clubs, parks, banks, police, computer centers.

Health and Security Services	Self enrichment and personality development services	Public/Social Services

1) Hospitals : Government and private hospitals provide treatment for sick persons, persons injured in accidents, pregnant women, infants, children, elderly people etc. Government hospitals and centers are available for medical treatment to the patients or class of people who are economically weak or having financial crises or to people below the poverty line. These hospitals are generally attached with government medical colleges. Emergency and casualty health services as well as disease preventive and protective medicines are also available free of cost or at low prices in these hospitals.

These hospitals consist of various special facilities like Operation Theater, x-ray, dental treatment, isolation ward, pathology laboratory and specialty and super specialty departments for the treatment of patients of various diseases. The primary health centers are established in rural areas, whereas district hospitals and blood banks are available at district levels.

Apart from these, private hospitals and nursing homes equipped with experts are run

to treat various types of patients. Specialty and multi specialty hospitals consist of various departments like trauma center, isolation ward, operation theater, blood bank, pathology laboratory, indoor and outdoor patients department, ICCU (Intensive Critical Care Unit) and ICU (Intensive Care Unit), etc. Ambulance facility is also made available. Other super specialty hospitals are also run by various private institutions.

2) Police : The service of police is there to maintain public peace, law and order and to protect the property and lives of the people. Likewise the police department is entrusted with the task of protecting the women, tracing out the missing individuals, regulating the traffic, controlling protest, public meetings, agitations, strikes and religious processions etc. This is the integral part of police service. The police department is assisted and well equipped with dog squad, forensic laboratories, finger print bureaus and squad for detection and diffusion of explosives. Every citizen is entitled to take benefit of all these services.

- 3) Fire brigade :** The main objective of fire brigade is to save the life of people and public property in various calamities and accidents. Another objective of this service is to put out fire broke out at any place to save people from such sites. Fire brigade consists of special equipments and trained fireman for rescue operation and first aid at fire and accident sites. This service is found in big cities and in municipal corporation areas.
- 4) Recreation centers :** Recreation is very important to relieve stress and strain from daily work and to encourage people. In cities, various recreation centers are available having different recreation facilities. It includes cinema theatres, theatres, indoor and outdoor game centers, libraries, and parks etc.
- 5) Hobby centers :** There are various hobby centers to develop various skills like art and craft such as painting, origami, sculpture and music- dance-drama etc. People can take advantage of these centers to develop such skills.
- 6) Clubs and community centers :** Such centers are helpful in personality development. These centers provide various leisure time activities. Various religious functions, social activities and national festivals are celebrated at these centers by arranging various competitions, exhibitions, knowledge imparting programmers, and social gathering etc.
- 7) Public parks and gardens :** It is necessary to have public parks and gardens for human enjoyment and human recreation. Children and elderly people need such facilities for playing sports and performing leisure time activities respectively. Parks are also used for walking, jogging, gyaming etc. These parks and gardens are maintained and managed by Municipal Corporations.
- 8) Educational institutions :** Educational institutions are run by government, semi-government and private organizations to impart education from nursery to vocational and professional education. These institutions provide various facilities for education and offer education according to ability, interest and academic merit or intelligence to various students. Value education and personality development are other important aspects of education which gives strong base to life. Education gives economic stability and social prestige to individual. Education builds or creates a responsible citizen.
- 9) Other services : (Postal services, telephone services and transportation facilities) -** Postal services, telephone services and transportation facilities are included in this type.
- a) Postal services :** Government of India has provided postal service. It is also known as Indian post office. It is a part of Ministry of communication and information technology. The primary function of this service is collection, processing, transmission and delivery of mail which includes letters, bills etc. Post office also provides facilities like parcel service, moneyorders and selling of postal stationery such as stamps, postcards, envelopes, etc.
- Post office provides services of post office savings bank, Electronic Indian Postal Order, India Post Payments Bank and Postal Life Insurance. The Post Office offers various saving plans like Saving Account, Recurring Deposits, Fixed Deposits, National Saving Certificates, and Kisan Vikas Patra etc. It helps in developing the habit of saving in people.
- b) Transportation Facilities :** Various transportation facilities like S.T., buses,

railways, air transport, maritime transport services are made available by Central and State government as well as local administration and private agencies for citizens.

c) Telephone services : A telephone service includes landline telephone facility and cell phones. This service provides the facility to contact people locally and globally through local calls, STD and ISD connections. Telephone department also offers Internet service to the users. This department is run by Central Government. Now-a-days private service providers also provide telephone, cell phone and internet services.

Can you tell ?

What different Community services have you visited/used before?

Use your Brain :

Distinguish between Human and Non-human Resources

Human Resources	Non-Human Resources
They are intangible in nature.	They are tangible in nature.

5.3 Characteristics of resources :

Resources and home management are closely related to each other. Proper utilization of resources can be achieved by its management and vice versa. For the management of resources, every individual must know the characteristics of resources. The characteristics of resources are -

- a) Resources are useful.
- b) Resources are limited.
- c) Resources are interrelated
- d) Management process can be applied to all resources.

Always Remember :
What are the different characteristics of resources?

a) Resources are useful : Usefulness is the basic characteristic of all resources. Resources are means through which we can perform a task or achieve a goal. This definition itself elaborates the characteristic of usefulness. The usefulness of resource can be recognized in relation to a particular goal or a particular situation. In some specific situation one of the resources can be used as a main resource while other resources act as a supportive one or ancillary. For example, money is a main resource in purchasing equipment but in examination knowledge and intelligence act as a main resource. Unless the uses of a thing are identified, it cannot be recognized as a resource.

b) Resources are limited : All the human and non human resources are limited. Some are scarcer than others and need to be used with care. Hence the knowledge and application of management process is essential. The limits of each resource must be assessed in relation to specific goals. The limitations of resources may vary from individual to individual. Limitations of resources are of two types :

- a) Quantitative limitations
- b) Qualitative limitations

a) Quantitative limitations : All non human resources have quantitative limitations. Quantitative limitations are easily measurable, for example- money available to individual or family.

Human resource like time has quantitative limitation. Every individual has 24 hours in a day to perform ones daily routine.

b) Qualitative limitations : All the resources have qualitative limitations. This type of limitation is difficult to measure. One must recognize and can feel these limitations. The limitations differ in terms of characteristics like use, comfort, durability etc.

While taking decisions, one must think about the qualitative limitations of resources.

The ability and attitude of family members also have some limitations. These limits are depends on the inherent capacity and training. Some people possess inherent capacity which can be improved by training and some people lack in such capacities hence any type of training may not improve the capacity.

c) Resources are interrelated : Usually, we need more than one resource or the combination of resources to achieve the goals. For example, if a person wishes to attend a computer class, the thing he/she requires is combination of resources i.e. money for fee, extra time and energy, and computer. It is observed that saving of one resource will increase the consumption or use of the other resource. The use of one resource can affect the use of other resource. Scarcity or too

little allocation of only one resource may affect the achievement of desired goal. For example, stitching dress at home instead of purchasing readymade dress will save money, but will consume more time and energy. Family members can start their own business by using inherited skills and abilities to produce more money to supplement facilities like equipment and services to achieve goals.

d) Management process can be applied to all resources : Most of the time resources available to individual or family are limited and goals to achieve are infinite, hence require application of management process. Management process helps to bridge the gap between needs and availability of resources. Careful thinking, proper decision making, wise planning and time controlling can improve the use of resources. For example – preparing family budget helps in reducing unnecessary expenditure, prioritizing purchasing and saving to achieve planned goals. Evaluation of such budget can suggest some ways of improving the family income, saving and investment.

Likewise application of management process can increase the usefulness of all resources.

Apart from the above basic characteristic, resources also have some other characteristics.

Let's Discuss :

Illustrate the following characteristics of resources :

- a) Resources can be developed.
- b) Resources can be used alternatively.
- c) Resources improve the quality of life.
- d) Resources can be substituted.

Use your Brain :

List out the similarities in human and non-human resources.

5.4 Factors affecting the use of family resources :

Following are certain factors which can affect the use of family resources.

- a. Knowledge, skills and attitude
- b. Education
- c. Standard of living
- d. Money income
- e. Residential place
- f. Stages of family life cycle
- g. Financial assistance of home maker.

a. Knowledge, skills and attitude : The use of these human resources can affect the use of other human and non human resources. The knowledge of using modern devices or household equipments like food processor, oven, microwave oven, and skills in food preparation and attitude towards cooking for the family, helps the family to save time, energy and money for the fulfillment of other goals.

b. Education : Education helps to provide information to improve the knowledge level, the decision making capacity and managerial skills. It also helps to increase the thinking capacity of the family members.

c. Standard of living : Standard of living means amount of money, level of comforts and satisfaction available to a person, which a person thinks that are essential for his living. Standard of living affects the use of resources. For example – a family with high standard of living uses more labour saving devices, own vehicles to save time and energy,

whereas others might use more time and energy to save money for purchasing of such type of material goods.

d. Money income : Money income is the main material resource available to any family. We can have better facilities in home by spending required amount of money. Family having more money will easily spend it for luxurious goods, entertainment and comfort, while middle class family uses it carefully for fulfillment of essential goals.

e. Residential place : Location of residential place of the family definitely affects the use of resources like time, energy, money and community services like transportation. Residence away from working place, school, colleges and market place requires more time, energy, money and other resources to do the routine activities.

f. Stages of family life cycle : The use of family resources differs greatly with size and stages of family life cycle. A family begins with two persons, expanded by the birth of children and contracted as children grow up and leave home for education or employment. In each stage of family life cycle, size of family, goals to set and achieve, and availability of resources are different, which will affect its use. For example- in beginning stage of family life cycle, family demand on time and energy is less whereas in expanding stage, housewife has to spend more time, energy, money and material goods for caring and bringing up the children. The contracting stage of family consists of old people who may require more money for medicine and paid help.

h. Financial assistance of home maker :

The gainful employment of housewife increases the family income which will definitely increase the material resources, but at the same time her human resources like time, energy and skills are more utilized, may result in physical and mental fatigue.

Let's Discuss :

How each of the above factors have affected your day-to-day life?

Use of ICT :

Describe the use of internet as a resource.

Can You Recall?

Various tangible and intangible things available to the family to achieve the goals or to perform the task are called as family resources.

- Resources are means which are available and recognized for their potential in meeting needs.
 - Resources are classified as human resources like time, energy, skills, ability, interest, attitude etc. and non human resources like money, material goods, assets, community services etc.
 - Community services include - a) Health and security services like hospitals, police, fire brigade etc. b) Self enrichment or personality development services like school, colleges, libraries, parks, playgrounds, hobby centers, computer centers, social clubs etc. c) Public or social services like postal service, banks, transportation, telephone, electricity, water supply etc.
- Basic characteristics of resources are a) Resources are useful, b) Resources are interrelated, c) Resources are limited and d) Management process can be applied to all resources.
 - Knowledge, skills and attitude, Education, Standard of living, Money income, Residential places, Stages of family life cycle, financial assistance of home maker are various factors affecting the use of family resources.

Exercise

• Objective questions :

1) Multiple choice questions.

1. Resources means _____ of supply support or aid especially one held in reserve.
a) goals b) needs c) source
2. Energy is defined as an _____ to do work.
a) ability
b) skill
c) interest
3. The main objective of _____ is to save the life of people and public property in various calamities and accidents.
a) police
b) fire brigade
c) hospital
4. Knowledge is a _____ of resource.
a) human
b) non-human
c) community

5. All non-human resources have _____ limitations.
- qualitative
 - quantitative
 - qualitative and quantitative

2) Match the following pairs.

A	B
i) Community services	a) House
ii) Energy	b) Salary, pension
iii) Assets	c) Physical and mental capacity
iv) Ability	d) School and colleges
v) Money	e) Physical and mental work

3) Identify whether the following statements are true or false :

- Standard of living affects the use of family resources.
- Non-human resources are originated internally.
- Time is a human resource.
- Money is equally available to all.
- Colleges and hospitals are human resources.

• Short answer questions:

Answer the following.

- Explain the meaning of resources.
- Write names of the human resources.
- Write names of the non-human resources.

1) Define the following terms.

- Resources
- Human and non-human resources
- Time
- Energy

- Ability
- Attitude

2) Differentiate between the following.

- Human and non-human resources
- Time and money
- Ability and skill

3) Write short notes on the following.

- Time and energy
- Interest and ability
- Skill and knowledge
- Money and material goods
- Material goods and assets
- Hospitals
- Police and fire brigade
- Recreation and hobby centers
- Clubs, parks and gardens
- Educational institutes
- Postal Services
- Transportation facilities and telephone services.

• Long answer questions :

- Explain the human resources.
- Classify resources and write about the non-human resources
- Write in detail the characteristics of resources
- Illustrate the various factors affecting the use of family resources.

Project/Assignment :

- List out the human and non human resources available to your family.
- Observe the various community services available at your city and analyze its usefulness to people.



6. Family Housing

- 6.1 Concept and importance of housing
- 6.2 Types of Housing
- 6.3 Selection of site for a house

Can You Recall?

1. What are the basic needs of a human being?
2. Which of the basic need is fulfilled by a house?

You have learnt in your school days that all human beings share some basic physical needs. These are essential for survival of a human being and are listed as food, clothing and shelter. Apart from these many more have now been added to the list like- education, clean and healthy environment etc. But the basic needs remain unchanged. A house fulfils the need of shelter.

