

TRIPURA BOARD OF SECONDARY EDUCATION

SYLLABUS

(effective from 2015)

**SUBJECT : HOME MANAGEMENT
AND
HOME NURSING**

(Class – XII)

HOME MANAGEMENT AND HOME NURSING

COURSE STRUCTURE

CLASS XII (Theory)

One Paper

Time : 3 Hours

Marks : 70 Marks

Unit	Title	Marks
I.	The Management Process in Family Living	06
II.	Work Management	06
III.	Management of Family Income	15
IV.	Adolescence and Adulthood	08
V.	Meal Planning for the Family	11
VI.	Clothing Management	06
VII.	The organization of Work at Home	06
VIII.	Family Housing	06
IX.	Consumer and Extension Education	06
	Total	70

Unit-I : The Management Process in Family Living

A. The process of Management

- i) Different stages in Management process – Planning, Organizing, Controlling and Evaluating
- ii) Management process in homemaking activities and its characteristics

B. Decision Making

- i) Importance of decision making
- ii) Process and types of decision making in Home Management process

Unit-II : Work Management

A. Management of Time

- i) Importance of Time Management
- ii) Steps in the time Management
- iii) Steps in making daily and weekly time plans in home making activities

B. Management of Energy

- i) Importance of Energy Management
- ii) Energy requirements for living and household tasks
- iii) Fatigue – Definition, types of fatigue, Fatigue Management

C. Work Simplification

- i) Work simplification – Definition, importance, advantages
- ii) Mundel's classes of change

Unit-III : Management of Family Income

- i) Family Income – Definition, types
- ii) Family Budget – importance, types, steps in making budget, factors affecting Family budget
- iii) Account keeping – Systems guidelines in keeping accounts and its advantages
 - A. Savings
 - a) Definition and objective of savings
 - b) Different types of savings – GPF, CPF, PPF, P.O Savings, Banks, LIC Policies and schemes etc.

B. Investments

- a) Types of Investment
- b) Principles involved in investments

C. Concept of Banking

- a) Opening and operating a bank account
- b) Types of Cheques, filling a deposit slip
- c) Procedure for making a Demand Draft
- d) Use of ATM, Debit and Credit Cards

D. Credit

- a) Credit – Meaning and sources
- b) Types of Credit and its uses

Unit-IV : Adolescence and Adulthood

- i) Growth and development during puberty and adolescence
- ii) Effect of sports and exercise on physical fitness
- iii) Cognitive and language development
- iv) Socio-cultural and emotional development – its influence on adolescence
- v) The family and socialization
- vi) Development of gender roles and stereotypes
- vii) Problems of adolescences with solving and reasoning
- viii) Adulthood – meaning and related responsibilities
- ix) Preparation of marital life and concept of family planning
- x) Issues of increasing life expectancy, sensitizing students to the needs and care of the elderly

Unit-V : Meal planning for the Family

- i) Meal planning - objectives
- ii) Food groups – Its composition
- iii) Food selection – Factors affecting food selection
- iv) Balance diet - Definition
- v) Meal planning of various age group and different physical, logical condition, RDA
- vi) Developing good food habits

Unit-VI : Clothing Management

- i) Selection of clothing and its relation to personality
- ii) Factors and elements affecting clothing and designing
- iii) Care of clothing – General principles, Precautions during removal of stains, washing , cleaning
- iv) Storage of clothes

Unit-VII : The organization of Work at Home

- i) Cleaning – Daily, weekly and periodic cleaning
- ii) Different types of cleaning equipment and materials
- iv) The operations maintenance and care of household equipment
- v) House pest and their control

Unit-VIII : Family Housing

- i) Necessity of housing
- ii) Factors influencing choice of a house
- iii) Selection of furnishing materials for interior decoration – curtains, carpets and rugs, upholstery, bed, table linen
- iv) Choice of materials used for furniture
- v) The arrangement of furniture in different rooms
- vi) Accessories in interiors

Unit-IX : Consumer and Extension Education

A. Consumer – Definition

- i) Problem faced by consumer
- ii) Adulterated food
- iii) Consumer Aids
- iv) Consumer Redressal Forum and Redressal Agencies
- v) Consumer awareness

B. Extension Education

- i) Home Science Extension Education and its objects
- ii) Process of communication – individual, group and mass contacts
- iii) Group discussion, demonstrations, fieldtrips, Mass – Print and electronic
- iv) Effective role of audio visual aids in mass communication and extension education

PRACTICAL

Time : 3 Hours

Marks : 30

- 1) Preparing a chart on a daily and weekly time schedule for self
- 2) Methods of keeping household accounts
- 3) To prepare family budget of different income groups
- 4) a) To collect account opening forms (Savings, Current, Recurring) and pay-in-slips and to learn filling up process
b) To learn about writing of cheques, withdrawal forms
- 5) Cleaning and polishing of articles – Metal, Glass Leather
- 6) Project work – (Any one of the following topics)
 - a) Preparing reading materials i.e. alphabet books on counting books
 - b) Plan a balance diet for yourself

Marks Allotment :

i) Major Experiment	10 marks
ii) Minor Experiment	05 marks
iii) Project	05 marks
iv) Viva	06 marks
iv) Record Book	04 marks

HOME MANAGEMENT AND HOME NURSING CLASS XII

UNIT WISE QUESTION TYPES WITH MARKS DISTRIBUTION

Unit	Title	MCQ / Objective 1 mark	SA-I 2 marks	SA – II 3 marks	LA 5 marks	Total marks
I	The Management Process in Family Living	1	1	1	-	06
II	Work Management	1	1	1	-	06
III	Management of Family Income	2	1	2	1	15
IV	Adolescence and Adulthood	1	2	1	-	08
V	Meal Planning for the Family	1	1	1	1	11
VI	Clothing Management	1	1	1	-	06
VII	The organization Work at Home	1	1	1	-	06
VIII	Family Housing	1	1	1	-	06
IX	Consumer and Extension Education	1	1	1	-	06
Total Number of Questions		4+6=10	10	10	02	
Total marks						70

N.B.: - 1) Internal choice: There is no overall choice in the paper. However, there is an internal choice in five (05) questions of 3 marks weightage and all questions of 5 marks weightage.

2) In SA-II, and LA types, total allotted marks in each may be sub-divided, if necessary.

3) Questions should be set covering each unit.