

**B.COM**  
**SEMESTER III**  
**Business Finance (CC 9)**  
**(100 Marks, 60 Lectures)**  
Course Code: UCOC105

**UNIT I: Nature and Objectives of Business Finance (25 Marks 15 Lectures)**

Meaning of business finance, business finance v/s corporate finance, role of business finance in an organization, principles of business finance, meaning of financial planning, steps in financial planning, significance of financial planning, essential features of a good financial plan, types of financial plan.

**UNIT II: Classification of Capital (25 Marks-15 Lectures)**

Meaning of Capital, Classification of capital, factors determining capital requirements, meaning, features and sources of fixed capital, factors determining fixed capital requirements, importance of adequate fixed capital; meaning, features and sources of working capital, Factors determining working capital requirements, significance of adequate Working capital, types of working capital

**UNIT III: Capitalisation (25 Marks-15 Lectures)**

Meaning of capitalization, Theories of capitalization, Cost theory v/s Earnings theory, overcapitalization and under capitalization, meaning, causes, effects and remedies; overcapitalization v/s under capitalization; balanced capitalization, meaning and importance

**UNIT IV: Capital Structure (25 Marks–15 Lectures)**

Concept of capital structure, Meaning and importance of capital structure, factors affecting capital structure, concept of financial structure, capital gearing, meaning, types and advantages, trading on equity, meaning, types and advantages and limitations.

**References:**

**Books**

1. Sharma, R.K. & Gupta, Shashi., K. *Business Organisation and Management*
2. Srivastava, R.M. *Essentials of Business Finance*, Himalaya Publishing House, Kalyani Publications.
3. Singh, Preeti. *Investment Management*. Himalaya Publishing House
4. Kale, N.G. *Business Organisation*. Manisha Publications.
5. Sontakki C.N., *Business Organisation*, Seth Publishers
6. Gordon, E. & Natarajan, K. *Financial Markets and Institutions*, Himalaya Publishing House.
7. Sadak, H. *Mutual Funds in India*, Response Books, Sage Publications.

**B.COM**  
**SEMESTER III**  
**Fundamentals of Cost Accounting (CC10)**  
**(100 Marks, 60 Lectures)**  
Course Code: UCOC106

**Objective: To familiarize students to elements and methods of cost accounting**

**Unit I Introduction to Cost Accounting (10 Marks, 6 Lectures)**

Concept of cost, Costing, Cost accounting, Objectives, Importance of cost accounting, Cost unit, Cost centre, Classification of cost, Distinction between cost accounting and financial accounting.

**Unit II Unit costing (30 Marks, 18 Lectures)**

Accounting and control of Waste, Scrap, Spoilage and Defective works Cost sheet and Estimated cost sheet .

**Unit III Contract costing (30 Marks , 18 Lectures)**

Introduction to relevant Accounting Standard, preparation of contract account for one year, more than one year and contract account with balance sheet.

**Unit IV Process costing (30 Marks, 18 Lectures)**

Features and application of Process Costing, Elements of Production Cost, Accounting for normal loss, abnormal loss, scrap and abnormal gain. Joint – products and by – products.

**References:**

1. Jain S. P and K.L. Narang- *Cost Accounting Principles and practice* – Kalyani Publishers, Ludhiana.
2. Bhar, B.K. *Cost Accounting- Methods & Problems* , Academic Publishers Calcutta 700073.
3. Kishore R. *Cost Accounting-* Taxmann Allied Service Pvt.Ltd.New Delhi.
4. Iyenger, S. P. *Cost Accounting*. S. chand& Co. New Delhi
5. Khana, B. S. & J. M. Pandey- *Practical costing*. S. Chand & Co. New Delhi
6. Khan, M. Y. & P.K. Jain- *Theory and Problems of Management and Cost Accounting-* Tata McGraw Hill Publishing co. Ltd. New Delhi
7. Lal, J. *Cost Accounting*. Tata McGraw –Hill Publishing co. Ltd. New Delhi
8. Nigam, B. & J.C. Jain. *Cost Accounting Principles & Practice*. Prentice- Hall of India Pvt. Ltd., New Delhi

