

# L10 - Family Resource Management

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## Keywords

Fulfilling	Enumerate	Human resources	Possessed	Cultivated
Non-human resources	Conserve	Systematic method	Controlling	Overburdened
Conserved	Flexibility	Adequate amounts	Decision-making	Consequences

## In-text Questions

### In-text Questions 10.1

1. Your friend wants to become a doctor. She is living with her parents and a brother, who wants to become an engineer. Both of them, your friend and her brother, are studying in classes VIII and XII respectively ? Now state:

- a. Resources they will need to reach their goals.

Resources needed to become **doctor and engineer** are:

- i. Ability and skills
  - ii. Secure good marks in class XII examinations.
  - iii. Clear entrance examination.
  - iv. Good health
  - v. Reference books.
  - vi. Furniture and place to sit and study
  - vii. Money
- b. Categories to which these resources belong.

Human resources	Non-Human resources
Ability and skills	Reference books
Secure good marks in class XII examinations	Furniture and place to sit and study
Clear entrance examination	Furniture and place to sit and study
Good health	Money

2. Separate and prepare a list of the following resources as **individual and family resources**:

- a. House
- b. Baking skill of your mother
- c. Your ability to ride a bicycle
- d. Your father's capability of driving a car
- e. Car
- f. Inherited land in your village
- g. Equipments in your house
- h. Monthly salary of your father.

Individual resources	Family resources
Baking skill of your mother	House
Your ability to ride a bicycle	Inherited land in your village
Your father's capability of driving a car	Equipments in your house
	Car
	Monthly salary of your father.

3. List the kind of resources you will need for the following:

- a. Reaching your office on time everyday

Answer: To reach my office on time everyday, I need Time, money, energy and a vehicle.

- b. Giving a party to your friends after passing your NIOS examination.

Answer: To give a party to my friends at home, after passing my NIOS examination, I need Money, ingredients needed for dishes, crockery, cutlery, furniture, space and table linen.

## In-Text Questions 10.2

1. List any four ways of **maximizing satisfaction** from resources.

Answer: While using resources, we have to ensure that we utilize them in such a way that we get maximum benefit from their use. This way we will be able to get maximum satisfaction.

The four ways of **maximizing satisfaction** from resources are:

- i. Identify all the available resources.
- ii. Make use of only the right amount of resources.
- iii. Substitute the less expensive resources for the more expensive ones.
- iv. Develop the habits that can enhance the use of resources.

2. Give an example of a resource that you can create **or cultivate in yourself**.

Answer: We shall create and cultivate resources to enhance their availability. Also, we have to conserve them as they are limited in supply.

For example, to obtain the above two things, we must try to improve our knowledge and skill in sewing to stitch our clothes, earn money and satisfy our creative urge.

3. What are the **three 'Rs'** that you should adopt to get maximum satisfaction from the use of resources?

Answer: The three "Rs" that we should adopt to get maximum satisfaction from the use of resources are:

- i. Reduce

- ii. Re-use
- iii. Re-cycle.

### In-Text Questions 10.3

1. Define management.

Answer: Management is a process of using what you have to achieve what you want.

2. List two **advantages of management**. Explain with an example each.

Answer: Management plays a significant role in our day-to-day life.

Management helps us to:

- i. Reach our goals

Example: We can reach our goal by managing our time and regularizing it.

- ii. Achieve a better standard of life

Example: When we manage our day- to-day activities without wasting any resources, we can achieve a better standard of life.

3. List three important things involved in **planning**.

Answer: Planning involves:

- i. Listing activities
- ii. Sequencing activities
- iii. Providing flexibility for any adjustments.

4. Re-arrange the following stages of the management process in the correct order.

- i. Organising
- ii. Evaluating

- iii. Planning
- iv. Controlling

Answer:

- i. Planning
- ii. Organizing
- iii. Controlling
- iv. Evaluating

5. State whether the following statements are true (T) or false (F). Justify your answer.

- i. Planning does not need controlling. False

Because: Controlling means making sure that our **plan** is being executed properly.

At planning stage, we make lists of goals, resources needed, and timelines. At controlling stage, we look into whether things are happening as per the plan.

- ii. Evaluation is often not required while controlling. False

Because: Evaluation is a part of all four stages of management – Planning, Organising, Controlling and Evaluating.

At every step, we must pause and see whether things happened properly or need improvement.

