

SEMESTER -1

MDC -1

NGO Management

Course Outcomes:

CO1: Describe and represent concept of NGO

CO2: Illustrate Start up of NGO

CO3: Know management of NGO and learn the importance of resource mobilization and documentation

CO4: Write proposal and know the art of planning, implementing and evaluating strategy.

NGO Management (Theory: 1credit + Practical 2 credits)		
Unit	Topics to be covered	No. of classes
1	Concept of NGO: Meaning of NGO and GO, Difference between Government Organizations and NGO, Characteristics of good NGO, Structure of NGO, Functions of NGO, Advantages of NGO	04
2	Starting of NGO: Steps for starting NGO, Registration of NGO, Selection of Personnel, Training of Personnel, Identifying Funding agencies, Resource Mobilization.	03
3	Problems of NGO: Training, Recruitment, Funding, Resource Mobilization, Documentation	03
	Practical: Proposal writing under NGO Planning, implementation and Evaluation strategy under NGO, Documentation, PR in NGO. Visit to an existing NGO and prepare a report about the functioning of the NGO	20
TOTAL		30

Reading List

1. S. Chandra, (2003). Guidelines for NGO Management in India. Kanishka Distributors, New Delhi
2. D. Lewis, (2001). Management of Non Governmental Development Organization, 2nd Edition. Routledge, Newyork.
3. A. Abraham, (2003). Formation and Management of NGOs, 3rd Edition. Universal Law Publishing Co. Pvt Ltd., New Delhi.

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SEMESTER -II

MDC -II

Basics of Interior Design and Hospitality Management

Course Outcomes:

- CO1:** Understand the objectives of design and recognize the elements and principles of design and their applications.
- CO2:** Demonstrate competency in interior designing.
- CO3:** Understand the significance of hospitality industry.
- CO4:** Demonstrate competency in the use of design fundamentals as principal tools in establishing design criteria and developing the overall design process.

MDC- II Basics of Interior Design and Hospitality Management (Theory: 3 credits)		
Unit	Topics to be covered	No. of hours
1	Introduction to foundation of art and design: Objectives of design - Beauty, Functionalism and Expressiveness; Types of Design - Structural and decorative (Naturalistic, stylized, abstract and geometric); Modern and traditional design	08
2	Introduction to Elements and Principles of Design: Elements of design - Line, Shape and form, Space, Pattern, Texture, Light, Color; Principles of design - Balance, Harmony, Scale, Proportion, Rhythm, Emphasis	08
3	Introduction to components of Interior Design: Surface in Interior - wall finishes, floor finishes, ceiling finishes; Types of Furniture and furnishings; Flower arrangements	08
4	Introduction to Hospitality Industry: Importance & functions of housekeeping department in hospitality industry; Functions and management of Food Service Department	06
TOTAL		30

Practical Record: A Project File

Reading List

1. Andrews, S., (1982). Hotel Front Office Training Manual. Tata McGraw Hill Publishing Co. Ltd, New Delhi.
2. Andrews, S. (2000). Food and Beverage Management. Tata McGraw Hill Publishing Co. Ltd, New Delhi.
3. A. K. Bhatia, (1983). Tourism Development: Principles and Practices, 2nd Edition. Stealing Publishing Co., (Unit I-VII, IX), New Delhi.
4. Andrew, Sudhir (1985). Hotel Housekeeping - Training Manual. Tata McGraw-Hill Publishing Co. Ltd., New Delhi.
5. Botter and Lockart (1961). Design for you. John Willey & Sons Inc., New York.
6. Bhatt, Pranav and Goenka, Shanita (1990). The Foundation of Art and Design. Lakhani book Depot, Bombay.
7. Duncan, Miller (1949). Interior Decoration. London, The Publications, New York

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8. Faulkner, Sarah and Faulkner, Ray (1960). Inside Today's Homes. Holt Rinchart and Winston Inc., New York.
9. Goldstein, H. and Goldstein, V. (1967). Art in Everyday Life. Oxford & IBH Publishing Co., New Delhi
10. Gravas, Maitland (1951). The art of Color and Design (2nd Edition). McGraw Hill books Comp. Ltd., New York.
11. Halse, Altert O., (1978). The Use of Color in Interior (2nd Ed.). McGraw Hill books Comp. Ltd., New York.
12. Rutt, Anna Hong, (1949). Home Furnishing. John Willey and Sons Inc., New York.
13. Gandotra, V., Shukul, M. and Jaiswal, N., (2010). Introduction to Interior Design and Decoration. Dominant Publishers and Distributors, Delhi.
14. Seetharaman, P, and Pannu, P., (2005). Interior Design & Decoration. CBS Publishers & Distribution, New Delhi.