**B. COM**  
**SEMESTER III**  
**Entrepreneurship Development (CC 11)**  
**(100 Marks- 60 Lectures)**  
Course Code: UCOC107

**OBJECTIVE: To motivate the students to be self employed. From the syllabus they will get theoretical knowledge on how to start an enterprise of their own. Practical knowledge can be obtained through assignments like writing a project report to obtain finance or interviewing existing entrepreneurs.**

**UNIT I Introduction (40 Marks-24 Lectures)**

- a) Definition and concept of entrepreneur  
Qualities, Skills and Functions of entrepreneur
  
- b) Origin and development of entrepreneurship.  
Theories of entrepreneurship  
Role of entrepreneur in economic development  
Entrepreneur V/s Intrapreneur, features of Intrapreneurs.  
Types of entrepreneurs  
Recent trends-sociopreneur, edupreneur, ecopreneur, and agropreneur  
Women entrepreneurs. Self Help Groups.

**UNIT II Identification of Business Opportunities (20Marks-12 lectures)**

**SWOT analysis**

Environment scanning-meaning and benefits  
Factors considered for environment scanning- socio-cultural, economic, technical, demographic, legal and political, geographical and international factors.  
Sources and steps involved in identification of business opportunities.  
Market research- meaning, need for market research, techniques in market research- field survey techniques, test marketing, Delphi technique, desk research ,observation method and experiment method.

**UNIT III Project formulation (20 Marks-12 lectures)**

Meaning and concept of project formulation

Stages in project formulation

- a) Elements of project formulation-feasibility analysis, techno-economic analysis, project design and network analysis, input analysis, financial analysis.
- b) Project Appraisal-concept and features, methods of appraisal-break even analysis, cost benefit analysis, social cost benefit analysis and profitability analysis.
- c) Project Selection-meaning,

Factors to be considered for project selection-rawmaterials, credit facilities, market forces, competition, government policy, incentives and subsidies, labour force, capital requirements, infrastructure, profitability .

d)Project report-meaning importance and contents of project report.

#### **UNIT IV Innovation in Entrepreneurship**

**(20 Marks-12 lectures)**

Purposeful innovation-unexpected success/failure, process, need, change in demography, industry and market structure, incongruities, change in perception, new knowledge

Principles of purposeful innovation

Incubation Centres-meaning, services and role of incubation centres, study of incubation centres in Goa.

#### **References:**

1. Desai, Vasant. *Dynamics of Entrepreneurship Development*
2. Drucker, Peter. *Innovation and Entrepreneurship-Practice and Principles*
3. Mascarenhas, Romeo. *Entrepreneurship Management*. Vipul Prakashan
4. Paul, Jose; Kumar, Ajith. *Entrepreneurship Development and Management*. Himalaya publishing house
5. Khanka, S.S. *Entrepreneurial Development*. Sultan Chand publication
6. Gordon, Natarajan. *Entrepreneurship Development*. Himalaya publishing house
7. Gupta, C.B., Srinivasan *Entrepreneurial Development*. Sultan Chand
8. Pednekar, Achut P. *Entrepreneurship Management*. Himalaya publishing house

**B.COM**  
**SEMESTER III**  
**Business Laws (SEC 1)**

Total Credits	: 04	Theory : 3 Credits	Practical: 1 Credit
Theory Lectures	: 3	per week of 1 hr each (Total Lectures: 45)	
Practical Lectures	: 1	Practical lecture of 1 hour each per week per batch (Batch of 20-30 students) (Total Practical sessions: 15)	
Max. Marks	: 75	Theory + 25 Practical = 100	

**Objective: To impart knowledge of the important business legislations and provide practical training on drafting of significant business documents including agreements and notices.**