- iii. Plans are fixed in nature. False

Because: Plans need to be flexible in nature. We must be able to implement plan B quickly, if plan A fails for any reason.

For example, if we have to go to railway station to catch a train, and booked taxi does not come on time, we quickly take an available auto. If, we keep waiting for taxi as per original plan, we may miss the train.

- iv. Everyone in the family should consult others while preparing their own plans. **True**

Because: Resources are inter-related. Planning together helps to:

- a. Use resources effectively
- b. avoid misunderstandings
- v. While organizing, you need to fix responsibilities to carry out the plan. **True**

Because: Yes, by delegating responsibilities, a big work can be broken down into small parts and can be effectively done with everyone's proper participation.

This way:

- a. No one gets tired
- b. Everyone does the work that is suitable for them with happiness and satisfaction
- vi. Anyone can do any activity to accomplish a plan. **False**

Because: Each of us is good at different things. We must do the things that give us happiness and satisfaction, to be effective.

Hence, while planning, work should be assigned to people according to their interest, available time and capability.

For example, during deepavali celebrations, 19-year old Saroja can be assigned to make a sweet, while 6-year old Chintu should be told to carry some small sweet boxes to neighbour's houses.

6. List with an example the activities involved in

- i. Organising
- ii. Controlling

Example: Your family has planned to visit your friend who lives in Dehradun during Deepavali. You live in Bangalore.

i. Organising

- all the planned work gets done
- there is proper distribution of work
- work gets finished on time
- time, energy, and other important resources are saved

For Example: You can ask your brother to book tickets online, because he knows how to do online payments properly. His knowledge and ability would save lots of energy and time.

ii. Controlling

- Controlling is also known as putting a plan into action.
- As the plan is being carried out, we have to check the progress of our plan.
- Sometimes we may need to take a fresh decision.

For example: You had planned to go on 15th, but find that no ticket is available, what will you do? You may have to decide on one of the following:

- Change the train; or
- Change the date of departure; or
- Cancel the trip.

## In-Text Questions 10.4

1. Answer the following questions:

List four values considered important by

Person/People	Values
a. You	i. Honesty and hence do not tell a lie ever ii. Sincerity iii. Value good health iv. Kindness
b. Your Family	i. Recycling ii. Helping others iii. Sharing happiness iv. Using the resources without wasting
c. Your Friend	i. Respecting elders ii. Giving value to food iii. Raising self-esteem iv. Being Punctual

Would you change your values and standards because your friend wishes you to do so? What factors should you consider while fixing your values, standards and goals?

Answer: No, I will not change my values and standards because my friend wishes me to do so, because my values, standards, and goals are defined by me.

The factors I consider while fixing my values, standards and goals are:

- My life purpose
- My individuality, self-confidence and self-esteem
- Love for the environment
- Satisfaction and fulfillment



- Respect for every individual, irrespective of caste, creed, gender, age. Financial and social status.

2. Define **values, standards and goals**.

- **Values:** A value is a moral principle and/or belief that a person holds about some aspect of life.
- **Standards:** Standard is an accepted level of quality. Hence it is a measure of values that compel individuals to perform actions that will give the desired satisfaction.
- **Goals:** Goals are the aims or objectives that we want to achieve and work for. Thus goals grow out of our values, needs and desires.

3. Categorize the following in the categories of

- a. a few hours
- b. a few days
- c. a few months
- d. a few years

Answer:

1. Cooking food – a.
2. Cleaning cupboard – a.
3. Finishing an assignment for NIOS – b.
4. Receiving a certificate from NIOS – d.
5. Knitting a pullover for yourself – c.
6. Higher education for children – d.
7. Marriage of a daughter – d.

<p><b>a few hours</b></p> <ul style="list-style-type: none"> <li>• Cooking food</li> <li>• Cleaning cupboard</li> </ul>	<p><b>a few days</b></p> <ul style="list-style-type: none"> <li>• Finishing an assignment for NIOS</li> </ul>
<p><b>a few months</b></p> <ul style="list-style-type: none"> <li>• Knitting a pullover for yourself</li> <li>• Marriage of a daughter</li> </ul>	<p><b>a few years</b></p> <ul style="list-style-type: none"> <li>• Receiving a certificate from NIOS</li> <li>• Higher education for children</li> </ul>

## In-Text Questions 10.5

1. Your father wants to take the family for a picnic. Present the steps he should consider to decide about a suitable place and time for it.