Pay attention to the following :

- The house describes a particular building. It is a materialistic possession and an important investment of the family.
- Home is a place where a person lives and belongs to. The family members have a lot of emotional attachment to their home.
- A house can be acquired by buying a readymade flat, purchasing a plot and getting a house built on it or by renting a house. This decision depends on the family needs and the financial capacity of the family.

6.1 Concept and importance of housing :

Do you know?

What does a house provides for?

1. **Physical facilities** : Complete the following table in respect to physical facilities by elaborating the given points in one sentence :

• Provision of shelter	
• Protection from natural elements	

• Protection from anti social elements	
• Taking care of physical and personal needs	

An ideal housing provides a physical shelter to family members. Family needs protection from the environment elements such as the sun, wind, rain, noise and pollutants. Family also needs protection from anti-social elements causing theft and nuisance. A house is a place that helps to fulfil physical needs like taking rest, sleeping, eating, dressing up, taking care of personal needs etc. This helps to maintain the health, comfort and safety of family members.

2. **Emotional environment** : A house is a place that provides good emotional climate where family members come together and share their day to day experiences, feelings, emotions like happiness, sadness etc.

Always remember that :

Some of the basic values like cooperation, support, encouragement, respecting individual differences etc. get developed in the family which help in the emotional development of an individual.

3. **Providing Intellectual environment** : Home is a place where an individual gets motivation, support, encouragement and guidance for the development of intellectual abilities. For

example, in a family, a child may be given motivation to train in classical music, dance or in skills like drawing and painting etc to develop such abilities.

Can You Recall?

Give another example from your family life?

- 4. Providing social climate :** Man is a social animal and cannot live in isolation. A house is a place where social development begins. Family is the first social group for a child to learn how to interact with others.

Let's discuss :

How the social development takes place in the family.

Gradually, the child learns to interact with neighbours, relatives and friends visiting the house. Children learn socially accepted behaviour patterns through these interactions and from good social habits. Participation in social activities and festivals in the community and nearby areas help in the social development of a person.

- 5. Providing economic security :** Owning a house is a good investment for a family. The value of property grows with time depending on the locality and amenities available. It gives more returns than other forms of investments in banks or post office. In times of crisis, some part of the house can be rented out to earn money. It can be mortgaged for taking loan from any financial agency.

6.2 Types of Housing :

Do you recall seeing various types of houses?

All over the world, various types of houses are observed. The commonly used terminology like cottages, studio flats, flats, row houses, bungalows, pent houses, etc. connote different meaning in different countries. In this unit, we shall discuss the terms with reference to Indian scenario.

A) Cottages : Cottage is a concept which is used commonly in our country. It originated in England. It indicates a structure having a living space on the ground floor and one or two bedrooms on the upper floor. Generally, it is a small single-storied house but sometimes larger structures are also found and termed as cottages. In modern times, the old-fashioned, modest, cosy houses generally found in rural or semi rural areas are indicated by using this term. Historically, it is a small house having a roof that is made from straw or other plant material. It is a house having thick walls and is generally constructed by using stones or bricks. Nowadays a small vacation house is indicated by the term cottage.



Cottage House

B) Studio Apartment : Studio apartment or studio flat is a very small flat having no separate bedrooms. Now a day this term is becoming popular among the young individuals who are working and living away from their families. Many such flats fulfil the wish of these people to have a cozy house along with all the necessary amenities provided in the same place. Such flats are taken by these individuals on rent. The studio flat consists of a single room with various sections which does not have barrier of walls or any other type of divisions.

An individual thus can use this room, for carrying out various activities like sleeping, entertaining, cooking etc. as a bedroom, a living room or kitchen.



Studio Apartment

C) Flat / Apartment : The simplest meaning of the term flat can be stated as; a self-contained housing unit occupying only a part of a building. In India, a building that has a number of flats is termed as an apartment building. It is an area in a building used by a family for living. This living area is divided into number of areas for the family members to carry out various activities comfortably like entertaining the guests, sitting together as a family group, taking care of personal needs, sleeping (taking rest), getting ready, studying, cooking, eating etc. Considering these needs, we find that a flat has a living room, bedroom, kitchen, study room, toilets etc. The family may go in for a one bed room, two room



Flat / Apartment

or three bed room flat depending on the factors like income, the number of family members, type of family (nuclear or joint) etc.

D) Row Houses : Row houses are single family housing units that are attached to each other by common walls. These are generally found in urban areas. They may be single storied or multi storied in nature and may be found in twin or multiple units. The design, appearance and the structure of all such houses may not be identical but it is very similar. These houses have open area in the front and back side which may be used as garden, parking area or any other purpose found suitable by the family members.



Row Houses

E) Pent Houses : The term pent house reflects an independent and a separate small house which is constructed on the roof of an apartment building. This simply means that it is constructed on the highest floor of an apartment building. In architecture, it indicates a structure constructed on the roof of a building that is not attached to the parapet walls. Such houses do not occupy the entire roof space which can be used as sit out, placement of potted plants etc. It generally has high ceilings, an independent access to the terrace through a separate elevator and the most expansive views of the

surrounding area.

They are generally the most expensive types of houses that are very big providing luxurious amenities for example, very costly appliances, very fine materials and fittings, luxurious flooring materials, terrace, more floor area, huge windows, etc.



Pent House

F) Bungalows : Bungalow is generally a small, single storied house having open space on all four sides. Generally, it has a porch with front steps leading up to the top floor. Cottage style houses were not found suitable in India because of their thick walls so bungalows were developed.



Bungalows

The word “bungalow” originated from the Indian word Bangla, and it referred to houses built in a Bengali style in the 19th century. They are spacious homes with an entrance through a veranda. In the old days, these were found to have sloping roofs and a skylight window fixed in the roof. Even in this century bungalows in villages and small towns are found to have sloping roofs. In the urban areas, due to the increasing shortage of available land, we may observe a bungalow with two stories. Normally a beautiful garden and parking area is observed in the front part and a garden and washing area in the back yard with an additional back entrance.

G)Eco friendly houses : In this century, sensitivity towards environment is increasing leading to popularity of eco friendly houses or green homes. People from our country are consciously using innovative techniques to construct more and more eco friendly houses. They are using sustainable technologies in construction for reducing impacts on environment. Some of the special

features found in such houses include recycling of water, use of huge panels of glass for windows, solar panels, efficient practices for waste management, using eco friendly building materials and renewable energy sources etc. The aim of such constructions is to create such designs in construction which would help to achieve efficiency and harmony

with the environment and reduce harmful effects on the environment.

Internet is my friend :

1. Find out some eco friendly house from your locality, plan a visit, study the special features and write a report about the same.
2. Find out information about eco house from the internet and write a report on it.

Use your brain : Identify the type of house indicated through the pictures given below and write down their names and peculiar characteristics in the box given.



Name of the house :

Peculiar characteristics :



Name of the house :

Peculiar characteristics :



Name of the house :

Peculiar characteristics :



Name of the house :

Peculiar characteristics :



Name of the house :

Peculiar characteristics :

Do you know about the scheme launched by the government for housing?

Shelter is a basic requirement of each individual and family and so each citizen should be provided with at least a small house. With this objective, the government has launched a scheme 'Pradhan Mantri Awas Yojana (Urban) Programme' having a motto 'Housing for all'. It has a provision of making housing available for all by 2022, when the nation completes 75 years of its Independence.

Use of ICT :

Search on the net for the scheme provided by the government for urban and rural families

6.3 Selection of site for a house :

Housing is an important part of family life, where family members spend greatest span of their life. A house is a place for all family centred activities. Purchase of a house or getting a house built is a major decision of a family. It is a huge investment for a life time so the decision needs to be taken very carefully by involving all family members and taking proper guidance from experts. One needs to collect a lot of information about the available house, its design, physical facilities and think about whether the needs of the family members will get fulfilled. Comfort and fulfilment of various needs of the family members is of utmost importance. A family cannot change the house very often so the selection should be done very carefully by taking certain factors into consideration :

a) Physical Features :

Remember the following while selecting a plot for house.

- Check whether exact boundaries are demarcated and marked on the plot to avoid disputes and legal matters in future.

- The plot should have a regular shape. A rectangular shape is considered good for planning. If the shape is not regular, some space may be wasted.
- The plot should have slight slope towards the road so that the rain water will drain away easily from the house and the surrounding area of the house will not remain wet causing unhygienic condition. At the same laying the drain lines becomes easy.
- A house should be on an elevated ground as it gives a beautiful view of the surrounding area.
- Preference should be given to a house which possesses some object of natural beauty like the view of a hill, lake etc.
- It should have possibility to admit plenty of fresh air and light. If there are plenty of dense trees, the admittance of sunlight may be cut off.

b) Location : Location of the site of a house must be studied carefully. A family may go in for a house on rent, may purchase a readymade flat or may purchase a plot and get a house constructed on it.

Always remember :

The following guidelines.

- It must be an area where basic facilities are available. The facilities, such as good transportation, good roads, markets, clinics, schools, etc should be within easy reach.
- Good neighbourhood and surroundings are of utmost importance as children are going to grow up here. From this point of view, if it is a rental house, the family has a choice of moving out if it is not found suitable but if it going to be an own house this point becomes

all the more important as the family is going to live there for the life time. So consider the class and sort of people living in the area.

- It should be away from industrial zones which emit fumes leading to pollution of air. It should also be away from railways, main roads and high ways due to the high noise level and vibrations coming towards the house.

c] Soil Condition : One needs to get the nature of soil checked from the experts. This will determine the type of foundation required and affect the cost of construction. The land/plot may be found to have various soil conditions which may be as follows :

Fully Rocky soil :

Advantages	Disadvantages
<ul style="list-style-type: none"> • This soil gives firm foundation 	<ul style="list-style-type: none"> • It gets hot by the day and does not cool by night especially during summer.
<ul style="list-style-type: none"> • It does not absorb water and become water logged 	<ul style="list-style-type: none"> • If excavation or site leveling is required, it creates problems.
	<ul style="list-style-type: none"> • Lying of drain lines is difficult.
	<ul style="list-style-type: none"> • It poses a problem in developing a garden and growing trees.

Because of the above mentioned disadvantages it may not be considered good for construction of a house.

Loose ground : The land should not be loose ground or a ‘made soil’ or reclaimed ground which means, ground which was once a depression and has been filled up afterwards with refuse. Such soil has many disadvantages

which can be listed as given below :

- Loose ground presents foundation problems.
- The land absorbs water, becomes water logged and hence becomes unhygienic.
- There is always a danger of such a soil settling down unevenly and obstructing drainage.
- A problem of development of cracks in buildings built on such lands is common.

Thus it is not considered as a good soil for construction of a house.

Black cotton soil : It is good from the point of view of a garden but has following disadvantages.

- It poses problems of foundation.
- It cannot support the construction of a house so advanced technique of preparing foundation like ‘Pile foundations’ will become necessary on such land, which can prove to be costly.

Good soil for house construction : There should be firm soil, murum or rock within a depth of 2 to 5 feet below the surface for a good foundation. This soil gives following advantages :

- This soil makes it easy to lay the drainage lines.
- It turns out to be good for developing a garden.
- The construction of foundations is not difficult or costly.

d] Hygienic conditions : For the purpose of maintaining hygienic conditions, certain points should be considered in planning a house. These are as follows.

- House should not have open drainage in the vicinity. The area should have proper drainage facility provided by

the corporation or the local authority.

- There should proper be arrangement for the rain water to be drained off. Water should not get accumulated in nearby the house.
- The plan of a house should be such that all the rooms, bathrooms and W.C. would receive ample amount of light and ventilation. For this purpose sufficient number of windows should be provided.
- Cross ventilation should take place in all the main rooms. As a thumb rule for the rooms, minimum area of the windows should be one seventh of the floor area and for bathrooms and W. C. it should be one half.

e) Practical conveniences : Site of the house should be in a developed area where various services are made available for carrying out day to day routine activities smoothly.

List out : Various services considered essential for a house :

Following services are considered essential for a house :

- The most important services are electricity, water supply and plumbing. No one can even imagine life without the use of these services. In the present era the dependence on these services is so much that even if their supply interrupts for a few hours, people get restless and agitated.
- Some other services include schools and cottages, telephone and internet service, post office, banks, police stations, fire brigade, hospitals, shopping centres, recreational centres, places of worships etc. should be within easy reach.

Can You Recall?

- Housing helps to fulfil the basic need of shelter of the human being.
- A home is the basic centre of family life and forms the basis of all the family centred activities.
- An ideal housing provides physical facilities, conducive emotional environment, intellectual environment, social climate and economical security to the family members.
- There are various types of houses like cottages, flats, row houses, bungalows, pent houses, studio flats, etc.
- Indian citizens have started becoming sensitive toward the environmental issues and thus Eco friendly houses are becoming more and common in our country.
- A family cannot change the house very often and it is a life time investment involving huge amount of money so the selection of site for a house should be done very carefully by taking certain factors into consideration. These factors include physical features, location, soil condition, hygienic conditions and practical conveniences.