**Unit I: The Indian Contract Act, 1872** **(24 Marks, 18 Lectures)**

a) General principles of contract

- i) Contract – meaning, characteristics and kinds
- ii) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
- iii) Void agreements
- iv) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
- v) Contingent contracts
- vi) Quasi - contracts

b) Specific Contracts

- i) Contract of Indemnity and Guarantee – meaning, rights and duties of surety,
- ii) Contract of Bailment – meaning, rights and duties of Bailor and Bailee
- iii) Contract of Agency – meaning, modes of creation of agency, rights and duties of Agent and Principal

**Unit II: The Sale of Goods Act, 1930** **(16 Marks, 08 Lectures)**

- i) Contract of sale, meaning and difference between sale and agreement to sell.
- ii) Conditions and warranties
- iii) Transfer of ownership in goods including sale by a non-owner
- iv) Performance of contract of sale
- v) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

**Unit III: Arbitration and Conciliation Act, 1996** **(20Marks, 10 Lectures)**

- i) Introduction
- ii) Arbitration
- iii) Arbitration Agreement
- iv) Arbitral Tribunal and arbitral procedure
- v) Jurisdiction of Arbitral Tribunal
- vi) Conduct of Arbitral proceedings
- vii) Making of Arbitral Award
- viii) Termination of Arbitral Proceedings

- ix) Conciliation – meaning,
- x) Procedure for commencement of proceedings,
- xi) Appointment of conciliator,
- xii) Conciliation procedure
- xiii) Termination of conciliation proceedings
- xiv) Status of settlement by conciliator

#### **Unit IV: The Negotiable Instruments Act 1881**

**(15 Marks, 09 Lectures)**

- i) Meaning, Characteristics, and Types of Negotiable Instruments: Promissory Note, Bill of Exchange, Cheque
- ii) Holder and Holder in Due Course, Privileges of Holder in Due Course
- iii) Negotiation: Types of Endorsements
- iv) Crossing of Cheque
- v) Bouncing of Cheque

#### **Suggested Readings:**

1. M.C. Kuchhal, and Vivek Kuchhal, Business Law, Vikas Publishing House, New Delhi.
2. Avtar Singh, Business Law, Eastern Book Company, Lucknow.
3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning
4. SN Maheshwari and SK Maheshwari, Business Law, National Publishing House, New Delhi.
5. Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House
7. Sushma Arora, Business Laws, Taxmann Publications.
8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6th ed.
9. P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education
10. Sharma, J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi.
11. K. R. Bulchandani, Business Law *for Management*
12. Manohar R. Wadhvani, Business Law
13. S.S. Gulshan, G.K. Kapoor, Business Law
14. P.P.S. Gogna, A textbook of Business Law
15. Dr. N.V. Paranjape, Arbitration and Alternative Dispute Resolution
16. Dr. Avtar Singh, Law of Arbitration and Conciliation

Note: Latest edition of text books may be used.

**B. COM**  
**SEMESTER –III**  
**Business Laws (SEC 1)**

**Practical Component (25 marks, 15 Hours)**

The Practical component shall be for 25 marks with 15 Marks for drafting skill practical paper, 05 marks for journal and 05 marks for viva-voce. One practical session of 1 hour shall be conducted per batch per week.

Practical sessions shall include the following topics:

1. Drafting of Sale of Goods Agreement
2. Drafting of Agreement of Leave and License of a flat/ house
3. Calculation of various kinds of Damages under Indian Contract Act
4. Drafting of Indemnity Bond
5. Drafting of Affidavit
6. Drafting of simple Loan Agreement
7. Drafting of Agreement of Bailment
8. Drafting of Agreement of Agency
9. Drafting of Annual Maintenance Contract of movable property
10. Drafting of Notice of Breach of Contract
11. Drafting of Notice of Dishonour of Cheque
12. Drafting of Arbitration Agreement
13. Drafting of Conciliation Agreement
14. Drafting of an Arbitral Award
15. Drafting of Settlement of Conciliation

**B. COM**  
**SEMESTER -III**  
**Business Laws ( SEC 1)**

**Model Practical Paper (15 marks)**  
**Duration: 45 minutes**

**Answer any three of the following (5 marks each)**

Q1. A distributor from Goa intends to buy 10,000 Tubelights for consideration of Rs. 10 lakh from Philips Company. Draft an agreement for sale of Tubelights.

