

Topic: HOME MANAGEMENT

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MANAGEMENT PROCESS

Management process consists of three steps

- 1) Planning
- 2) Controlling
- 3) Evaluating.

We will discuss about each one of these in detail.

Planning

Planning is very important to the success of management process. It is basically working out ways or course of action to achieve the goals. Our day to day experiences help a great deal in planning. It needs a certain amount of thinking. Planning can be habitual or conscious. Planning involves thinking through the possible ways of reaching a desired goal. The entire task from its beginning to its completion must be viewed in whole. If the paths leading to the goals are easy to see, the choice of the best plan can be made quickly. When the path is hard to see due to some obstacle, the planner must find ways of overcoming them. As children do not have enough experience, they can get the help of an experienced adult to plan. The final act in planning is arriving at a decision. 'It is the gate that releases action'. As a planner we constantly make use of our powers of thinking, memory, observation, reasoning and imagination. Based on our past experiences and observations we plan things by reasoning. We see the relationship between facts and through imagination, we arrange facts into new relationships and patterns. The more we develop these powers, the easier it is to plan and to meet situations in everyday living. For example, when we plan to have birthday party the following points should be borne in mind while planning.

1. The place or the venue of the party.
2. Number of invitees
3. Menu
4. How much money are we going to spend?
5. When are we going to have the party?

While planning, the following points should be considered.

1. There should be a balance between the amount of resources available and the demands or needs.
2. The decision should be made according to individual situations
3. The plan should be realistic
4. The plan should be flexible.

Controlling

Controlling is carrying out the plan. This step calls for flexibility in thinking. At times new decisions are required which may result in changes in plan. For example: when the menus are planned for meals, if certain things are not available during shopping a fresh decision need to be made. The different phases of controlling are

1. **Energising** : This is initiating and sustaining the action. The individuals who are involved in doing a particular task must be energized in order to get results. In spite of having a good plan, sometimes implementing the plan would become difficult. Here the energizing function would act as a catalyst.
2. **Checking** : This is a quick step by step evaluation of the progress of a plan. To go to school on time one has to get the clothes, the meals and books ready, which need checking of time at all stages.
3. **Adjusting** : Adjusting is done in the plan if there is a need for fresh decisions to be taken. This should be done taking into account the problem in hand and the resources available. Getting into action, keeping the resources mobile and knowledge of what is to be done are all important in this step.

Evaluating

This is a checking up process, which may help one move forward. The efficiency of the process and the quality of the end product are to be checked. When we have clear cut objectives it becomes easier to evaluate the entire process. The success or failure of the plan must be evaluated on the basis of the set goals. In case of failure the demerits of the plan may be noted and rectified while making further plans. Evaluation can be general or more detailed. Thus, management in the home is a dynamic force in day to day living and is the administrative side of family living. Efficient, effective and dynamic use of resources lead to the proper management of the house, whereby goals are achieved to attain maximum satisfaction.