Exercise

• Objective questions :

1) Complete the following sentences by selecting appropriate words from the bracket : (renting, cottage, row houses, loose ground, pent house, eco friendly)

1. A house can be obtained by a family by buying, getting it constructed or _____
2. The type of structure generally termed as a vacation house is _____
3. The houses that are attached to each other are termed as _____
4. The type of soil that may settle down unevenly and develop cracks in a building is _____
5. The type of house that is constructed on the terrace (roof) of a building is called as _____
6. The house that aims at conservation of environment is called as _____.

2) Give the meaning of the following terms in one sentence.

- a. Flat
- b. Cottage
- c. Bungalow
- d. Row house

• Short Answer Questions :

1) Answer the following questions in brief.

- a. How does housing fulfil the need of providing physical facilities, emotional and intellectual environment?
- b. Explain how housing is important in social development of a person and provides financial security?
- c. What is a bungalow? What are its peculiarities?
- d. What points should be considered in physical features of the site while selecting a house?
- e. What points should be considered in hygienic conditions while selecting a house?

f. What points should be considered in practical conveniences while selecting a house?

2) Differentiate between the following.

- a. Bungalow and row houses
- b. Flats and apartments
- c. Bungalows and cottages

3) Write short notes on the following.

- a. Physical features in selection of a house
- b. Location of a house
- c. Practical conveniences in selection of a house
- d. Cottages and bungalows
- e. Flats, row houses and pent houses
- f. Studio flats and eco friendly housing

4) Give reasons for the following.

- a. A house having slight slope towards the road is considered good.
- b. It is important to consider neighbourhood and surrounding in selecting a house.

• Long answer questions :

- a. What is the importance of family housing? Describe the various needs that get fulfilled through a good housing?
- b. List out the factors to be considered in selection of a house and describe any one of it.

Projects/Assignments :

- a. Collect pictures of various types of houses from news papers, magazines, pamphlets etc. and prepare a scrap book by sticking them neatly.
- b. List out the various amenities available for your house.
- c. Find out some eco friendly house from your locality, plan a visit, study the special features and write a report about the same.



7. Home Furniture

- 7.1 Factors in selection of home furniture
- 7.2 Material used for furniture
- 7.3 General principles in furniture arrangement
- 7.4 Care and maintenance of furniture

Do you know?

Furniture is very important in home. Several varieties of furniture are available in the market. Some of them are costly, attractive and proportionate, while other type of furniture is cheap, lack of qualities and less attractive. The material used for furniture is wood, cane, metal, plastic, upholster and glass. While selecting furniture one should be careful and examine it for beauty, comfort, utility and multipurpose use. Furniture items also form integral part of decorating scheme in any room of the house. It enhances beauty of the interior and proves functional. Cost of maintenance also must be low and it should be easy to clean.

Definition :

The dictionary meaning of furniture states it as: “**The movable objects used to make a room or building suitable for living or working in.**”

Furniture is used for various activities such as sitting, sleeping, eating, dressing, etc. Furniture is basically intended for work, storage, comfort and rest.

7.1 Factors in selection of home furniture :

The number of furniture items that a family should have will depend upon the activities carried out in different areas of the house. Once the family has taken a decision, regarding furniture, the individual pieces must be examined and selected carefully on the basis of following criteria :

Use your brain :

List out the factors in selection of home furniture.

- **Comfort** : Comfort is a desired and expected characteristic from the furniture. The features of the furniture which make it comfortable to use are its weight, mobility, suitability and firmness. Furniture should be designed according to the anthropometric measurement of the user. Most of the furniture is made by using standard measurements for an average person. Before purchasing the furniture one should take a trial and feel the comfort for oneself to use it.
- **Family Preference** : While selecting furniture for the family, one should consider the preferences of the family members. Profession and social status of the family should also be considered. The selection of furniture should be done according to their need and use or utility of furniture. The families with transferable jobs prefer the light weight, easy to carry and folding furniture. The families residing in small home should use multipurpose furniture example: two in one furniture, sofa cum bed, sofa cum box etc.
- **Budget** : The cost of furniture depends on the material used, design and style,

colour of the furniture, and construction. One can buy essential furniture first and then add gradually. Compare the cost of furniture while selecting, by visiting different showrooms. One should be careful when buying on discount sales. Example, cost wise upholstered furniture is costlier than cane or metal furniture.

- **Construction and design** : Proper construction of furniture makes it sturdy, comfortable and increases its durability. No one should purchase a piece of furniture without making a complete examination of it. The purchaser should check the bottom, sides, back, inside and front of the each furniture piece. The leg and the frame should be usually joined with glue and also with dowels, screws, and clips or corner metal plates. A person may have difficulty in examining the whole joint but one can ask information from the seller.

The design of the furniture refers to its shape, size, weight, balance, and proportion. A simple design is better than a decorative design for furniture. Design should make the furniture easy to use, comfortable, easy to clean and maintain. The construction of furniture should be ergonomically good to get maximum comfort.

- **Durability** : Durability of furniture depends upon the material used, the type of joints used, design and style, and workmanship. Sturdy furniture, made of well-seasoned wood is more durable than cheap quality of wood. The furniture will be more durable if it is well maintained by dusting, polishing, repairing in time, handled with care and used properly. Durability is also dependent on the

construction of the furniture. Example: Proper finishing of surfaces etc.

- **Climatic Condition** : Atmospheric condition is an essential factor to be considered in buying furniture, for example metal furniture is not suitable in cities having humid condition. It tends to rust which affects its strength, beauty, and life. The wooden furniture is not affected by atmospheric condition and is suitable for all types of climatic condition.
- **Maintenance** : Maintenance of furniture is an important factor while selecting furniture. The maintenance cost should be less than purchasing cost. Proper care of furniture in terms of dusting, polishing, timely repairing is essential to maintain it in good condition. In general, steel furniture requires less maintenance than the upholstered and glass furniture.
- **New Trends** : While furnishing the house, selection of modern furniture is preferred. It is desired to have novelty in furniture. Proper selection of furniture will reflect the taste of the family. Hence, while selecting furniture, socio-economic status should be considered. Today, families prefer eco-friendly multipurpose use furniture and in built furniture to utilize the available limited space.

Find out new trends in home furniture.

- **Flexibility** : The use of multipurpose furniture is the best example of flexibility. Recently this type of furniture has become more popular. It should be easy to move from one place to other place and should have possibility to be used for multiple activities. Example : Sofa cum-bed, Folding Dining Table etc.

Aesthetics (Beauty) :

Would you know this?

Elements of design like colour, texture, form, shape, and space play important role in aesthetics of furniture. Beauty of furniture is based on good designing with consideration to ergonomic factor, good construction, comfort in use etc. Furniture with variety of raw material in different shapes and designs bring in innovation which adds beauty to the room.

7.2 Material used for furniture :

Different types of materials are used for manufacturing furniture. Each material has its own quality and limitations. Good range of material is available in today's market. Cost of furniture depends on the type of material used for making furniture.

List out different types of materials commonly used in making furniture	
Heavy Weight	Light Weight

1. Wood : Wood is the traditional material used for making the furniture. Most of the time whole furniture or pieces of furniture can be made from wood. The wooden furniture has aesthetic value, durability, natural beauty, flexibility in use and also has utility. It is generally not affected by the climatic condition.

Woods are classified :

- Soft wood and hard wood
- Natural wood and Artificial wood.

Soft wood are used for housing construction, for panelling and for kitchen furniture. Namely;

Cedar, Fir, Pine. Where as hard wood are used for furniture, housing building, boat construction, and tool making. Namely; Beech, Chestnut, Ebony, Elm, Mahogany, and Maple.

The most common natural woods that are available in India are used for furniture. It includes Teak wood, Walnut, Sandal, Mahogany, Halda, Sal, Shisham, Deodar, Mango etc. Artificial woods as Plywood, Hardboard, Particle board, Fiber board, Willow, Rattan and Reed etc., are also used for furniture.

- **Teak Wood :** Teak wood is generally used for valued furniture in high class interiors. It is durable, water resistant, resistant to pests, disease, and rots and comparatively expensive. It is rich in appearance and its grains and rings are very clear and ornamental. It is moderately heavy and hard. It is easy to polish.
- **Walnut, Sandal, Mahogany Wood :** These are also used for furniture but are not available in abundance and are costly. They are useful for small decorative articles and small furniture pieces such as centre table, boxes, etc. Sandal wood furniture has its own value and beauty. It is impossible to use it for making furniture because, cutting of sandal wood trees has been banned by the government.
- **Sal wood and Shisham :** These are strong and heavy woods. Keeping quality of Sal wood is low compared to Shisham. Shisham has beautiful appearance but it is very costly. It is used for furniture and decorative articles.
- **Varieties like Halda, Bamboo, Mango and Neem :** These are used for low cost furniture. Durability and grains of such varieties cannot be compared with teak wood.

- **Willow, Rattan, Reed :** Furniture made from material like Willow, Rattan, Reed is called Wickerwork. Willow can be woven just like cane. Rattan is a kind of vine that does not take any colour but can be given a burnt effect by scorching it with a blow torch. Reed is the hard core, left after the outer rattan fiber is stripped away.



Fig. 7.1 Wooden Furniture

- **Plywood :** Plywood is artificial wood. It is available in the market with various sizes and thicknesses which can be selected as per the need. It is also available as dent proof, water proof and fire proof variety. It is used for a wide range of structural, interior and exterior applications in furniture.
- 2. Cane :** Bamboo slips of various diameters are used in making cane furniture. Fine slips of flexible cane make the weaving, coiling and plaiting easy for artisans. Cane furniture can be waxed, oil painted and polished to give desired finish. It is light in weight and cheaper than the wooden furniture.

Cane is traditionally being used with wooden base to make outdoor furniture. It is very popular because of globalization, better exposure and having exclusive look.



Fig. 7.2 Cane Furniture

Many homes, hotels and resorts have separate sections where only cane furniture is displayed. It is also used in bedrooms and living rooms for lavish appearance. The range of cane products has expanded to include lounge chairs, classy dining chairs and stylish sofa.

- 3. Metal :** Metal furniture is manufactured on large scale by using different metals and alloys for example; Iron (Wrought iron, Painted iron), aluminium, stainless steel, painted steel and Brass. To make furniture rust proof it is either painted or chromium plated.

Metal furniture is highly utilitarian, fireproof, durable and light in weight. Dry artificial heat does not affect it, but climatic conditions may have an effect on it. It can be easily moulded in various shapes. During manufacturing of metal furniture different parts are welded or riveted.



Fig. 7.3 Metal Furniture

Various range of metal furniture are available in market i.e., chairs, tables, rack, cupboards and cabinets etc. Metal tubes and light angles are also used in vivid and attractive colours.

- 4. Plastic :** Plastic can be molded in various shapes and sizes. It is very attractive because of various colours. Molded plastic furniture is made by premixed chemical like Urethane. Urethane has good cushioning properties. Hence it is good for making molded plastic furniture and it is rigid, dent proof, unbreakable, light in weight, easy to move and easy to clean. Plastic cane is also very useful for making back and seat of the chairs.



Fig. 7.4 Plastic Furniture

- 5. Upholstery :** Generally because of hardness wooden and other material furniture may not be found comfortable to use and hence it is finished with cushioned surface. This is called “upholstering”. Permanent upholstered furniture consists of four parts i.e., frame, belts instead of springs, filling material such as cotton, coconut coir, pieces of fabrics and foam with various density.



Fig. 7.5 Upholstery Furniture

The frame of the upholstered furniture is made of wood and metal material. Belts are used instead of springs for proper supporting. Foam of various densities is used for proper stuffing for filling and comfort. For finishing, select rexin fabric or leather fabric, different types of woven and non woven fabric according to colour scheme of the room. Different types of fabric and leather fabric are more durable as compared to rexin fabric. Finishes of upholstered furniture should be done by using nails and phenol resin glues which is very strong and is heat and water resistant. Legs should stand squarely and firmly on the floor and give proper support to the top of the upholstered furniture. Proper construction of a furniture piece makes it sturdy, comfortable and increase its durability.

- 6. Glass :** Recently the use of glass is becoming popular in making furniture. It is available in various colours and decorative forms. Glass tops are often used for writing tables and dining tables. Glass is commonly used for partitions, large exterior and interior sliding doors and for windows. Glass furniture is dent proof, water proof and is easy to clean.



Fig. 7.6 Glass Furniture

Fiber glass, made of fine threads can be woven in cloth and nets which are very hard wearing and inflammable. Glass fibers can also be mixed with plastic to make very strong and lightweight

furniture. It is commonly seen in the form of brightly coloured, molded chairs in public places like airports, restaurants and auditorium.

Use of ICT :

Search for pictures of various types of furniture from the internet.

7.3 General principles in furniture arrangement :

When decision of purchase of furniture is made, one should decide size and number to be bought according to the availability of space to avoid overcrowding of rooms. One can think of how and where the furniture is to be arranged.

Always Remember :

General principles in furniture arrangement.

- Furniture size should be proportionate to the room size. Small room should have small pieces of furniture and large rooms with large furniture.
- Furniture itself and its relation to wall space should be in good proportion. For example, arrange bigger or heavy furniture parallel to large wall and small furniture can be placed at an angle, to match the architecture of the room.
- First bigger furniture should be arranged and then small furniture, to maintain balance by using similar furniture or different furniture.