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SEMESTER- III

MDC-3: Resource Management Concepts and Contexts

Course Outcomes

After the completion of the course, the student will be able to:

- CO1: Develop understanding on the concepts related to family resource management
- CO2: Understand the significance of management process in efficient use of resources
- CO3: Imbibe nuances of human values and standards for successful management and decision making
- CO4: Focus on management of human and non-human family resources

MDC-3: Resource Management Concepts and Contexts (Theory: 3 credits)		
Unit	Topics to be covered	No. of Lectures
1	Introduction to resource management in family <ul style="list-style-type: none">• Introduction to home management- meaning, definitions, conceptual framework, need and philosophy• Motivating factors in management – Values, Standards and Goals	06
2	Family Resources <ul style="list-style-type: none">• Meaning, definition, Concept, classification and characteristics of family resources• Factors affecting utilization of family resources	04
3	Functions of Management: An Overview <ul style="list-style-type: none">• Decision Making- Definition, steps, types of decision making,• Management process: Definitions and steps in management process: Planning, Controlling and Evaluation	08
4	Management process applicable to specific resource <ul style="list-style-type: none">• Money- Income, types of income, ways of increasing family income• Time – concept of time schedule, tools of time management• Energy – Energy need during different stages of family life cycle, fatigue, causes and removal of fatigue	06
5	Work simplification <ul style="list-style-type: none">• Definition, need and advantages of work simplification• Work simplification techniques	06
TOTAL		30

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Suggested Readings:

- Management and Interior Decoration, Jaipur: Apple Printer and V. R. Printers.
- Deacon, R. F., and Firebaugh, F.M. (1975). Home Management: Contexts and Concepts. Boston: Houghton Mifflin Company.
- Fitzsimmons, C. (1950). The Management of Family Resources. California: W. H. Freeman Co.
- Gandotra, V., and Jaiswal, N. (2008). Management of Work in Home, New Delhi: Dominant Publishers and Distributors. (ISBN No. 81-7888-526-3).
- Grandjean, E., and Kroemer, K.H.E. (1999). Fitting the Task to the Human - A Text Book of Occupational Ergonomics, New York: Taylor and Francis.
- Gross, I.H., Crandall, E. W., and Knoll, M. M. (1980). Management for Modern Families, New Jersey: Prentice Hall Inc.
- Gross, I.H., and Crandall, E. W. (1967). Management for Modern Families. Delhi: Sterling Publishers.
- Koontz, H., and O'Donnel C. (2005). Management - A Systems and Contingency Analysis of Managerial Functions. New York: McGraw-Hill Book Company.
- Kreitner, R. (2009/2010). Management Theory and Applications. India: Cengage Learning India Pvt Ltd (ISBN 13: 9788131511244).
- Nickell, P., Rice, A. S., and Tucker, S.P. (1976). Management in Family Living. New York: John Wiley & Sons Inc.
- Nickell, P., and Dorsey, J. M. (2002). Management in Family Living. New Delhi: CBS Publishers (ISBN 13: 9788123908519).
- Rao V.S.P., and Narayana P.S. (2008). Principles and Practices of Management. New Delhi: Konark Publishers Pvt. Ltd. (ISBN 13: 9788122000283).
- Seetharaman, P., Batra, S., and Mehra, P. (2005). An Introduction to Family Resource Management. New Delhi: CBS Publishers & Distributors (ISBN 13: 9788123911861).
- Shukul, M., and Gandotra, V. (2006). Home Management and Family Finance. New Delhi: Dominant Publishers and Distributors. (ISBN No. 81-7888-403-8).
- Swanson, B. (1983). Introduction to Home Management. New York: Macmillan Publishing Co. Inc.
- Varghese, M. A., Ogale, N., and Srinivasan, K. (1985). Home Management. New Delhi: New Age International (P) Limited, Publishers (ISBN 13: 9780852269046).

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