

NIOS lesson adaptation project

By EMBRACE Volunteers

(A community initiative of Harchan Foundation Trust)

Chapter 14

Introduction To Resources

(Printable Version)

- **Simplified Lesson**
- **Previous Year Questions with Answers**
- **Terminal Questions**

This project is aimed at supporting children with different needs. Information provided is adapted to the best of knowledge by the volunteers. For complete information please refer to the NIOS resources in <https://www.nios.ac.in/online-course-material/secondary-courses.aspx>.

LESSON 14

Introduction To Resources

- **Goals:** Targets or aims to be achieved.
- **Resources:** The means used to attain goals
- **Human resources:** Resources within an individual that can be used only by that person and cannot be shared by others.
- **Non-human resources:** Resources that belong to a person or community which can be shared by others

Guidelines to use resources:

- ❖ Do not waste resources.
 - ❖ Conserve resources
 - ❖ Try alternative ways of using resources
 - ❖ Learn ways to make resources last longer
- While conserving resources make sure you do not deprive others.

Management is the process of organizing whatever we have (resources) to achieve whatever we want (Goals)

-There are four steps of management.

Planning

Organizing

Implementing

Evaluating

-All the steps are related to each other

-It is a cycle process

Planning:

- It is a step before the actual work begins.
- It involves:
 - a. Listing activities
 - b. Sequencing
 - c. Providing scope for flexibility to cope up with changing situations.

Organizing:

Organising means fixing responsibilities and collecting or assembling resources needed to carry out a plan.

While organising you decide –

- Who is to do what;
- How the activities are to be done;
- When the activities are to be done;
- You also decide what resources you need – Human or non-human.

Implementing:

- Putting the plan into action
- Carrying out the actual activities

Evaluating:

- ❖ Means to find out what went right or wrong of the plan.
- ❖ It gives a chance to improve in future.

PREVIOUS YEARS QUESTIONS

1 Mark Questions:

1. An example of a human resource is: -

- | | |
|------------|------------------------|
| (A) Money | (C) Land |
| (B) Energy | (D) Community services |

Answer: B

2. An example of non-human resource:

- | | |
|---------------|------------|
| (A) Time | (C) Skills |
| (B) Knowledge | (D) Land |

Answer: D

3. This is an example of non-human resource:

- | | |
|-----------|---------------|
| (A) Money | (C) Knowledge |
| (B) Time | (D) Skill |

Answer: A

4. Which of the following is not an example of a human resource?

- | | |
|---------------|-----------|
| (A) Energy | (B) Skill |
| (C) Knowledge | (D) Money |

Answer: D

5. An example of a non-human resource is:

- | | |
|------------|---------------|
| (A) Skills | (B) Land |
| (C) Time | (D) Knowledge |

Answer: B

2 Marks Questions:

1. Make a list of four community services in your locality:

Examples of community resources are: -

- a. Parks
- b. Schools
- c. Hospitals
- d. Markets

2. What is the difference between human and non-human resources?

Give one example each.

a) **Human resources:** are those within an individual and can be used only by that person and cannot be taken and shared by others e.g. time, energy, skill, ability.

b) **Non-human-resources:** are those which can be used and shared by others e.g. money, parks and hospitals.

3. Differentiate between human and non-human resources

Human resources are resources which are within an individual and can be used only by that person and cannot be taken and shared by others.

Non human-resources are resources which can be used and shared by others.

4. How is Organising important for good management?

Organizing ensures that all the work gets done in time and there is equal distribution of work.

Organisation gets done according to the skills, abilities and the number of workers available to do the work.

List any four steps of management:

The four steps of management are Planning, Organising, Implementation and evaluation.

5. What four things should be always kept in mind while managing resources?

The four things to be kept in mind while managing resources are avoid wastage; conserve resources, try alternatives and make resources last longer.

6. Evaluation is an important step in management process. Explain with four reasons

Evaluation is an important step in the management process because.

- This involves examining the progress of the plan to find any shortcomings.
- It helps to take corrective measures.
- It gives us a chance to improve in future.
- Helps to achieve progress.

7. Identify two human and non-human resources you will use while going for a picnic:

Human resources while planning a picnic involve knowledge and energy.

Non human resources include money and community resources such as parks.

8. Give two reasons to evaluate any plan.

Evaluation is an important step in the management process because.

- This involves examining the progress of the plan to find any shortcomings.
- It helps to take corrective measures.

9. Suggest four ways to use resources efficiently.

Resources can be use efficiently by avoiding wastage, conserving resources, trying alternatives and making resources last longer.