Fig. 7.7 Furniture Arrangement

- Do not accommodate too much furniture which may reduce space of the room.
- Arrange the furniture out off “traffic lanes” to avoid household accidents.
- Opening of doors and windows should be considered while arranging furniture. So that proper ventilation will take place and sunlight will enter the room.
- In every room, rhythm should be obtained by repetition of accent through either by furniture arrangement, or by the use of colour, design, texture of the furniture so that the eye is carried from one point to another.
- Any defect in construction can be reduced through proper arrangement of furniture. For example, if room is too large, then the corner should be arranged with large furniture.
- There should be enough space around the furniture so it can be easy to clean and maintain the walls of the room.
- Functional consideration of arrangement is more important than aesthetic considerations in furniture arrangement. For example, sociability in living room, relaxation and privacy in bed room.

7.4 Care and maintenance of furniture :

Before purchase of any furniture family members must know how to take care and maintain it. Care and maintenance of the furniture is an essential part, as it retains appearance and beauty of the furniture. Care and maintenance should be taken according to the material used for furniture.

- 1. Care of wooden furniture :** Furniture should be rubbed and dusted often with soft cotton cloth. Carry out weekly cleaning with a mixture of vinegar in luke warm water and dry it properly. As a preventive measure the wooden furniture

should be always kept dry. Precaution should be taken to make it termite proof. Apply wooden polish for maintenance of wooden furniture.

Let's do this :

Turpentine	:	2 Parts
Methylated spirits	:	1 Part
Linseed oil	:	2 parts
Vinegar	:	1 part

- Take the above ingredients in a beaker
 - Shake well to form an emulsion
- Use this homemade polish for wooden furniture.

- 2. Care of Cane Furniture :** It can be cleaned daily with dry and soft cotton cloth. Never use soapy water as it become yellowish. Occasionally it can be cleaned with the mixture of one litre water and one table spoon salt. Dry it immediately.
- 3. Care of Metal Furniture :** It can be cleaned with warm soapy water. Rinse the piece of furniture with clean water. Dry with a towel or keep in sunlight. It is either painted or chromium plated to prevent rusting.
- 4. Care of Plastic Furniture :** Remove the dust daily with soft flannel cloth. It can be cleaned with soapy water or with non-greasy cleaner spray.
- 5. Care of Upholstery Furniture :** It can be cleaned with soft brush or vacuum cleaner to remove dust. Small stains can be removed by using petrol or using vinegar by rubbing it in one direction with soft cotton cloth. If stain is identified, it can be removed by particular stain removal method. The maintenance of leather fabric is easy as it can be cleaned with vinegar or lime juice.
- 6. Care of Glass Furniture :** Dusting of glass furniture should be done daily. Wipe it with soft flannel cloth to avoid scratches. Cleaning material like soap solution, cleaning solution and brightening solution is available in market for cleaning the glass furniture. Sliding glass should be cleaned by using wet newspaper with whitening powder. A little ammonia can be added to the water to clean greasy glass furniture. Methylated spirits can be used for removing stains.

Can You Recall?

- Furniture is very important in home. Several varieties of furniture are available in the market.
- Furniture is an essential element of interior decoration.
- It adds aesthetic value to the room and improves status of the family.
- Furniture makes home furnishing comfortable and convenient to the each and every member of the family.
- Furniture is used for the performance of various activities such as sitting, writing, relaxing, eating, sleeping and working for various activities.
- Furniture is made from different materials such as wood, metal, plastic, upholstery, glass and combination of these materials.
- Points need to be considered in the selection of furniture are comfort, family preference, budget, construction and design, durability, climatic condition, maintenance, new trends, flexibility, aesthetic value etc.
- Different materials used in furniture require different type of care and maintenance.

Exercise

● **Objective questions :**

1) Multiple choice questions.

1. Heavy furniture pieces should be arranged _____ to the wall.
a) Opposite b) Infront c) Parallel
2. Metal furniture is used for making _____ weight furniture.
a) Heavy b) Light c) Moderate
3. Wood is one of the _____ material used for making furniture.
a) Common b) Regular c) Traditional
4. Furniture is basically intended for work, _____ and rest.
a) Comfort b) Luxury c) Fashion
5. Families with transferable jobs prefer the _____ furniture.
a) Light weight b) Heavy c) Narrow

2) Match the following.

A	B
a. Wooden Furniture	i) Heavy weight
b. Metal Furniture	ii) Comfort
c. Plastic Furniture	iii) Painted Polish
d. Furniture	iv) Flexible
e. Glass Furniture	v) Soap Solution

3) Identify whether the following statements are True or False.

- a. Furniture for small houses should be multipurpose.
- b. Plastic furniture is more flexible.
- c. Glass furniture is hard to clean.
- d. Comfort is dependent on construction and design of the furniture.

● **Short answer questions :**

1. Give reasons for the following :

- a. Plastic furniture is preferred for office.
- b. Furniture is fundamental part of home decoration.
- c. Multipurpose furniture is suitable for small houses.

2. Write short notes on the following :

- a. Method of preparing furniture polish at home.
- b. Cleaning glass furniture.
- c. Any two types of furniture.
- d. Maintenance of furniture.
- e. Soft wood and hardwood.
- f. Wooden and glass furniture.

● **Long Answer questions :**

- a. What are the essential points that should be considered in selection of furniture?
- b. Explain different types of materials used for furniture.
- c. Write the general principles considered in arranging furniture.
- d. Explain care and maintenance of different types of furniture.

● **Project :**

- a. Examine the classroom furniture with respect to design, material, construction and finishes.
- b. Collect pictures of various types of furniture. Classify them on the basis of various rooms and material used. Prepare a scrapbook.
- c. Visit a furniture showroom or well furnished house and write report on type of furniture, material used and its cost.



8. Flower Arrangement and Decorations

- 8.1 Introduction of flower arrangement and decoration
- 8.2 Material used in flower arrangement
- 8.3 Types of flower arrangement
- 8.4 Principles in flower arrangement
- 8.5 Forms of flower decoration

Can you tell?

- Which flowering plants do you have in your gardens?
- Which type of flowers do you observe around you?
- The names of flowers you observe around you.
- Various uses of flowers.

The art of flower arrangement is quite old. The art of arranging flowers in systematic manner to enhance its beauty is called flower arrangement.

Definition by Anna Rutt :

“Flower arrangement may be defined as the art of organizing flowers, other plants, materials and receptacles into compositions having harmony of form, texture and colour. Its purpose is to add cheer, life and beauty to surroundings.”

This art form is used in the homes as well as in temples, churches, hotels, hospitals etc. At the time of festivals and auspicious occasions it is used in varied forms like in the decorating the house by flowers, flower necklaces, drawing rangoli in the yard of a house, tying ‘toran’ on door and pillars, decorating the stage, etc. Thus flowers are used in different ways.

8.1 Introduction of flower arrangement and decoration :

Remember :

The Importance of Flower Arrangement and decoration :

- Flower arrangement imparts beauty to a house and brings nature inside.
- It is a nice way to utilize leisure giving scope to a person’s creativity.
- It creates lively atmosphere in home and sustains our culture.
- It removes passiveness from life and keeps the mind fresh and healthy.
- It gives an opportunity to do something and enhances our creativity.
- It enables the use of principles of arts and teaches importance of beauty.

8.2 Material used in flower arrangement :

Do you know?

- i) **Plant Material :** This includes any kind of live plant material such as flowers, leaves, fruits, buds, roots, branches, twigs, etc. Seasonal fresh flowers give a large variety of choice in all kinds of arrangement and broad ones in horizontal arrangement. It is possible to give emphasis to the branches and the leaves and flowers should be arranged keeping them as base one should select branches with good natural shapes.

Always Remember :

- Plants should be watered before cutting flowers or leaves.

- The best time to cut the plant material is before sunrise or after sunset to reduce shock to the plant.
- Stems of flower are cut at an angle to increase water absorption and with sharp shears.
- They should be kept in cold water to which a pinch of salt, sugar or coal is added for at least three hours to fortify them with water.
- Stems of flowers that give out white sticky substance should be held under running water to allow water to be absorbed freely.
- Flowers bought from the market should be carried in wet newspaper by putting it into polythene bags.

ii) Dry Material : Dried parts of plants like flowers and foliage can be collected, bought and preserved. Such dry material is handy when fresh plant material is not easily available. At the same time they do not require much attention.

iii) Containers : A variety of containers, tall or short, made of bronze, clay, brass, china, bamboo, wood, glass etc. are available in the market. One should select the container carefully. The containers in earthy tones, without prominent surface decoration and with enough capacity for holding water are suitable. Vases should be filled with water before starting the arrangement. Low containers are best for dining tables and tall ones for corner arrangements and for arrangements placed against walls.

iv) Flower holders : There are many types of flower holders available in the market. Pin holders, wire mesh, foam brick, clay etc. are used commonly for fixing the plant material. Pin holders can be fixed firmly to the dry base of the vase with plasticine. In tall containers small pieces of stems are fixed at the mouth in 'X' or 'Y' shape to hold the flowers.

v) Materials used for preserving the arrangements : Salt, aspirin, borax, sugar, moss, ice cubes, coal or sand can be used. Lower part of the stalks of flowers should be devoid of leaves to prevent decay.

vi) Accessories : Any material used as accessories in flower arrangements should be aesthetically beautiful and harmonious to the theme of the arrangement. Material such as stones, coral rocks, sea shells, small sculptures of animals, birds, human figures, satin ribbons, decorative net, etc. can be used. Such accessories should be proportionate to the size of the arrangement.

vii) Other materials : Apart from the above mentioned major materials, one also needs materials like scissors, rubber bands, wire, pins a sharp knife, florist tape, etc.

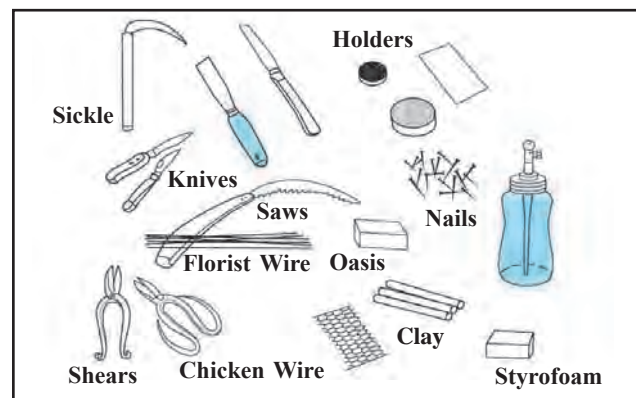


Fig 8.2 : Material required for Flower Arrangement

8.3 Types of Flower Arrangement :

i) Traditional Flower Arrangement :

Traditional flower arrangement focuses on the use of conventional flower material and traditional arrangement techniques. Unlike modern flower arrangement, creativity of the decoration is considered secondary. Specific vases are used for the arrangements which are usually round or elongated in shape, metallic and carved with delicate artistic designs.

It tends to include a lot of flowers of various types. Comparatively the number of leaves is much smaller. Flowers of even height are arranged in symmetrical manner; for example, circular fan design. This arrangement mostly uses candle as accessories.



Fig 8.3 (a) : Traditional Flower Arrangement

ii) Japanese Flower Arrangement : Ikebana is a type of Japanese flower arrangement. **Ikebana means art of arranging flowers.** Japanese have developed this art to a high degree through many different schools of flower arrangement. Flowers have an important place in the life of people of Japan, and have special significance beyond beauty.

In Japanese flower arrangement the emphasis is on line and direction. It is based on a basic theme or style, evolving out of philosophical ideas. It focuses on the choice of plant material in relation to the container and the surrounding space. The most distinguishing feature of this is the slenderness of the line of the plant material. They are simple, informal, and meaningful. The type of vases used can be tall as well as low. Mostly they are made from bamboo, bronze or pottery in some subdued colours as brown, gray, tan, dull blue, grayish green or bronze. In low pots metal pin holders are used

and in tall vases y shaped or split twig or forked branch is used to hold the stems of the flowers.

Practically all styles of Japanese flower arrangements are based on three principles: Heaven, Man and Earth which are represented by three main branches.

Heaven : The tallest spray symbolizes Heaven and it is arranged as central axis in the vase. Its height is one and half times the height of the container.

Man : The second height represents man. It gives the greatest width to the arrangement. Its height is equal to the length of the container.

Earth : The lowest spray denotes earth. It is placed opposite to the branch signifying man to balance it out. Its height is half the height of man.

Fillers are added with these main lines to make a complete arrangement. These are termed as **Mountain** and **Meadow**.

