

**FOUR YEAR UNDERGRADUATE PROGRAM (2024 – 28)**  
**Department of Home Science**  
**Course Curriculum**

<b>Part A: Introduction</b>			
Program: Bachelor in Art (Honors)		Semester: VII	Session: 2024-2025
1	Course Code	HSSE-08T	
2	Course Title	EXTENSION MANAGEMENT	
3	Course Type	DSE	
4	Pre-requisite(if any)	As per Program	
5	Course Learning Outcomes (CLO)	At the end of this course, the students will be enable to- <ul style="list-style-type: none"> <li>• Understand the concept related to Extension Management</li> <li>• Comprehend the purpose of planning and organizing</li> <li>• Focus on requirement of effective staffing for successful Management</li> <li>• Analyze the significance of effective controlling</li> </ul>	
6	Credit Value	3 C	1 Credit = 30 Hours - learning & Observation
7	Total Marks	Max. Marks: 100	Min Passing Marks : 40
<b>Part B: Content of the Course</b>			
No.of Teaching-learning Periods (1 hour per period : 45 Period (45 hours)			
Unit	Topics (Course Contents)		No. of Periods
1	Extension Management <ul style="list-style-type: none"> <li>• Meaning, function, basic elements , characteristics of extension management</li> <li>• Concept, need, nature, objectives and functions of extension</li> </ul> Informal, formal and non-formal education and differences between formal and extension education.		12
2	Planning <ul style="list-style-type: none"> <li>• Definition, importance of planning, Types of planning, elements of planning.</li> <li>• Effective planning.</li> <li>• Principle of Planning.</li> <li>• Budgeting.</li> </ul>		11
3	Organizing <ul style="list-style-type: none"> <li>• Definition, requirements of effective organizing, line and staff function.</li> <li>• Span of management, principles, use of committee, coordination, involvement of organizations at the local level input management, common mistakes in organization</li> <li>• Requirements of effective staffing.</li> </ul> Training strategies: Lecture, group discussion, seminar, panel discussion, symposium, workshop, case study, role playing, brain storming, buzzy session, interactive session, video conferencing, performance appraisal.		11

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4	<b>Staffing</b> <ul style="list-style-type: none"> <li>• Stress in managing, organizational conflict, grievances in organizations.</li> <li>• Definition, requirements of effective controlling.</li> <li>• Evaluation, Supervision and monitoring.</li> <li>• Auditing, Reporting.</li> <li>• Problem faced by the organizer.</li> </ul> <p style="margin-left: 20px;">Organizing and controlling any one program for weaker sections.</p>	11
<b>Keywords:</b> Extension management, Planning, Organizing, Staffing, coordination, involvement, monitoring.		

<b>Part C: Learning Resources</b>	
Text Books. Reference Books, Other Resources	
<b>Text Book Recommended</b>	
<ul style="list-style-type: none"> <li>• Banerjee, S. (1981). Principles and Practice of Management. New Delhi: Oxford and IBH Publishing company</li> <li>• Basu, C.R. (1989). Organisation and Management. New Delhi: S Chand and Co Ltd.</li> <li>• Burton, Gene and HanabThakar. (1997). Management Today. New Delhi: Tata McGraw Hill Publishing Company</li> <li>• Chandan, J.S. (1997). Management – Concepts and Strategies. New Delhi: Vikas Publishing House</li> <li>• Koontz and Heinz Weihrich. (1990). Essentials of Management. New Delhi: Me Graw –Hill.</li> <li>• Prasad, M.L. (1999). Principles and Practice of Management. New Delhi: Sultan Chand and Sons.</li> </ul>	