3 Marks Questions:

1. What do you understand by the term ‘resource’? Give two examples each of both type of resources.

Resources are the means that are used to attain goals are called resources.

There are two types of resources. They are:

a) Human resources: The resources which are within an individual and can be used only by that person and cannot be taken and shared by others e.g. time, energy, skill, ability.

b) Non human-resources: The resources which can be used and shared by others e.g. money.

2. What is the role of evaluation in management process? Give two reasons. Support with one example from your daily life.

Evaluation is an important step in the management process because.

- This involves examining the progress of the plan to find any shortcomings.
- It helps to take corrective measures.

Proper evaluation also enables us to improve in the future and make progress.

Example by evaluation where we went wrong in answering the questions in the exam we can correct and do better in a future exam.

3. Differentiate between human and non-human resources. Give two examples of each type:

a) Human resources: The resources which are within an individual and can be used only by that person and cannot be taken and shared by others e.g. time, energy, skill, ability.

b) Non human-resources: The resources which can be used and shared by others e.g. money, land.

4. Why is it important to organize our activities for better management?

- Organizing helps the work to be divided between workers according to their willingness to do the work, ability and availability of time.
- Organizing ensures that all the work gets done in time.
- There is equal distribution of work.

4 Marks Question:

1. Your friend misses his school bus every other day. Which four steps of management should be followed to ensure that he is able to catch his school bus every day? 4

In order for my friend to not miss his school bus everyday he can do this by

1. He should set up an alarm clock to wake him up early.
2. Planning –He can make a list of things that he needs to take to school the night before and time his activities in the morning to get ready for going to school
3. He can organise who can help him get ready fast in the morning and ask for help.
4. He can practice being ready on time to catch the school bus every morning.
5. He can evaluate his progress at the end of the week.

TERMINAL QUESTIONS

1. What is the relationship between goals and resources?

ANS:A **goal** is a target or aim that we want to achieve to satisfy our needs. The means used to attain goals are called **resources**. Or we can also say that resources are all the things needed and used to achieve goals.

2. Give any four examples to differentiate between human and non-human resources.

ANS: Human resources are those resources which belong to a person and cannot be taken away by others. E.g., your energy, time, knowledge and skills.

Non-human resources, on the other hand, can belong to a person or a community. These can be shared by others. E.g., Community park is used by all the children to play. Money can change hands and go from one person to another. Land, table or chair can be purchased by anyone.

3. What is the importance of planning? You attended your cousin's wedding. All went well except the following: • The train reservation was not confirmed till the last minute. • On reaching you found that one of

your dresses did not fit properly. • The family had left behind one of the gifts purchased for the cousin. On the basis of what you have learnt in this lesson, suggest at least one way in which each of the above stated problem could have been avoided.

ANS: As resources are limited, we have to plan their utilization in such a way that we can get maximum out of them. That is why it is important to plan for the use of resources.

The issues mentioned in the instance given above can be avoided as follows:

- **The train reservation was not confirmed till the last minute:** by making reservation to travel by alternative mode of transport, i.e., Bus, or arranging to travel by car, etc. Apart from this, an alternative date to travel could have been decided upon, in case the train reservation for the decided date is not available. This is called a flexible or an alternative plan.
- **On reaching you found that one of your dresses did not fit properly:** Dresses should be worn on a trial basis before purchase/taking delivery from the tailor, to **evaluate** whether the fitting is proper so that any issues in the fitting of dresses can be rectified/corrected.
- **The family had left behind one of the gifts purchased for the cousin:**
Before leaving for the wedding, proper **planning** should have been done by the family to decide who is to do what, and also make sure that they are willing to do them, and have the ability to do them.

4. Explain the importance of evaluation in the process of management.

ANS: Evaluation means examining the progress of your plan to find out any short-comings and take corrective measures accordingly. It is done at the end of implementing a plan to check mistakes and improve upon them so that they are not repeated in future. We should evaluate at each step, i.e., while planning, organizing and implementing, so that we come to know the defects of your plan and you are thus trained to make better plans in future.

5. Surroundings of your house must be kept clean for a healthy environment. List the resources you will need and use for this purpose. How will you plan for the beautification of space around your house?

ANS: To ensure that the surroundings of our house are kept clean for a healthy environment: -

The list of resources needed to keep the surroundings of our house clean can be broadly classified into two categories, i.e.,

- i) **Human resources:** A gardener who has the required skill, knowledge, time, and energy.
- ii) **Non-human resources:** Money, cleaning materials and equipment, land, adequate water-supply.
Beautification of the space around the house: -
 - i) According to the availability of space we will grow plants and trees;
 - ii) We will maintain the pavements and the road;
 - iii) Keeping garbage bins.