Answer: To take any decision, the steps that need to be followed are:

- i. Identify the problem.
- ii. Find out all the information you need about the problem and formulate possible courses of action, ie., solutions, to overcome the problem.
- iii. Consider and evaluate the consequences of each alternative course of action.
- iv. Select the best possible course of action.

In the current situation, my father to take our family to picnic has to think of the following:

Step	Description
i. Identify the problem.	Taking family for a picnic
ii. Find out all the information you need about the problem and formulate possible courses of action, ie., solutions, to overcome the	<ul style="list-style-type: none"> <li>• What are the picnic spots available which are suitable for one day trip?</li> <li>• Is that picnic spot safe?</li> <li>• Is that picnic spot kept clean?</li> <li>• When is it too crowded?</li> <li>• Is there any entry fee?</li> </ul>

Step	Description
problem.	<ul style="list-style-type: none"> <li>Does it have clean washrooms?</li> <li>Are there any games available for children to play etc</li> </ul>
iii. Consider and evaluate the consequences of each alternative course of action.	<ul style="list-style-type: none"> <li>Some picnic spots may be good but far.</li> <li>Some picnic spots may be good but crowded etc</li> </ul>
iv. Select the best possible course of action.	Selecting a spot which is affordable, reasonably clean, safe and from where we can come back home by 8 pm at night .

2. State whether the following statements are **True (T) or False (F)**. Give reasons for you answer.

- a. A decision is the selection of a number of courses of action among alternate choices. **FALSE**

Because: A decision is selection of **one** course of action among alternative choices.

- b. The first step of decision-making is to identify the problem correctly. **TRUE**

Because: If the problem is identified correctly, it takes lesser time and energy to find the right solution. That is why, there is a saying in English:

“A problem known is half-solved”

- c. A family’s resources and goals are the major factors to be kept in mind while choosing among various courses of action. **TRUE**

Because: The available resources like money, time, energy, space etc must be used taking into account the collective goals of the family.

Any action which helps only one or a few people in the family may lead to emotional and social problems.

- d. The course of action selected after analyzing all the alternatives should

ideally satisfy all family members. **TRUE**

Because: The available resources like money, time, energy, space etc must be used taking into account the collective goals of the family.

Any action which helps only one or a few people in the family may lead to emotional and social problems.

e. Decision-making is a onetime process to set up major family goals.

**FALSE**

Because: In human lives, decision making is a continuous process.

The whole day we keep taking decisions from smaller things like what to cook and wear for the day, to bigger things like what do we would study for undergraduation or what kind of job we should prepare ourselves.

## Terminal Exercise

1. Define the term **resources** and classify them.

Answer: Resources are the means for satisfying our needs and reaching our goals.

Resources are classicified into two types:

- i. Human resources
- ii. Non human resources
- i. Human resources: The resources possessed and utilized by persons are called human resources. For example, Time, energy and skill.
- ii. Non-human resources: Non-human resources are external to individuals, but they can be possessed and utilized by them. For example money, house and material goods.

2. What is **management?** Describe the steps of management by using an example

Answer: Management is a process of using what you have to achieve what you want.

Steps in the management:

- **Planning**- First you have to think about what to do and how it is to be done, that is, you do the planning.
- **Organising** - Then you assemble the resources and assign the responsibilities. In other words, you are organizing.
- **Controlling** - After that you perform the actual task, i.e., you put your plans to action or you are controlling your activities so that it is according to your plans.
- **Evaluating** - Once the task is over, you check to see whether everything went according to your plan or not. In other words, you are evaluating.

3. What are the three major motivations in the process of management?

Answer: The three major motivations in the process of management are:

- i. Values
- ii. Standards
- iii. Goals

4. Identify a major goal in your life. State the value (s) from which it originates and the standards (s) you have set to achieve it.

Answer: The major goal in my life is to be the best guitar player:

Values from where it originated	Standards that I have set
Never- say- die attitude Value to Self-esteem Consistency	<ul style="list-style-type: none"> <li>• To be able to perform at Ilaiyaraaja concert.</li> <li>• To be able to teach/open music class for children.</li> </ul>

5. Write briefly **the importance of decision making**. List the steps of decision making.

Answer: While making decisions, you have to make a choice among many alternatives. Considering different alternatives is important because then you are sure that you are following the right course of action and have not left out an option which could save you money, time, energy, or social/emotional problems.

