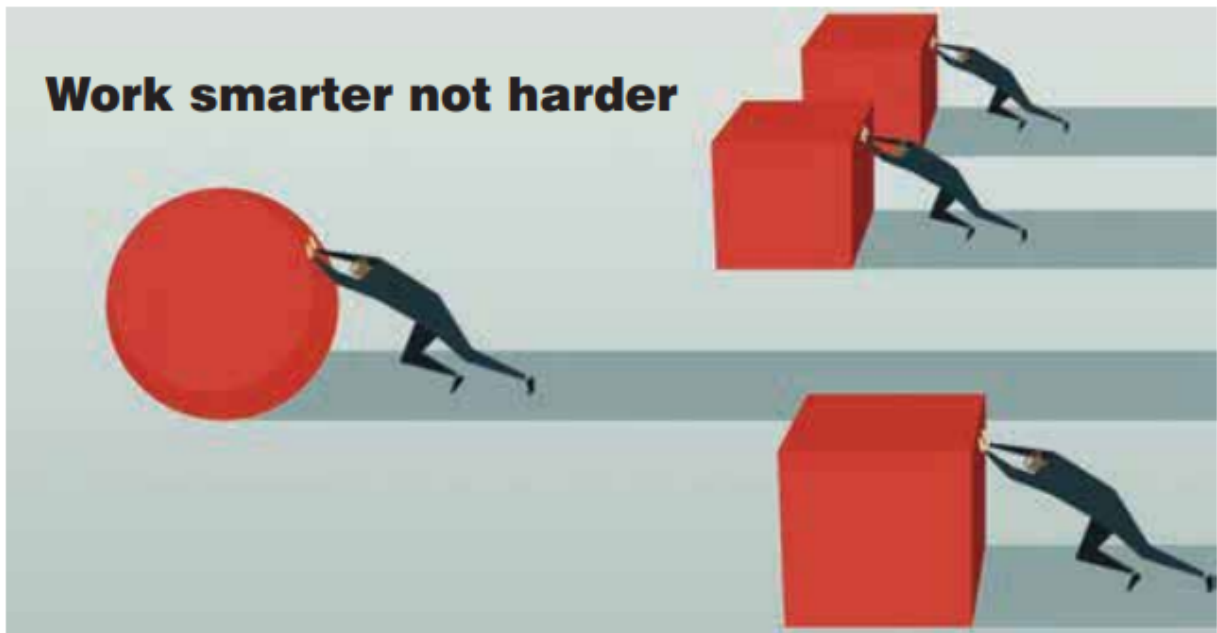


Resource Management (Core Compulsory/ Elective)

B.A. V semester (NEP 2020)

Unit IV

Work Simplification



Work Simplification

Work simplification is making work easier. According to **Nickell and Dorsey (1959)**, **“it is the conscious seeking of simplest, eas-iest and quickest method of doing work.”**It aims at accomplishing more work with limited amount of time and energy.

Home-making involves various types of activities which are most of the time tedious, monotonous, time consum-ing and involves various types of skill. Most of the work if done without much skill and under pressure would lead to unhappiness or frustration. To manage the house one should know the best way of doing each household activity. To do the work easily one should know why, how, when, who and where a work should be done.

कार्य सरलीकरण का अर्थ

एक निश्चित समय तथा शक्ति की मात्रा से अधिक कार्य करना अथवा एक निश्चित कार्य में लगने लगने वाले समय तथा शक्ति की मात्रा को कम करना ही कार्य का सरलीकरण कहलाता है।

ग्रॉस तथा क्रेण्डिल (Gross & Crandell) के अनुसार “निश्चित समय तथा शक्ति के उपयोग द्वारा अधिक-से-अधिक कार्य करना अथवा निश्चित कार्य को पूरा करने के लिए कम-से-कम शक्ति एवं समय का प्रयोग करना ही कार्य सरलीकरण कहलाता है।” कार्य सरलीकरण द्वारा बचाये गये समय तथा शक्ति का उपयोग गृहिणी अन्य कार्यों में कर सकती है। कार्य सरलीकरण गृहिणी को कार्य कुशलता पर निर्भर करता है।

Dr. Marvin Mundel (1985) has given five factors (classes of change) that influence the character of work. They are:

1. Change in hand and body motions

Work can be simplified by using each part of the body properly and economically.

This can be achieved by,

1. Keeping body parts in alignment
2. Using muscles effectively
3. Doing the work in rhythmic motion
4. Developing skill in work.

2. Change in equipment and work arrangement

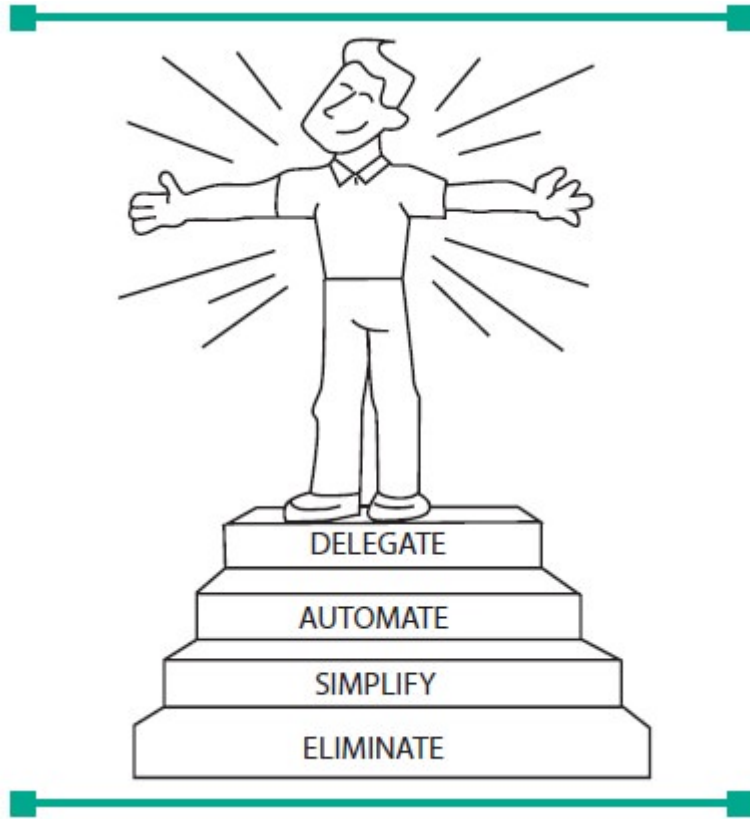
Using labor saving devices, planning work surfaces at proper height, depth and width with proper tools and adequate storage space and lighting will improve the efficiency of work.