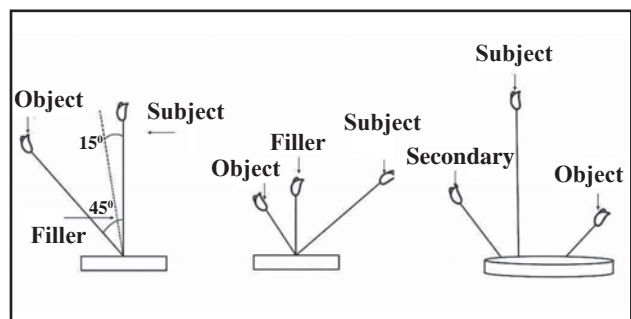
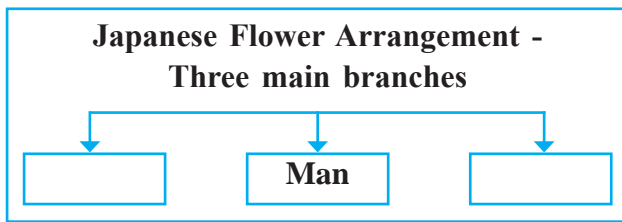


Fig 8.3 (b) Structure of Japanese Arrangement



Fig 8.3 (c) Japanese Arrangement

Complete the given table.



iii) Modern Flower Arrangement : This type of arrangement has no binding of rules. A person is free to make an arrangement by using his/her creativity. This perhaps might be the reason why this arrangement is quite popular. A person can use various parts of plant in this arrangement. It also uses number of flowers, leaves, grass, creepers, crotons, cactus, vegetables, fruits etc. Fresh flowers and leaves are not necessarily used always but dried out or even artificial flowers used occasionally to give a quite decent appearance to this arrangement. Modern decoration techniques include the use of feathers, broken glass, shells and even shabby metallic ware.

Rather than what material is used in the arrangement, the way with which it is arranged is much important in the judgment of its grace. Free style of arrangement gives a person an opportunity to create non-traditional shapes. These arrangements rely on emphasis of rhythmic lines, effective colours, powerful shapes and variation of textures.



Fig. 8.3 (d) Modern Flower Arrangement

iv) Dry Arrangement : This arrangement is predominant in the winter seasons in cold countries or in the summer in India. When flowers are not in abundance, different types of twigs, dried leaves, stalks or branches, fruits, or evergreen flowers can be used in an attractive manner. Dried weeds that are painted with enamel paints can be used effectively in dry arrangements. The thistle, pine cones, cotton pods, whole sugarcane flowers (dried), wood rose etc. are the basic materials. They all can make colourful and subtle arrangements. One should use shallow containers that are of ceramic, wood or opaque glass.



Fig. 8.3 (e) Dry Arrangement

v) Miniature Flower Arrangement : Synonymous with its name, miniature flower arrangement is very small in size generally it does not exceed five inches of height. Miniature flower arrangements are quite commonly found on the center table of the living room, study desk and even on dining tables.

The containers used in such arrangements are usually small bottles, tea cups or tiny vases. To bring in harmony and proportion with such containers, small and delicate flowers and leaves are used. Number of flowers in this arrangement is comparatively less than that in a regular flower arrangement. In spite of

the limited number and small size, these arrangements are equally attractive and elegant.



Fig. 8.3 (f) Miniature Flower Arrangement

8.4 Principles in Flower Arrangement :

You would find this interesting :

- i. Design :** It decides the structural pattern of the floral arrangement. The design is essentially determined by the location, occasion and the materials available.
- ii. Balance :** It emphasizes on the use of material in a floral arrangement which gives stability to the arrangement. The two most important elements of balance in an arrangement are form and colour. Balance is of two types :
 - a) Symmetrical Balance :** The two sides of the floral arrangement have equal amount of materials placed on either sides of the floral arrangement.
 - b) Asymmetrical Balance :** The two sides of the floral arrangement are not equal but still have equal visual weight. Colour plays a vital role here. Dark colours give a visual effect of weight and so are used low in the arrangement. So also, lighter colours are more appropriate for the other and upper portions of the floral arrangements.
- iii. Scale :** It deals with the proportions of different components of the floral

arrangement. It thus emphasizes on the material used to that of the size of the container holding the floral arrangement.

- iv. Rhythm :** It emphasizes on directing the viewer's eye along the main line of arrangement so that the whole shape of the composition is properly followed and understood.
- v. Emphasis (Focal Point) :** The central portion of the floral arrangement from where the flowers and foliage of the arrangement appear to be emerging from is known as the focal point of the arrangement. Hence, larger and dark colored flowers are usually used as the focal point of the floral arrangement.
- vi. Material :** Never mix dry and wet material in one arrangement.
- vii. Harmony and Unity :** This principle takes care of the appropriate use of flowers for the occasion. It also takes care of the blending of colours of the flowers used in the floral arrangement and that of the container such that they contrast each other.

See how amazing this is !

Bonsai

Bonsai is an arrangement with artistic value developed by Japanese artisans.

In Japanese Language, 'Bon' means 'Pot' and 'Sai' means Tree hence bonsai has a meaning 'a tree in pot' It is also called 'Tray-Plants'.

Internet is my friend :

Search for more information about Bonsai and collect the pictures.

8.5 Forms of Flower Decorations :

Know this :

Apart from flower arrangements made for cultural gatherings in schools and colleges,

literature summit, meetings, weddings, elocution programmes etc. Plant materials are also used in various other forms which are as follows :

- **Flower Bouquets** : Messages of love is carried by sending flowers as a gift. Flower bouquets are presented at the time of various function.
- **Floral Garlands** : Flowers are woven in the form of garlands to be used for various purposes like to honor the chief guest for a function, for pooja to be performed, for the bridegroom for a wedding, for a stage decoration etc.
- **Showering of Flowers** : The flowers are showered on guests to honor them at the time of various functions.
- **Floral Rangoli** : The various types easily available in market of available flowers like Zinnia, Aster and Roses etc. are common used for floral rangoli.
- **Wearing in hair** : To wear flower-heads in hair is popular since the 18th century. Only the style differs according to time and fashion.
- **Flower Sprays** : Sprays are large flat

bouquets with long stems that are carried or placed on tombs or coffins to commemorate the dead.



Fig. 8.5 Types of Flower Decoration

Internet is my friend :

Find out videos of various types of flower arrangements, and collect new information from the internet and discuss the same.

Can You Recall?

- Flower arrangement is an art of arranging the flowers systematically.
- It enhances a person's creativity
- Materials used for it are flowers, leaves, fruits, buds, branches etc.
- Dried parts of plants can also be used in the arrangements.
- Japanese flower arrangement is based on three principles Heaven, Man and Earth.
- Salt, aspirin, borax, sugar, moss, ice-cubes, coal or sand can be used for preserving the arrangements.
- Forms of flower decoration are, flowers as a gift, bouquets, floral garlands, showering of flowers, floral rangoli and stage decoration,
- Flowers are used for sending messages, floral garlands for interior decoration and floral rangoli for welcoming the guest.
- Showering of flowers is organized to express joy and religious faith.
- Recently floral stage decoration, has become common in society.

Exercise

- **Objective questions :**

1) Multiple choice questions :

1. Ikebana is the _____ type of flower arrangement.
a) Dry b) Japanese c) Tradition
2. The arrangement that has no binding of rules is _____.
a) Miniature b) Japanese c) Modern
3. The traditional flower arrangement : the emphasis is on _____.
a) Flowers b) Leaves c) Accessories

2) Identify whether the following statements are True or False :

- a) Modern arrangement has no bindings of rules.
- b) Ikebana emphasizes line and direction.
- c) Low containers are best for dining table.
- d) Traditional flower arrangement uses more number of leaves in comparison to the number of flowers.
- e) Flower arrangements impart beauty to a house.

- **Short Answer Questions :**

1) Differentiate between the following :

- a) Traditional and modern flower arrangement.
- b) Dry and miniature flower arrangement.

2) Write short notes on the following :

- a) Importance of flower arrangement.
- b) Dry arrangement
- c) Miniature flower arrangement
- d) Flower Decorations

- **Long Answer Questions:**

- a) Define flower arrangement. Explain the material required for flower arrangement.
- b) Define flower arrangement and describe the various types of flower arrangement.

- **Projects / Assignments :**

- a) Try out various types of flower arrangement.
- b) Collect pictures of various types of flower arrangements and prepare a scrape book.
- c) Collect pictures of various materials used for flower arrangements and prepare a scrape book.



9. Introduction to Landscaping

9.1 Definition, Concept and Importance

9.2 Plants used in Landscaping

9.3 Kitchen gardening

Do you know? : What is landscaping and kitchen garden?

Every human being is nature loving. When people are surrounded by greenery, beautiful trees, flowers, lawns they experience a different kind of joy and happiness. To experience this beautiful nature, many people go for vacations once or twice a year to a hill station or the places where they can enjoy the beauty of nature. Landscaping and gardening plays an important role to create the beauty of nature around the house or our workplace and to enjoy benefits of nature.

9.1 Definition, Concept and Importance :

Let's Discuss :

Landscaping makes a huge difference to the house and it tells the world a lot about the family. The plant structures that surround the home reflect the taste of the family. The word landscape was first used by a Dutch artist in the 16th century when painting beautiful outdoor scenery. A landscaper is the one who plans and designs a garden of any size and shape to create beauty and ambience.

Even a small landscape garden in front or in backyard of a house gives a fresh and vibrant look to the house. This space is loved by all the family members as well as the guests. This is the space where the family spends quality time together in early morning or evening.

Definitions :

1. Landscaping involves creating a plan or picture for an aesthetically pleasing outdoor

area with the use of grasses, plants, trees, flowers, water features, stones, fences, planting beds etc.

2. Landscaping is a place where trees, lawns and shrubs are planted. Specific arrangement of pathways, furniture, flower beds, water features and fences is known as landscape.

Importance of Landscape :

Landscaping is important in many ways. It creates a joyful environment around the home and buildings. Even a small garden can enhance the look and increase resale value of the home.

Eco-friendly landscaping can benefit the environment in many ways.

Do you know?

How important is gardening from health point of view?

- a) Working in the garden burns calories and helps a person to remain fit and fine.
- b) It helps the family members to connect with the nature.
- c) Few minutes of gardening in outdoor can improve the mood of a person and make the person joyful.
- d) Gardening supports the physical wellbeing and helps to improve muscle strength and co-ordination in movement.
- e) Connecting with nature makes the person stress-free.

Do you know?

It is important for environment too.

- A twenty five feet tall tree in garden can help to reduce overall environmental temperature by 10 percent.
- Kitchen wastes can be used to make compost and fertilizers.
- Water from kitchen can be effectively used in the garden.

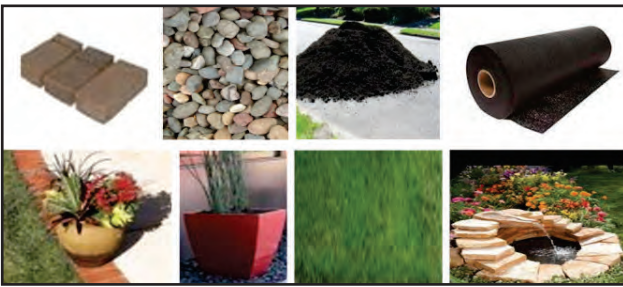


Fig. 9.1: Objects/articles used in creating a landscape

The objects/articles commonly used in landscaping are as follows :

- Grass, Plants, Flowers, Water, Stones, Compound etc.
- Old junk like bicycle, wooden benches, wooden drums,
- Old kettles can be used for planting flowering or ornamental plants

9.2 Plants used in Landscaping :

Let's discuss :

The types of plants used in Landscaping are basically classified into Indoor plants and outdoor plants.

Indoor Plants and Outdoor Plants are mainly differentiated by temperature tolerance.

- Indoor plants need less or no sun light for growth and sustainability. They can grow inside a house that means indoors.
- Outdoor plants require sun light and can tolerate harsh weather.

Outdoor Plants :

Outdoor Plants commonly used in landscaping and generally found in India are :

Rose plant, BoganVelia, all types of Lilies, Marigold, Hibiscus, Rubber tree, Different types of succulents, Gulmohar, Chrism tree, Champa/ Chafa, Lotus for water bodies, different types of grass for lawns, etc.

There are many types of plants which can be grown/ used in landscaping as outdoor plants. The type of plant which can be planted outdoor depends on availability of space, type of soil, and weather conditions.

Indoor Plants :

These plants need less or moderate sunlight and can be grown indoors. They can be kept occasionally in windows where moderate sunlight is available throughout the day.



Fig. 9.2 : Landscaping

Spider Plant : The plant got this unique name due to its uniquely-shaped leaves, which dangles like spiders on a web. This beautiful plant fights against benzene formaldehyde, carbon monoxide and xylene, a solvent used in leather, rubber and printing industries.

Lady's Slipper Orchid : This plant will bring the beautiful and positive atmosphere to the house. These orchids have unusual slipper-shape that bloom from between two leaves. It has dark green leaves which add to beauty of the plant. Special care should be taken while watering this plant. If the water has chemicals then, allow

it to stay for a few days in a container before using it. Water it once a week. Place the plant in shade in such a way that it has access to direct sunlight.

Tulsi : It can be grown easily and requires little-or-no maintenance. This plant has many medicinal properties. In addition, it helps to purify the air and improves the quality of air. It can be planted in a simple pot. It has got religious and traditional values.

Aloe Vera : This plant is very useful. It purifies air and it can cures cough and cold. It is good for hair growth. It also helps to improve complexion. This plant should be watered only when the soil in the pot is dry. Keep this plant in a sunny window. It will not grow if it is kept in shade. After planting it, wait for couple of days to settle the roots then water the plant.









Draceans : This plant usually grows twelve feet high and can grow without sunlight. This plant can be kept at a place where ample space is available. One can control its height by cutting. New leaves will sprout below the cut ones in a few weeks. It needs moist soil. Over-watering or poor drainage will lead to yellow leaves in the plant. It is advisable to place it near a window.