<b>Part D: Assessment and Evaluation</b>		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Marks		
Continuous Internal Assessment (CIA): 30 Marks		
End Semester Exam (ESE): 70 Marks		
Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test / Quiz-(2): 20 +20 Assignment / Seminar - 10 Total Marks - 30	Better marks out of the two Test / Quiz + obtained marks in Assignment shall be considered against 30 Marks
End Semester Exam (ESE):	<b>Two section – A &amp; B</b> Section A: Q1 Objective-10x1=10 Mark; Q2. Short answer type-5x4=20 Marks Section B: Descriptive answer type qts. 1 out of 2 from each unit-4x10=40 Marks	

*Name and Signature of Convener & Members of CBoS*

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**Department of Home Science**  
**Course Curriculum**

PART- A: Introduction		
Program: Bachelor in Arts (Honors)		Semester -VII
		Session: 2024-2025
1	Course Code	HSSE-08P
2	Course Title	EXTENSION MANAGEMENT (PRACTICAL)
3	Course Type	DSE
4	Pre-requisite (if, any)	As per requirement
5	Course Learning Outcomes (CLO)	At the end of this course, the students will be enable to- <ul style="list-style-type: none"> <li>• Understand the concept related to Extension Management</li> <li>• Comprehend the purpose of planning and organizing</li> <li>• Focus on requirement of effective staffing for successful Management</li> <li>• Analyse the significance of effective controlling</li> </ul>
6	Credit Value	1 Credits 1 Credit =30 Hours Laboratory or Field learning/Training
7	Total Marks	Max. Marks: 50 Min Passing Marks: 20
PART -B: Content of the Course		
Total No. of learning-Training/performance Periods: 30 Periods (30 Hours)		
Module	Topics (Course contents)	No. of Period
Lab./Field Training/ Experiment Contents of Course	<ol style="list-style-type: none"> <li>1. Visit to an organization and understand the requirements of effective staffing.</li> <li>2. Interact with the staff organization and understand their functions.</li> <li>3. Carryout a case study on successful management of panchayat.</li> <li>4. Select a topic related to women and issue faced by them and describes the ways for solution.</li> <li>5. Identify the ways to handle the grievances.</li> </ol>	30
Keywords	Extension management, Planning, Organizing, Staffing, coordination, involvement, monitoring.	

PART-C: Learning Resources	
Text Books, Reference Books and Others	
Text Books Recommended –	
<ul style="list-style-type: none"> <li>• Banerjee,S. (1981). Principles and Practice of Management. New Delhi:Oxford and IBH Publishing company</li> <li>• Basu, C.R. (1989). Organisation and Management. New Delhi:SChandand Co Ltd.</li> <li>• Burton, Gene and HanabThakar. (1997). Management Today.New Delhi: Tata McGraw Hill</li> </ul>	

*Handwritten signatures and initials:*  
 Dr. B. Sethi  
 Smt. Manita K Deo  
 S. Byer

Publishing Company □ Chandan, J.S. (1997). Management – Concepts and Strategies. New Delhi: Vikas Publishing House

- Koontz and Heinz Wehrich. (1990). Essentials of Management. New Delhi: Me Graw –Hill.
- Prasad,M.L. (1999). Principles and Practice of Management. New Delhi:Sultan Chand and Sons.

### **PART -D: Assessment and Evaluation**

**Suggested Continuous Evaluation Methods:**

**Maximum Marks:** 50 Marks

**Continuous Internal Assessment(CIA):** 15 Marks

**End Semester Exam(ESE):** 35 Marks

<b>Continuous Internal Assessment(CIA):</b> (By Course Teacher)	Internal Test / Quiz-(2): 10 & 10	Better marks out of the two Test / Quiz +obtained marks in Assignment shall be considered against <b>15</b> Marks
	Assignment/Seminar +Attendance - 05 Total Marks - 15	
<b>End Semester Exam (ESE):</b>	<b>Laboratory / Field Skill Performance: On spot Assessment</b> A. Performed the Task based on lab. work - 20 Marks B. Spotting based on tools & technology (written) – 10 Marks C. Viva-voce (based on principle/technology) - 05 Marks	<b>Managed by Course teacher as per lab. status</b>

*Name and Signature of Convener & Members of CBoS:*