3. Change in production sequence

When there are lot of household activities to be accomplished, time and energy can be saved by simplifying the work through combining the tasks and eliminating unnecessary steps.

4. Change in finished product

Simplification of work could be achieved by changing the standards or expectations of the finished product. Instead of laying a dining table in a formal way, especially when the mother is working outside home, she can just keep food items on the table and members in the family can help themselves.



5. Change in material

This refers to the change in the raw ingredient to get the same final products. For example, instant Vada mix or Dosa mix can be used to prepare the same final product, at the same time requirement for pre-preparation of Vada or Dosa from raw materials can be reduced.

कार्य सरलीकरण का महत्त्व

प्रारम्भ में कार्य सरलीकरण को उद्योगों में उत्पादन की दृष्टि से महत्त्व दिया गया था, परन्तु इससे इससे सम्बन्धित अनेक शोधों से यह स्पष्ट हो चुका है कि वर्तमान में गृह कार्यों की दृष्टि से गृहिणियाँ के लिये भी यह अत्यन्त महत्त्वपूर्ण है। इसके महत्त्व को निम्न प्रकार से समझा जा सकता है-

1. समय एवं शक्ति की बचत – किसी कार्य को पूर्ण करने में अन्य साधनों की अपेक्षा समय एवं शक्ति अधिक उपयोग में लाये जाते हैं। कार्य सरलीकरण की विधियों को अपनाकर इन साधनों की बचत की जा सकती है। इससे गृहिणी को ज्यादा थकान अनुभव नहीं होती है।
2. प्रबन्ध के लिये प्रेरणा—कार्य सरलीकरण का महत्त्व स्पष्ट हो जाने पर गृहिणी अपने गृह कार्यों कार्यों में इन विधियों को अपनाने के लिये प्रेरित होती हैं। इससे उसमें प्रबन्ध के प्रति रुचि जाग्रत होती है और वह एक कुशल गृहिणी बनने की दिशा में अग्रसर होती है। इस प्रकार कार्य सरलीकरण एक अच्छे प्रबन्ध के लिये प्रेरणा का कार्य करता है।
3. नीरसता की कमी—बहुत से ऐसे गृह कार्य जिन्हें करने में समय तथा शक्ति अधिक लगती है, नीरस लगने लगते हैं। परन्तु कार्य सरलीकरण की विधियों के माध्यम से कार्य करने के तरीकों को बदलकर गृहिणी उन्हें रुचिप्रद बना सकती है।
4. कमजोर तथा विकलांग गृहिणियों हेतु लाभदायक—भारत में शारीरिक रूप से कमजोर तथा विकलांग स्त्रियों की संख्या अधिक है। यहाँ अधिकांश महिलाओं को पर्याप्त एवं पोषणयुक्त भोजन भोजन नहीं मिल पाता। इन कमजोर एवं विकलांग स्त्रियों के लिये यह आवश्यक है कि गृह कार्यों कार्यों में इनकी शक्ति के व्यय को कम किया जाये। इसके लिये कार्य सरलीकरण अत्यधिक उपयोगी है।

EXPENDITURE AND BUDGET MANAGEMENT

Happiness of the family is secured by income use or expenditure. The outflow of money is called expenditure. After earning money, a family spends it on their various needs, basic necessities such as food, clothing and shelter. After their needs are fulfilled, the family desires to have comforts and luxuries, which makes the family members more comfortable. All these expenses are referred to as expenditure. Expenditure provides the satisfaction of life for the members of the family.

Factors Affecting Expenditure of a Family

Income: In low-income groups, a major portion of income is spent on food whereas in high income groups only 50% of their money is spent on food.

Family size: Expenses on food, clothing, and education is more in larger families as compared to small sized families.

Family composition: In the expanding stage of the family more money is spent on education and clothes while in the contracting stage, more expenses are incurred on medicines.

Family status: Influenced by the social circles they move in, a considerable amount of cash may be spent by some families on, maintaining a number of cars, designer clothes, entertainment, luxury items.

Budgeting

The common planning device for the use of money is the budget. It is a carefully prepared spending plan based on the actual family income. It is a plan based on previous experience, present needs and future expectations. A budget is always prepared for a fixed period of time generally for a month. Budget is a guide to realistic spending aimed at avoiding over expenditure.

Importance of budgeting

- Budget acts as an intelligent guide to spending.
- It enables a family to have an overall view of their income.
- Budgeting facilitates adjusting irregular income to regular expenditure.
- Budgeting helps people to discuss their needs and set their own priorities on them.
- It helps one to cut unnecessary expenditure.
- It helps one to be free from debts.
- It helps one to live within one's income.

- It encourages conscious decision making which may help in including long term goals in the budget.
- It relieves the family members from worries of future.
- It forces one to decide what one wants most out of life.
- It provides for future saving.