Weeping Fig : This belongs to the family of Ficus benjamina. It is a species of flowering plant. This plant helps to reduce gaseous discharge from curtains, carpets and furniture.

Snake Plants : This plant helps to purify air in bathrooms. It filters out formaldehydes, used in soaps, shampoo and other products. It is one of the air-purifying plants identified by NASA. This Plant can be grown easily without taking much care.

Palm Tree : Some varieties of palm tree can be used as indoor plants for example, Chinese fan palm, areca palm, parlour palm, ponytail etc. This plant can be kept anywhere in direct sunlight. It adds dense greenery to the interiors.

Indoor Plants

Sr. No.	Diagram	Plant
1.		Spider Plant
2.		Lady's Slipper Orchid
3.		Tulsi
4.		Aloe Vera
5.		Draceans
6.		Weeping Fig.
7.		Snake plant
8.		Palm tree

9.3 Kitchen Gardening :

Now-a-days, families focus to plan lunch or dinner by considering nutritive value of ingredients used. A kitchen garden, which is also known as 'vegetable garden', is a simple way to improve quality of food prepared in homes.

Definition :

Kitchen garden is defined as : "The place where vegetables, fruits and herbs are grown at home which is used in kitchen."

Concept and Guidelines : A person can experience the joy of freshly picked and grown vegetables. Such organically fresh grown vegetables help to improve the health of family members. The importance of kitchen garden is valued in many ways. A kitchen garden ensures an inexpensive, regular and handy supply of fresh vegetables which is basic to nutrition. Green vegetables contain vitamins and minerals which protects us against diseases. Kitchen garden also saves the home from food shortage.

Think about it :

Importance of kitchen garden.

- It provides better quality and more nutritious food.
- All fruits and vegetables grown in the kitchen garden are easily grown by the family members themselves.
- Use of organic waste matter from kitchen as fertilizer can help to reduce the pollution and create environment friendly atmosphere.
- It gives space for both children and adults to spend time together.
- Kitchen garden can help to increase the vegetable consumption of kids in the family.
- It gives opportunity to work on the land and to learn about the local environment.
- A garden can teach the family members to love the nature, create an interest in conservation and respect life.

- Kitchen garden helps to save money. In less investment, family can plant vegetables, herbs and fruits of their choice which are otherwise expensive in the market.
- It also purifies the air around us. Plants take carbon dioxide and give out oxygen which is very good for people.
- Kitchen garden helps to lower the temperature and keep the house cool and breezy.
- It brings positivity to the house as the well maintained garden is pleasing to everybody. When flowers are added with vegetable the garden looks more beautiful.
- Vegetable and fruit peels coming from kitchen can be recycled for making compost.
- Fruits and vegetables grown in this garden are tastier than those available in the market.

Always remember :

Guidelines for Kitchen Garden :

- Choose an open sunny field to sow the seeds in the garden for doing the plantation because tall trees obstruct the sunlight.
- For sowing the seeds, the rows should be in north and south direction to allow maximum sunlight.
- There is a need to see that easy access to water hose is provided. Try to collect the rain water.
- Collect seeds instead of plants from store for developing the garden.
- It is better to survey the market for selection of plants to fulfil the family needs.
- Herbs grown in excess can be dried and processed for further use.

The plants commonly grown in Kitchen Gardens are : Tomatoes, Potatoes, Radish, Peas, Carrot, Spinach, Fenugreek leaves, Chillies, Lemon, Ginger, Cabbage, Cauliflower, Papaya etc.



Fig. 9.3 (a) : Vegetables Grown in Kitchen Garden

Let's remember : Tips for Kitchen Garden

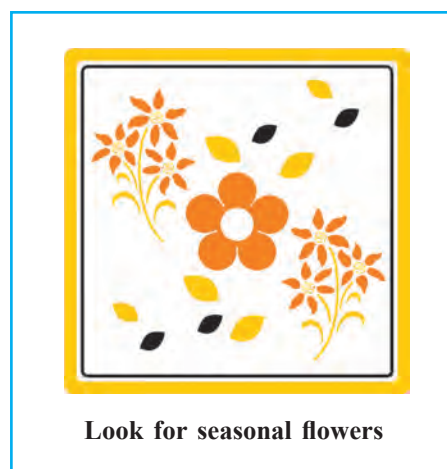
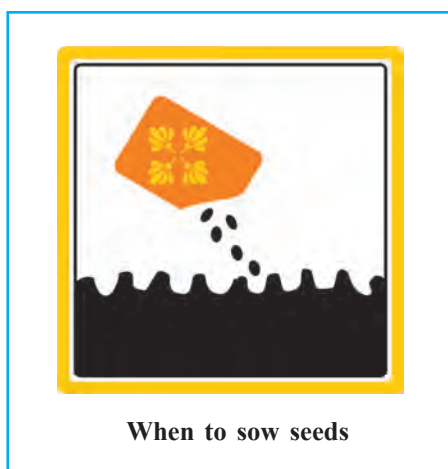
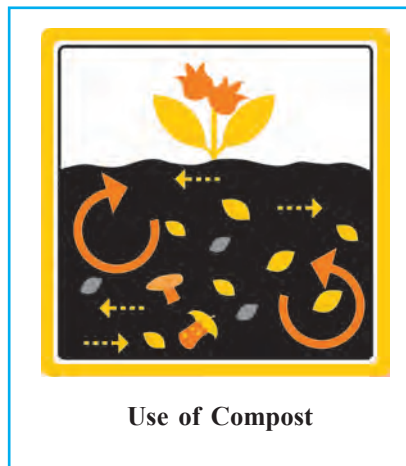
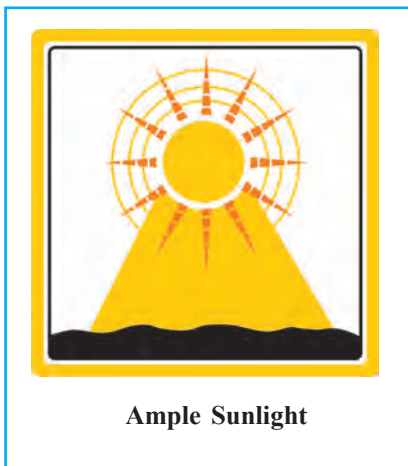


Fig. 9.3 (b) : Tips for Kitchen Garden

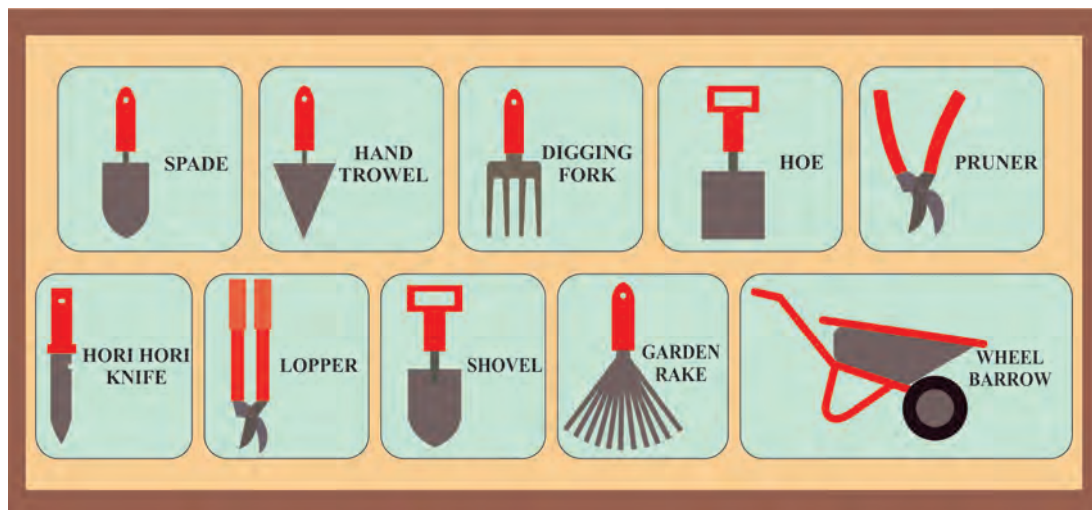


Fig. 9.3 (c) : Tools used for Kitchen Gardening

Internet is my friend.

Find out use of gardening tools from internet.

Can You Recall?

- Landscapes and gardens make the surroundings of a house beautiful.
- Landscape/garden is a place where the whole family can spend quality time together as it's a functional space.
- Working in a garden helps people to stay healthy and fit.
- Landscaped garden and kitchen garden helps to purify the air around the house.
- The difference between an indoor plant and outdoor plant mainly has to do with temperature tolerance of plant.
- Kitchen gardens provide good quality and more nutritious vegetables and fruits and saves money.

Exercise

• Objective questions :

1) Multiple choice questions.

1. Gulmohar is an _____ Plant.
 - a) Outdoor
 - b) indoor
 - c) shrub
2. Spade is a _____.
 - a) Plant
 - b) Tool
 - c) Type of soil
3. The plant _____ has medicinal properties.
 - a) Palm tree
 - b) Orchids
 - c) Tulsi
4. A twenty five feet tall tree can reduce overall temperature by _____ percent.
 - a) 100%
 - b) 70%
 - c) 10%

• **Short Answer Questions :**

1) Write short notes.

- a. Landscape
- b. Kitchen garden
- c. Health benefits of working in kitchen garden.

2) Answer the following in brief.

- a. List out the tools used in garden and state why they are helpful.
- b. Why is Aloe Vera considered an important plant? Why is it kept in a house?

3) Define the following terms.

- a. Landscaping b. Kitchen garden
- c. Indoor plants d. Outdoor plants

• **Long answer questions :**

- a. Write in detail the guidelines for kitchen garden.

- b. Illustrate the indoor and outdoor plants.
- c. Which vegetables and fruits we can be grown in kitchen garden? How are they helpful?

Internet is my friend :

Project work - Make a scrap e-book of beautiful landscape gardens and kitchen gardens.

Find out pictures of landscapes and kitchen gardens and take prints.

- a) Make kitchen garden as group project in your college/ school.
- b) Visit a nearby plant nursery or kitchen garden, observe variety of plants for indoor and outdoor gardens and write a report.



10. Household Cleaning

10.1 Meaning, importance and types of household cleaning

10.2 Equipments used in household cleaning

10.3 Cleaning Regents

Let's Discuss :

Home is an integral part of family's life. Any kind of house will require proper care and maintenance. Household cleaning is an important aspect of taking care of house. It is an important house hold activity, which requires a lot of time and efforts.

10.1 Definition and Meaning :

J. P. Sherry defines household cleaning as - 'Household cleaning is the easiest way of achieving beauty and hygiene.'

Cleaning is the process of removing unwanted things such as dust and dirt and using various cleaning methods and techniques to enhance the beauty and hygiene.

Sherry opines that household cleaning is the easiest way of achieving beauty and hygiene.

Further discussion will explain the importance of household cleaning.

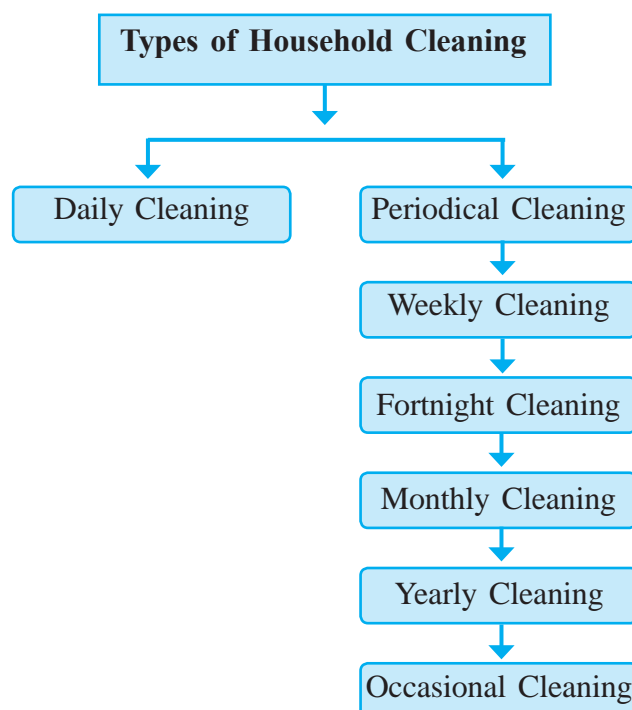
Always remember :

- Cleaning is closely related to hygiene. The diseases easily spread if there is dust and dirt. To control spread of infectious diseases, cleanliness of every room is very important.
- Cleaning adds to the aesthetic value of the house. Addition of costly items will not always enhance the beauty; on the other hand low priced but clean items if properly arranged can have more aesthetic value.
- Frequent cleanliness helps in maintenance of a house. Good maintenance makes increases the life of houses. It make the house feasible to stay in working condition become safe for use.

- Cleanliness leads to proper arrangement of things and helps to keep things in a tidy manner. Habits of cleanliness indirectly lead to convenient arrangement in the house.
- Effects of cleanliness are visible. Clean house creates a particular impression on viewers mind and that help to gain social standards.
- A home maker gets pleasure and satisfaction from keeping her house clean and beautiful.

Do you know?

