



# HOME MANAGEMENT

STANDARD XII



# 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.

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# HOME MANAGEMENT

STANDARD - XII



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



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### **Home Management Subject Committee**

Smt. Rekha Dinkar Pandit ..... Chairman  
Smt. Madhuri Sanjeev Ratnaparakhi .... Member  
Smt. Mamata Jayant Dalal ..... Member  
Dr. Swati Ashok Mahajan ..... Member  
Dr. Sadhana Sunil Patil ..... Invitee  
Dr. Sadhana Hariharrao Umrikar ..... Invitee  
Dr. Sadanand M. Billur ..... Member-Secretary

#### **Cover and Illustration**

Shri. Vivekanand Patil

#### **Typesetting**

Runa Graphics, Pune

#### **Paper**

70 GSM Creamwove

#### **Co-ordinator**

**Dr. Sadanand M. Billur**  
Special Officer, Kannada

#### **Shri. R. M. Ganachari**

Asst. Special Officer, Kannada

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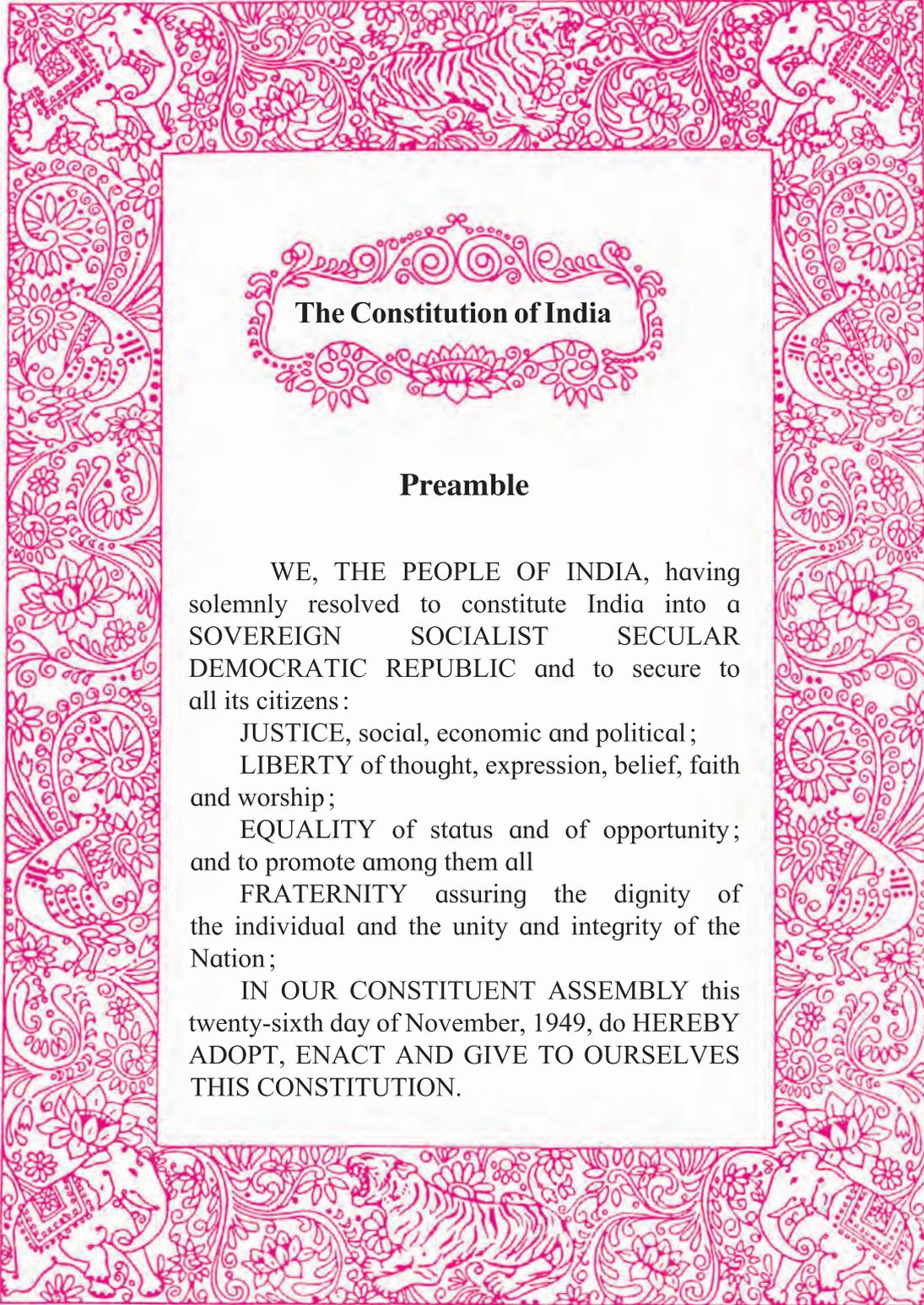
**Sachchitanand Aphale**  
Chief Production Officer

**Prabhakar Parab**  
Production Officer

**Shashank Kanikdale**  
Asst. Production Officer

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Prabhadevi, Mumbai - 25.



## 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

We have a profound sense of satisfaction and happiness in bringing out this debut textbook for Home Management at 12th standard. As the subject has been introduced at 12th standard, syllabus has been developed considering the fundamental aspects and it aims at giving the recent knowledge of the subject.

In the era of industrialization, globalization and digitization, effective management of resources is the crux of smooth, healthy and quality life. This textbook covers fundamental concepts as well as recent trends in the field of home management. It also focuses on skill enhancement activities, environmental protection and consumerism. Some topics help to be beneficial in entrepreneurship development giving the opportunity for 'earn and learn'.

