

APPENDIX VII
OBSERVATION PROFORMA

An Enquiry into the Time-use Patterns of
Families on Household Work

1.0 General Particulars

1.1 Name of the village

1.2 Door Number

1.3 Name of the head of the household

1.4 Name of the housewife.

1.5 Family occupation.

1.6 Annual income of the family.

2.0 Particulars of household work

2.1 Care of house

2.1.1. Cleaning of the courtyard.

<u>Tasks involved</u>	<u>Implements used.</u>	<u>Remarks</u>
<u>Daily:</u>		
 <u>Weekly:</u>		
<u>Periodical:</u>		

Total time spent in the task..... hours/week.

2.1.4. Cleaning and care of the house

<u>Tasks involved</u>	<u>Implements used</u>	<u>Remarks</u>
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Daily:Weekly:Periodical:

Total hours/week

2.2. Care of utensils

2.2.1. Tasks involved	Materials used for cleaning.	Remarks
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Daily:Weekly:

Total hours/week

2.2.2. List of utensils cleaned

<u>Base material</u>	<u>Utensil</u>	<u>Size</u>	<u>Number</u>	<u>Remarks</u>
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2.3. Meal preparation.

2.3.1. <u>Meal</u>	<u>Menu</u>	<u>Ingredients</u>	<u>Remarks</u>
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2.3.2. Preparation procedure.

2.3.3. Labour and time saving equipment used

2.3.4. Weekly tasks related to food preparation

<u>Tasks</u>	<u>time spent</u>
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Total hours/
week :

2.4. Shopping

2.4.1. Place from which the household supplies were purchased.

2.4.2. Distance from the village.

2.4.3. Frequency of visits to the market.....

2.4.4. Family member attending to the task

2.4.5. Mode of transport.....

Total hours / week.

2.5. Physical care of family members

2.5.1. Care of children

<u>Tasks</u>	<u>Remarks</u>
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2.5.2. Care of adults & children.

<u>Tasks</u>	<u>Remarks</u>
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2.5.3. Periodical tasks, if any.

<u>Tasks</u>	<u>Frequency of performance</u>
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Total hours / week.....

2.6. Fetching water for domestic use.

2.6.1. Source of water supply.

2.6.2. Distance from the house.

2.6.3. Amount of water consumed daily.

2.6.4. Tasks involved. Remarks

Total hours/day.....

2.7. Care of clothes.

2.7.1. Clothes washing done .

_____ at home

_____ by dhobi

_____ both

2.7.2. Washing done by

_____ the members themselves

_____ assigned to one member of the family.

2.7.3. Tasks performed Remarks

Daily:

Weekly:

Periodical:

Total hours/week.....

2.8. Firewood collection.

2.8.1. Tasks involved	Frequency of performance of the task.	Remarks
_____	_____	_____

2.8.2. Family members involved.

Total hours/week.....

3.0. Household activity Schedule to be recorded in the format given on the following page.

Instructions for filling the format.

Col No.1 has several activities listed. On the right side of each activity, space is provided to mark the amount of time taken for each activity.

Time during the whole day has been divided into 'one hour' intervals and each hour is further divided into six units of 10 minutes duration each.

Each activity may be performed by one or more members indicated by letters a, b, c, d, e, f.

When an activity begins, one should note the actual hour at which it starts such as 6.a.m. or 10.a.m. Make a pencil mark at the appropriate unit of time on the specific hour block and draw a continuous line at which the activity is over.

Same procedure should be repeated for every person who carries out the activity; for e.g. if 'a' and 'c' two members of the family) carry out the same activity together or separately, two lines should be drawn-one against 'a' and the other against 'c' according to the time taken by each.

In case an activity is interrupted, the continuous line marking will also be interrupted.

Members of the family:	a. housewife	d.
	b.	e.
	c.	f.

450. Task Summary List:

House No.

Period covered

Job title

Legend No.*

Description of task

Hours

* Classified code indicating specific component tasks.

5.0

TIME TASK LIST

(Used for recording ^Simulated Experiments^{also})

Name of the worker

Job Title

Date of recording

Time in seconds	Legend	Description of	Comments
From	To	No.**	task.

****Classified code indicating a specific element of the task.**