Types of household cleaning



1) Daily Cleaning : Daily cleaning includes sweeping, mopping of floors, dusting of surface, tidying up of the objects in every room, cleaning of carpets with brush, shaking of curtains and making of beds. In kitchen cooking areas, sink should be cleaned daily. If the house is situated near main road or in dusty area, sweeping and dusting should be done twice a day.

2) Periodic Cleaning : Includes the following cleaning methods :

a) Weekly Cleaning : Cleaning done once in a week is called weekly cleaning. Sunday or off day once in a week is very suitable for weekly cleaning. It is more elaborate than daily cleaning. For example, cleaning of window and door panel, courtyard, kitchen, refrigerator, porch and garage can be performed weekly.

b) Fortnightly Cleaning : It means thorough cleaning done once in fifteen days. Fortnightly cleaning of the house is very needed to maintain a house in a good condition. This will include removal of cobwebs, dusting of furniture, wall cleaning and floor cleaning.

c) Monthly Cleaning : All the cleaning which cannot be done every day or every week can be done monthly. For example, cleaning of fan, tube lights, removing cobwebs, cleaning and rearranging all the shelves, racks, cleaning of refrigerator, rearranging of cupboards, washing of curtains or changing them can be done every month.

d) Yearly or Seasonal Cleaning : Yearly cleaning schedule should be followed to give new look to the home. This will include painting the house,

cleaning all the rooms by removing the furnishing and rearranging them. If required pest control is also carried out in this cleaning. Usually, yearly cleaning requires a week. If work is distributed among the members of the family the job can be simplified. In most of the families this is practiced during Diwali season.

e) Occasional Cleaning : Occasional cleaning is carried out by families prior to certain ceremonies, such as wedding, birthday party etc.

Use your brain :

Observe the cleaning methods used in your homes and classify them.

Activities	Type of cleaning
	Daily cleaning
	Occasional cleaning

10.2 Equipments used in cleaning :

There are various equipments used for household cleaning. These are classified in two groups.

List them out in the following table.

Electrical	Non-Electrical



Fig. 10.2 : Cleaning Equipments

Non-Electrical equipments:

- 1) **Brooms** : This is the most commonly used equipment for cleaning. Brooms are available in different shapes, sizes and materials. They are usually made of dried branches, plastic wires or sticks, palm leaves etc. They are useful in sweeping dust from floors, courtyards, stairs etc. The stick brooms can be used for washing and cleaning bathrooms. Brooms come with short handles and long handles. The ones with long handles are better and easier to use.
- 2) **Brushes** : Brushes are available in different sizes, shapes and materials. They can be made of plastic, nylon, metal, coconut fiber or animal hair as bristles. They are useful in cleaning dry as well as wet dirt. There are separate brushes for washing floors, tiles etc. For cleaning toilet, specially shaped brushes with long handles are available. After cleaning, the dry brushes should be shaken and the wet brushes should be washed and kept clean. There should be proper arrangement for keeping these brushes.
- 3) **Dusters** : Dusters are made of strong cotton fabric and used for wiping or cleaning different surfaces. There should

be separate duster for each activity for example; furniture cleaning, dining table, kitchen platform, gas stove, utensils, polishing mirror and glass panels etc. For each type of cleaning separate duster should be used. Readymade dusters are available in all sizes and shapes. All types of dusters require washing and drying because unless they are clean themselves, they will not be able to clean any surface.

- 4) **Moppers** : Mop clothes are kinds of dusters used specifically for mopping of floors of different areas. These are made of thicker but loosely woven and absorbent fabric. Wet mopping of floor should be done by using clean water, changing the water after mopping each room. We can use cleaning liquids available in the market.

Now a days, readymade moppers, made of different materials and different handle sizes are available. They cover larger area, are more effective, easier to clean and last longer.

- 5) **Dust Pan** : These are made of variety of materials like plastic, steel, iron etc. Dust pans are useful in collecting dust from each room after sweeping. The front edge should touch the floor so that

all the dust can get collected easily and also it should not be sharp.

6) Dust Bin : This is required to collect the dirt and waste of entire household. An old box or bucket can be used for this purpose. But nowadays, plastic dustbins of all sizes, shapes and colors are available in market.

Dust bin can be placed in more than one place in the home. It is advisable to have at least two dust bins. One for dry dust and waste and other for wet waste. These should be kept clean after use.

Vacuum Cleaner :

Do you know?

How it Works :

Vacuum Cleaner works on the principle of creation of vacuum. The word vacuum means a totally empty space with not even air present in it. Vacuum has to be created. Air will always be attracted towards vacuum, because nature does not leave any vacuum. This is the basic of the working of vacuum cleaners.

- **Principle :** The vacuum cleaner works on the principle of creating vacuum artificially. The vacuum cleaner sucks air from the surface to be cleaned, trying to create vacuum and in the process, air being sucked at a fast speed. The dust and small wet particles get collected inside the vacuum cleaner.
- **Parts of Vacuum Cleaner :** Some basic parts are seen in all types of vacuum cleaners.
- **Body :** This is the total vacuum cleaner, inside which all the machinery and parts are present. It is made up of chromium and is lined with rubber. Usually, there are wheels at the lower side, so that it can easily be moved from one place to another.

- **Handle :** It helps in lifting and moving the vacuum cleaner. It is made up of metal and rubber. It helps in lifting and moving the vacuum cleaner from one place to another.
- **Switch :** The operator holds the nozzle bar by hand so it becomes difficult for to bend down every time to switch the machine on and off. So the switch is located in such a place that it can be conveniently operated by foot while using the vacuum cleaner.
- **Electric motor and fan :** The motor is needed to run the fan inside. This fan is situated at the back of the motor. It acts as an exhaust fan and sucks the air with force thus creating a vacuum.
- **Bag :** The air and dust sucked by the fan, comes into this bag, which is made of porous cloth. It retains the dust but lets out the sucked air. This bag is required to be emptied and cleaned from time to time. If it gets very solid it has to be replaced.
- **Nozzle :** This is the operative part of the machine. Different kinds and sizes of nozzles are provided with the vacuum cleaner to clean different kinds of surfaces. Nozzle comes directly in contact with the surface to be cleaned.
- **Hose Pipe :** This is a thick hollow pipe. Its one end is connected to the machine and the other one is attached to the nozzles. The air and dirt which is sucked, goes through this hose to the bag inside. Most of machines come with more than one hose having different lengths to make it convenient for user to clean nearby surfaces as well as for reaching surfaces that are far off.
- **Wire :** Insulated wire of convenient length is provided with the machine. It's

one end is attached to the machine and the other end is connected through a plug to the electric supply.

Method of use of a vacuum cleaner :

Remember this :

- Before starting the cleaning work select a suitable nozzle.
- The vacuum cleaner is then connected to electric supply.
- According to the type of cleaning, the speed of machine should be controlled by using a switch which is provided for particular function.
- The suction machine sucks the dust and dirt with the help of nozzle.
- In different cleaning machines, various attachments are given in such a way that air blows through the nozzle. So that some surface can be cleaned better.
- In recent trends, wet and dry vacuum cleaners are available in the market.
- The wet vacuum cleaner cleans the floor, tanks etc.
- When the surface gets cleaned the machine should be switched off.
- All the surfaces are cleaned in the same manner using appropriate nozzle and hoses.
- After cleaning, the electric supply should be disconnected.
- The nozzle and hoses should be separated out from the machine.
- The sack which is inside of vacuum cleaner is to be emptied.
- After disassembling all the parts of vacuum cleaner, keep it safe and in proper place by covering it with a cover.

Care of vacuum cleaner :

Observe and Discuss :

- Before using the machine, all instructions should be read and understood perfectly. The nozzle should be kept away from the body, hair or clothes, when the machine is being used.
- A person should not touch the vacuum cleaner with the wet hand.
- If there are cracks or disorders in the insulated wire, it should be replaced immediately.
- The electric supply should be switched off and machine should be disconnected when cleaning is completed.
- The sack bag should be cleaned when it is full of dust.
- If sharp objects like nail, pins etc. are sucked by the machine, it may tear the bag. Hence care needs to be taken.
- The machine should be kept out of reach of the children.

10.3 Cleaning Reagents :

Understand this :

Cleaning reagents are substances usually in the form of liquid, powders and spray which are used to remove dirt, including dust, stain, bad smell and clutter from the surface. Germicidal liquids are commonly used to remove micro-organisms.

Purpose of use of cleaning agents includes maintaining health and beauty, removing offensive odor and avoiding the spread of dust and dirt which spoil the environment.

Apart from different types of equipment, a number of reagents are required for the purpose of cleaning.

Can you tell ?

Apart from the reagents given below :

The important reagents are as follows :

- **Water :** Water is naturally available in two forms soft water and hard water. Water is most commonly used as a basic element for cleaning. Wet cleaning is not possible without it. It is a universal solvent and hence can dissolve most of the dust and dirt in itself. It usually does not react with any surface and is quite safe to use.
- **Soaps :** Soaps are usually used to clean household utensils. These are of two types; liquid and bar. Now-a-day, they are added with some fragrance. Soaps are also used for cleaning clothes.
- **Detergents :** Detergents are mostly available in powder as well as in liquid form. They are commonly used for washing clothes. Fabric whitener is added in some percentage in detergents to make

white clothes more white. Detergents also are added with fragrance. Detergents are helpful for removal all types of stains for example oil, food, sweet, blood or any soiled cloths.

Different soap powders are available in market for various types of cleaning. Particular chemicals are usually added to these powders e.g. bleaching, foam stabilizer etc. While using these, instructions which are given on the packet, should be read carefully and followed strictly.

- **Germicide Liquid :** Keeping all family members free from disease is the main objective of every home maker. All germicidal and phenolic compounds help to kill the bacteria and microorganisms on all the surfaces in kitchen, bathroom and other room in the home. So from hygienic point of view germicide liquids play an important role in household cleaning.

Methods and reagents for cleaning some common materials :

Always remember :

Sr. No.	Material/Article	Method/Reagent	
		Do's	Dont's
1.	Stainless Steel	Water and Soap	Abrasives
2.	Brass	Tamarind and Salt. Lemon or Vinegar, powder or liquid for polishing	Only water and soap
3.	Iron	Tamarind or Lemon with abrasives.	Allowing to remain wet
4.	Copper	Tamarind or lemon with salt, polishing powder	Only soap and water
5.	Aluminum	Hot water and soap Lemon or Vinegar, if stained	Brick Powder
6.	Earthen ware	Plain water	Abrasives
7.	Silver	Ritanuts, toothpaste silver for polishing	Abrasives
8.	China Clay	Hot water and soap	Ash, bricks powder

Sr. No.	Material/Article	Method/Reagent	
		Do's	Don't's
9.	Wooden items	Proper dusting	Allowing to remain wet polishing with varnish etc.
10.	Plastic items	Soap and Water. If sticky/wet it and rub salt or apply kerosene and keep in air.	Abrasives
11.	Glassware, oven and top of costly utensils	Soap, detergent and stain proof cleansing agents	Amonia and Baking soda.

Can You Recall?

- Household cleaning is an important part of daily life needed to keep air and environment clean and healthy.
- Cleanliness helps in removing dust and maintaining hygiene.
- Cleaning leads to nice arrangement and new look for the house. Due to this home makers has keep nice health.
- Cleaning is divided into two types :
 - a) Daily Cleaning
 - b) Periodical Cleaning
- Equipments using for cleaning are classified into :
 - a) Electrical
 - b) Non-Electrical
- Cleaning agents like water, soap, detergents, germicide liquids etc are useful in household cleaning.

Exercise

• Objective questions :

1) Multiple choice questions.

1. Type of cleaning which is done in every fifteen days is called _____ .
 - a) Daily
 - b) Monthly
 - c) Fortnight
2. The cleaning done for the function of marriage is called _____ .
 - a) Periodically
 - b) Monthly
 - c) Occasional
3. Effective cleaning of the fabric can be increased by using _____ .
 - a) Soap
 - b) Detergent
 - c) Built Soap

2) State whether the following statements are true or false.

1. Cleanliness and health are closely related to each other.
2. Electrical cleaning equipments are costly.
3. Weekly cleaning is more elaborate than daily cleaning.
4. The kitchen and dining table dusters should be separate.
5. Long handle brooms are better to use than small handle brooms.
6. Changing the water after mopping each room helps in better cleaning.

• Short Answer Questions :

1) Give reasons for the following :

1. Cleaning adds to aesthetic value of the house.

2. Cleanliness is closely related to hygiene.
3. To give new look to the house can be an objective of yearly cleaning.
4. It is advisable to have at least two dust bins in a house.

2) Write down the difference between the following.

1. Soaps and Detergents.
2. Mops and Dusters.

• Long answer questions :

1. Write the meaning of household cleaning and explain the importance of daily cleaning in our life.
2. Write the definition of household cleaning and explain the types in detail.

Project :

1. Plan the work of household cleaning for your house. According to this plan calculate the time required for daily household cleaning.
2. Prepare the list of equipments used for cleaning purpose in rural and urban cities.
3. List out the type of cleaning agents used for various types of cleaning.
4. Prepare a cleaning agent at home and write a report of the contents and method.