We believe that the knowledge given in the textbook will open up spheres of career opportunities and develop entrepreneurial skills in students.

Dear students and teachers, the book gives a number of colourful illustrations, pictures, charts, graphs and smart art to create interest, enhance clarity in understanding and improved visual appeal. The language is kept very simple for easy understanding of the subject. Q.R. code is given on the first page of the textbook. You will enjoy the information given in the Q.R. code. At the end of the book, bibliography along with website and glossary is provided. The draft of the book was finalized by incorporating the suggestions given by the expert reviewers.

This book has been prepared by the special efforts of the home management subject committee and invitee members, subject experts, quality reviewers and artist. Bureau expressed heartfelt thanks to them.

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



**(Vivek Gosavi)**  
**Director**

Pune

Date : 21 February 2020

Bhartiya Saur : 2 Phalguna 1941

Maharashtra State Bureau of Textbook  
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## Competency Statements

- 1. Family Income**
  - To understand the definition and meaning of Family Income.
  - To acquire knowledge of various types of family income.
  - To learn about the sources of family income.
  - To understand the ways of supplementing family income.
- 2. Money Management**
  - To understand the meaning, importance and steps in preparing family budget.
  - To understand the definition, importance and types of savings.
  - To gain knowledge about the meaning and types of Investment.
  - To learn the guidelines for investment.
  - To understand the meaning and importance of account keeping.
  - To get acquainted with the methods of account keeping.
  - To know the methods of self evaluation for money management.
- 3. Time Management**
  - To understand the concept, definition and classification of time.
  - To understand the concept and definition of time management.
  - To identify the characteristics of time as a resource.
  - To get acquainted with the components of time management.
  - To understand the importance of time management.
  - To gain knowledge about the guidelines in time management.
- 4. Management of Human Energy**
  - To understand the definition and concept of human energy.
  - To know the energy cost of household activities-Light, Moderate and Heavy.
  - To understand the meaning of fatigue
  - To acquire knowledge about physiological and psychological types of fatigue.
  - To understand the ways of reducing fatigue.
  - To understand the application of management process to human energy.
- 5. Work Simplification**
  - To understand the meaning and definition of work simplification.
  - To understand the importance of work simplification.
  - To gain knowledge of Mundel's classes of change for work simplification.
  - To understand the techniques of Work Simplification.
  - To apply Mundel's classes of change to various household tasks.
- 6. Consumer Awareness**
  - To understand the meaning and definition of consumer.
  - To develop ability to identify the responsibilities of a consumer
  - To identify the various problems faced by consumers
  - To know the rights of a consumer.
  - To know the guidelines for wise purchase
  - To identify the labels and certification marks while purchasing products.
  - To understand consumer protection act 1986 and the redressal process.
- 7. Home Decoration**
  - To gain knowledge about the elements of art.
  - To understand the application of art elements to home decoration.
  - To understand the principles of design.
  - To understand the application of principles of design to home decoration.
- 8. Household Accessories**
  - To understand the meaning and definition of household accessories.
  - To know the functional and decorative accessories.
  - To get acquainted with some important accessories for home decoration and the care to be taken.
  - To know the importance of accessories in home.
  - To learn the guidelines in selection and placement of accessories.
- 9. Floor Decoration**
  - To know the concept of Rangoli as floor decoration.
  - To learn the importance of Rangoli decoration.
  - To get acquainted with the materials used for Rangoli.
  - To understand the types of Rangoli.
- 10. Household Lighting**
  - To understand the concept of lighting.
  - To know the sources of lighting.
  - To understand the principles of lighting.
  - To learn the types and methods of lighting.

## For Teachers

Home management is a process of managing the home effectively to achieve good health, happiness and satisfaction of the family members. To achieve this objective, it is necessary that each individual has the knowledge of principles and practices of management process.

The subject is being introduced at 12th standard and the present textbook is the debut textbook at standard 12th. The textbook aims at giving scientific knowledge of management of family resources and their application in home environment. This text book is focused on understanding the concept and application of management of family resources such as family income, money, time and energy. It also deals with work simplification, consumer awareness, home decoration, home accessories, floor decoration and household lighting.

An effort in giving knowledge regarding the recent concepts and their application in management of family resources as well as allied subject matter was aimed at while writing this book. Money management includes latest techniques in digital transactions and e-banking processes. Time management covers components of time management for effective utilization of available time. Similarly, new trends in Rangoli design have been incorporated for the purpose of developing entrepreneurship skills. Household lighting aims at use of LED and CFL lighting fixtures, solar lighting system to create awareness regarding conservation of energy.

The topics like home decoration, household accessories and floor decoration would help the students to develop an aptitude in interior decoration and increasing the aesthetic value of a home.

The sub units have been planned to cope up with the ever-increasing demands on the important resources, to bring in ease and comfort in daily chores, need for creating consumer awareness, to face the problems of space crunch and becoming friendly with technological advancements.

This text book includes interesting information and suitable illustrations to achieve the above said purposes. The figures, pictures, charts, graphs, smart art and photographs will help the students to understand the subject clearly. Book also includes description of related activities to maintain uniformity in conducting them. Topics for project or assignment are suggested at the end of each unit. Teachers can allot any one topic suggested or any topic related to the unit to student for said purpose. Considering the advancement in technology, QR code is introduced to give more and recent information to the students. This new format of the text book 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.

The structure of this text book will expose the students to newer fields of knowledge. In present scenario the knowledge of this subject at 12th will open up career opportunities and develop entrepreneurial skills in students.

We believe that the teachers and parents would receive this book with full support.

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