Making a decision involves a number of steps. These are:

- i. Identify the problem.
- ii. Find out all the information you need about the problem and formulate possible courses of action, ie., solutions, to overcome the problem.
- iii. Consider and evaluate the consequences of each alternative course of action.
- iv. Select the best possible course of action.

6. Rearrange the jumbled letters to identify the correct term describing the statements written below:

- i. Means for reaching our needs and goals – CESURROSE

**Ans: RESOURCES**

- ii. Using what you have to achieve what you want – MGEATMENNA

**Ans: MANAGEMENT**

- iii. First step of management – INLAGPNN

**Ans: PLANNING**

- iv. Fixing responsibilities and assembling resources in management – NNSROGGEAI

**Ans: ORGANISING**

- v. Carrying out the activities as planned and organized earlier –  
GIOONNTCRL

**Ans: CONTROLLING**

- vi. Checking the progress of your plan and taking corrective measures –  
TVAALUENIO

**Ans: EVALUATION**

- vii. Measures of worth that help you to make choices among alternate  
courses of action – SULEVA

**Ans: VALUES**

- viii. Measures of values that compel individuals to perform actions that give  
the desired satisfaction – DTAASRNSD

**Ans: STANDARDS**

- ix. Purpose that we want to achieve – OSALG

**Ans: GOALS**

- x. Selection of a course of action among alternative choices – NECII DOS

**Ans: DECISION**

## **Previous Year Questions:**

1. Differentiate between needs and desires with an example. 2

Answer: Needs refer to those that are necessary for survival.

Example: Food, shelter and water.

Desires refer to those that people want in life although there is not threat to survival if the individual fails to accomplish them.

Example: Fame, success and wealth.

2. “Management helps us to reach our goals successfully.” Elaborate this statement. 2

Answer: Management helps us to reach our goals successfully. Whether your goal is more important or less important, you need resources to achieve it. You are also aware that resources are limited. To achieve our goals with limited resources, we have to follow a systematic method. Management involves the following steps:

- Planning
- Organising
- Controlling
- Evaluating

3. “Decision-making is a continuous process in management.” Enumerate the steps involved during decision-making process. 4

Answer: The steps involved during decision-making process are:

- i. Identify the problem.
- ii. Find out all the information you need about the problem and formulate possible courses of action, ie., solutions, to overcome the problem.
- iii. Consider and evaluate the consequences of each alternative course of action.
- iv. Select the best possible course of action.

4. Briefly explain any four characteristics of resources?

5. List any four characteristics of resources. [2]

Answer for 4 and 5: The four characteristics of resources are:

- i. Resources are limited in supply
- ii. Resources are inter-related



- iii. Resources have alternate uses
- iv. Resources can be substituted

Characteristic of Resources	Explanation
<b>Resources are limited in supply:</b>	resources like water, electricity, fuel, etc, are all limited in supply.
<b>Resources are inter-related:</b>	When you work, you need resources like time, energy, skill, equipments etc. Without adequate supply of time and skill, you will not be able to use your energy to operate the equipment.
<b>Resources have alternate uses:</b>	Most resources have alternate uses. For example you can use the same time for a number of activities like cooking, studying or watching television. Similarly, you can use your family savings for the purchase of a house, equipment or for higher studies. Thus resources have alternate uses.
<b>Resources can be substituted:</b>	To achieve the same goal, we can use one resource or the other. To reach your school or office, you may use your <u>energy and time resource</u> by walking, or <u>money resource</u> by taking an autorickshaw .

6. Resources are scarce. List ways by which resources can be used for achieving maximum satisfaction. 4

Answer: The ways by which resources can be used for achieving maximum satisfaction are:

- Identify all the available resources.

- Make use of only the right amount of resources.
- Substitute the less expensive resources for the more expensive ones.
- Develop the habits that can enhance the use of resources.
- Cultivate practices to increase the availability of resources.
- Learn to share resources so that you do not deprive others of their use.
- Do not waste resources.

7. Using an example from your everyday life situation, illustrate that resources are inter-related. 4

Answer: When you work in an office, you need resources like: Time, energy, skill, equipments etc.

- Without adequate supply of time and skill, you will not be able to use your energy to operate the equipment.
- Thus, you will realize that all these resources are used at the same time, because their uses are inter-related.