Related Activities

Chapter - 2

Factors Motivating Management

1. a) Observe and identify your values by using self evaluation methods.
b) List the various values within you as an individual.
c) Note down the observed values as intrinsic and extrinsic values.
d) Conclude the activity by giving reasons, why these are your values.
2. a) Observe and identify your goals.
b) List the various goals within you as an individual.
c) Classify the observed and identified goals as individual goals, group goals and habitual goals.
d) Conclude the activity by giving reasons for identifying as an individual goal, group goal and habitual goal.
3. a) Observe and identify family standards.
b) List out the various standards.
c) Classify the observed and identified standards as conventional, flexible and individual standards.
d) Conclude the activity by giving reason for classifying under conventional, flexible and individuals standards.
4. a) Identify conventional / flexible / individual standards observed in society.
b) Classify them into various types of standards.
c) Find out the reasons why these standards are followed by the society.
d) Write down the reasons for change in the standards of the families.

Chapter - 3

Management Process

1. Use the management process for organizing a party for celebrating your friend's birthday:
 - a) **Planning :**
 - i) Decide the date, time and place for the party.
 - ii) Decide the friends to be invited.
 - iii) Take a decision about the gift to be given on behalf of the group.
 - b) **Controlling :**
 - i) Check whether the date, time and place are suitable for everyone.
 - ii) If not, make a change by discussing with all other members.
 - iii) Take a new decision regarding the date, time and place to suite everyone.
 - c) **Evaluation :**
 - i) Take a review of the successfulness of the party.
 - ii) Find out whether the new decision regarding he change in date, time and venue turned out to be good for everyone.
 - iii) If some similar event is to be planned for future, what things would you keep in mind?

Chapter - 4

Decision Making

1. a) Observe and write down habitual and intellectual decisions of family.
b) Observe and write down various family decisions classify into types of decisions.

- c) Conclude the types of decisions by giving reasons, why some of these decisions are changed.
2. a) Observe and write down the individual decisions and group decisions of friends of your age
- b) List which of them are taken easily.
- c) Conclude which type of decisions are easy to take.
- b) List out the observed resources.
- c) Classify the listed out resources.
- d) Identify the usefulness and interrelationship of resources.
- e) Draw the conclusion.
2. Observe the various community services available at your city and analyze its usefulness to people.
- a) Observe the various community services available to you and your family.
- b) List out the community services.
- c) Identify the usefulness and interrelationship of available services.
- e) Draw the conclusion.

Chapter - 5 Family Resources

1. List out human and non-human resources available to your family.
- a) Observe the resources available to family.

Chapter - 6 Family Housing

- Q. 1. Observe various houses in your locality, identify their types and write about the similarities and differences :

Home Number	Type	Similarities with the other houses	Points of differentiation
1.			
2.			
3.			
4.			
5.			
6.			

- Q. 2. Search for pictures of 'Eco Friendly Houses' on the internet. Download at least five of them and stick those in a register. Record the features observed in them using the following table :

Sr. No.	Item	Description
1.	Material used for construction	
2.	Plantation	
3.	Use of lighting system	
4.	Water supply system	

Sr. No.	Item	Description
5.	Drainage system	
6.	Waste disposal system	
7.	Any other	

Chapter - 7 Home Furniture

- Collect pictures of new trends in furniture.
 - Paste all the pictures in a file according to various rooms.
 - Write the name of each furniture.
 - Write about the use and care of each furniture.
- Collect pictures showing furniture arrangements in various rooms.
 - Write down in brief about the principles of furniture arrangement observed in the pictures.
- Prepare homemade liquid and solid wooden polish.
- Prepare another type of homemade polish.

Chapter - 8 Flower Arrangement and Decorations

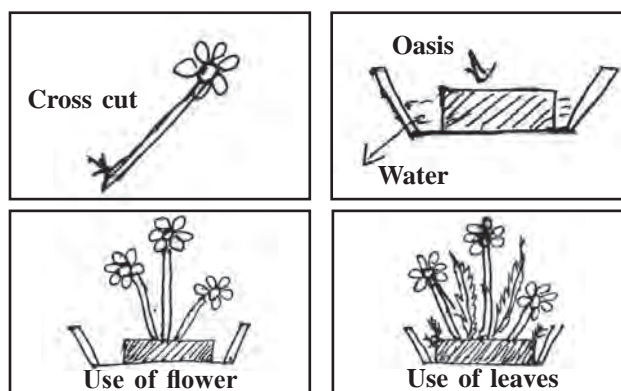
- Preparing various types of flower arrangement :

Material : Various types of flowers, leaves, pots, oasis, scissor, rubber, pins, sticking tape etc.

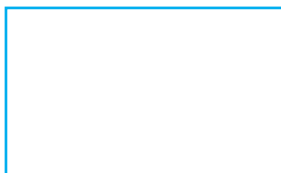
Activity :

- Select the required fresh, attractive half-bloomed flowers (for example : Jerbera, Rose, Rajanigandha, Gladiolia etc.)
- Select the leaves of various types and shapes. Shape the leaves as per flower arrangement.

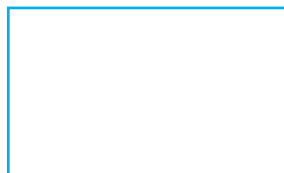
- Put the oasis in a pot and pour water in it until the oasis gets soaked completely.
- Select big dark coloured flowers and use them in the centre of the flower arrangement.
- Use flowers in odd numbers.
- Put leaves behind and around the flowers.
- If stems of flowers and leaves are not erect then straighten them by giving support of other stems using sticking tape.
- Use small leaves or grass to hide oasis.
- In order to keep flower arrangement fresh and long lasting, use any one of the substance like salt, sugar, borax, expired tablet, ice cubes, charcoal.
- When the flower arrangement is ready place a small mat under the flower pot. Accessories like a lamp, candle, coloured stones, sea shells, pearls can be used by the side of the flower arrangement.
- Give a suitable name to the flower arrangement.



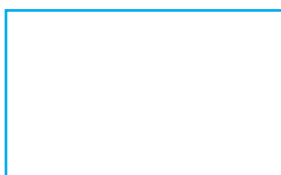
2. Collect the pictures of various flowers and leaves and make a scrapbook by sticking them in a notebook.
3. Prepare various types of flower arrangement click pictures and stick the photograph in the following blocks.



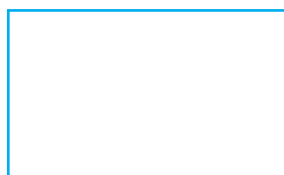
Traditional Flower Arrangement



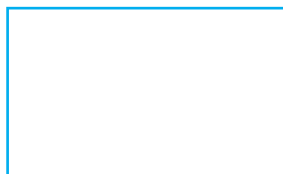
Japanese Flower Arrangement



Modern Flower Arrangement



Dry Flower Arrangement



Miniature Flower Arrangement

4. Prepare material for dry flower arrangement.
 - **Dry flowers** : Dry the available flowers. Clean them. colour them or keep them as they are.
 - **Leaves** : Clean and dry the cucas, palm or other leaves. Give shape of your choice, colour them or keep them as they are. Golden, silver or other colours can be used.
 - **Other dry plants** : Whole sugarcane flowers (dried), cotton, pots, cones of Jawar and millet, tree trunks.

- **Other material** : Stones of various shapes, sea shells, paper flowers, cloth flowers, plastic flowers etc.

Chapter - 9

Introduction to Landscaping

a) Prepare a scrapbook of landscaping and kitchen garden.

- i) Collect the pictures of landscaping/ kitchen garden.
- ii) Label the pictures for appropriate identification.
- iii) Describe or explain each picture to pinpoint the uniqueness or speciality.

b) Make a little kitchen garden as a group project/Activity in your college/school :

- i) Can sow the seeds of coriander in small pots.
- ii) Can sow onion, potato, ginger in small pots which are easy to sow and to take care.

(For sowing seeds and potatoes plastic tray measuring 18 inch by 12 inch, with 6 inch depth can be used. These are easy to carry and for display.)

- iii) Make a chart of different types of seeds used in group Activity. Can put them in small transparent packets. With seed's names below. Stick the packets on chart.

c) Visit a nearby plant nursery or kitchen garden and observe variety of plants for indoor and outdoor gardens.

- i) Make a list of indoor and outdoor plants seen in the nursery.
- ii) Write in short what you learnt about taking care of these plants.

Chapter - 10 Household cleaning

Preparation of Liquid Detergent

Note : Ratio of ingredients is for 5 litre of water.

Sr. No.	Ingredient	Quantity
1.	Water	5 Litre
2.	Urea	100 gm
3.	Costic Soda	100 gm
4.	T.S.P. (Trisodium Phosphate)	80 gm
5.	Acid Slury	500 gm
6.	Perfume, colour according to necessity liking.	

Note :

- All ingredients should be stired with wooden spoon.
- Avoid stiring the sodium by hand.

Procedure :

- 1) Take 3 litres of water in a bowl. Add acid slury and stire it well with wooden spoon.
- 2) Mix costic soda in 2 litres of water.
- 3) Solution becomes hot due to costic soda. So let the solution cool down for some time.
- 4) Now mix both the above solution and stir it slowly.
- 5) To make it more dense add some glauber's salt.
- 6) When this solution becomes transparent add some colour and perfume.
- 7) Fill this solution in suitable bottles and store carefully.

Dish wash liquid

Note : Ratio of ingredients is for 250 gm/ml of liquid dish wash

Sr. No.	Ingredients	Quantity
1.	Alpha	50 gm
2.	Scrubbing powder	2 gm

Sr. No.	Ingredients	Quantity
3.	Water	200 (gm) ml
4.	Colour	according to need
5.	Thickner	2 to 3 gm
6.	Perfume	according to liking

Procedure :

- 1) Take 50 gm alpha foam in a bowl.
- 2) Add 2 gm of scrubbing powder.
- 3) Add some drops of orange perfume.
- 4) Add some water.
- 5) Stir this mixture till the ingredients are properly mixed.
- 6) Stir this mixture till it become transparent.
- 7) Add some colour according to your choice.
- 8) Add some thickner if you want to increase density of liquid.
- 9) Now jel of dish wash liquid is ready.

Tiles Cleaner

Sr. No.	Ingredients	Quantity
1.	Gilaxical Paste	100 gm
2.	Water	1100 ml
3.	Perfume	According to need
4.	Colour	According to need

Procedure :

- 1) Take water in a bowl.
- 2) Add glaxical paste.
- 3) Stir the solution slowly.
- 4) Add some colour and perfume and stir it.
- 5) Use lemon perfume so that germs in tiles and bathroom will be killed.
- 6) Pack solution in a bottle with broad mouth.

□□□

Glossary

- 1. Apartment :** A building having number of flats is referred to as an apartment building in India.
- 2. Bungalow :** Bungalow is generally a small, square, single storied housing unit with open space on all four sides. In the urban areas bungalows with two stories may be observed.
- 3. Controlling :** It is the second step of management process. It means putting the plan into action and adjusting the same where necessary.
- 4. Cottage :** The term is used to indicate old-fashioned, modest, cosy house generally found in rural or semi rural areas. Now a days this term indicates a small vacation house.
- 5. Decision Making :** Selection of a suitable alternative out of the many available, for solving the conflict or to deal with a situation.
- 6. Home Management :** Home management is planning, organizing, controlling and evaluating the use of resources available to the family for the purpose of attainment of family goals.
- 7. Household Cleaning :** Cleaning is the easiest way of achieving beauty and hygiene.
- 8. Human Resources :** The resources which originate internally and constitute the personal characteristics and attributes are known as Human resources.
- 9. Eco-friendly House :** Eco-friendly houses are the houses that are constructed by using sustainable technologies in construction, in order to reduce impacts on environment.
- 10. Energizing :** It is the first phase of controlling step. It means initiating and sustaining the action.
- 11. Evaluation :** It is the third step in management process. It means taking a review of the completed action and getting guidelines for future plans.
- 12. Flat :** A flat is a self-contained housing unit that occupies only part of a building.
- 13. Flowers Arrangement :** The art of organising flowers, other plants materials and receptacles into compositions having harmony of form, texture and colour. It's purpose is to add cheer, life and beauty to surroundings.
- 14. Furniture :** The movable objects used to make a room or building suitable for living or working in.
- 15. General Evaluation :** The evaluation that is very casual and subjective.
- 16. Goals :** Tangible things, objectives or aim sets out to accomplish.

17. **Kitchen garden** : Garden where vegetables, fruits are grown at backyard (Home).
18. **Landscaping** : Designing of outdoor space for a garden.
19. **Management** : Using what you have to achieve what you want.
20. **Planning** : It is the first step of management process.
21. **Penthouse** : Penthouse is a separate smaller 'house' constructed on the roof of an apartment building.
22. **Row House** : These are single family housing units that are attached to each other by common walls. They may be single storied or multi storied in nature and may be found in twin or multiple units.
23. **Resources** : Resources are means which are available and recognized for their potential in meeting needs.
24. **Specific Evaluation** : The evaluation that is done in detail and takes in to consideration all different aspects of management is called specific evaluation.
25. **Standards** : Accepted measure of comparison of quantitative or qualitative value.
26. **Studio Apartment** : It is a tiny flat consisting of various sections in the same room having no barrier of walls or divisions. The same room could be used by an individual for carrying out various activities.
27. **Upholstering** : Generally, because of hardness wooden and other material furniture may not be found comfortable to use and hence it is finished with cushioned surface. This is called upholstering.
28. **Value** : A belief or conviction held very strongly by a person.

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