Q2. An event organiser intends to hire 5,000 plastic chairs for 3 day dance festival at hire charges of Rs. 20 per day per chair. Draft the agreement of bailment.

Q3. Draft an Arbitration Agreement for two parties, who intend to settle their dispute of delivery of damaged goods.

Q4. Draft a Notice of Dishonour of Cheque amounting to Rs.25,000. Mr. Prakash Naik had given the cheque to Mr. Rakesh Govekar that was drawn on State Bank of India on 25/04/2018 and it bounced on 26/05/2018.



### **Semester III**

#### **GE 4 New Venture Planning**

**Marks: 100 Lectures: 60**

Course Code: UCOS101

**Objective:** The curriculum aims at giving exposure to students regarding different aspects of setting up a new business. After completing the course student should be able to develop an understanding of the process of identifying various sources of new business ideas of products and services. The understanding of this paper will help them to examine, evaluate and approach different sources of finance, the nature of marketing effort required and to develop a comprehensive business plan.

#### **Unit I: Starting New Ventures**

**20 Lectures**

Opportunity identification. The search for new ideas. Source of innovative ideas. Techniques for generating ideas. Entrepreneurial imagination and creativity: The role of creative thinking. Developing your creativity. Impediments to creativity. The pathways to New Ventures for Entrepreneurs, Creating New Ventures. Acquiring an established Venture: Advantages of acquiring an ongoing Venture. Examination of key issues. Franchising: How a Franchise works. Franchise law. Evaluating the franchising opportunities.

#### **Unit II: Legal Challenges in Setting up Business**

**10 Lectures**

Intellectual Property Protection: Patents, Trademarks, and Copyrights. Requirements and Procedure for filing a Patent, Trademark, and Copyright. Legal acts governing businesses in India. Identifying Form of Organisation: Sole Proprietorship, Partnership, Limited Liability Partnership and Company.

#### **Unit III: The Search for Entrepreneurial Capital**

**20 Lectures**

The Entrepreneur's Search for Capital. The Venture Capital Market. Criteria for evaluating New-Venture Proposals. Evaluating the Venture Capitalist.

Financing stages. Alternate Sources of Financing for Indian Entrepreneurs. Bank Funding. Government Policy Packages. State Financial Corporations (SFCs). Business Incubators and Facilitators. Informal risk capital: Angel Investors. Developing a Marketing Plan: Customer Analysis, Sales Analysis and Competition Analysis. Market Research. Sales Forecasting. Evaluation. Pricing Decision.

**Unit VI: Business Plan Preparation for New Ventures****10 Lectures**

Business Plan: Concept. Pitfalls to Avoid in Business Plan. Benefits of a Business Plan. Developing a Well-Conceived Business Plan. Elements of a Business Plan: Executive Summary. Business Description. Marketing: Market Niche and Market Share. Research, Design and Development. Operations. Management. Finances. Critical-Risk. Harvest Strategy. Milestone Schedule.

**Suggested Case Studies:** Case studies related to business or start ups in e-commerce, services, retailing, travel and hospitality.

**Suggested Readings:**

1. Kuratko, D.F., and T. V. Rao, *Entrepreneurship: A South-Asian Perspective*, Cengage Learning.
2. Robert, H. M., Manimala, M. Peters, and D. Shepherd, *Entrepreneurship*, Tata McGraw Hill, India.
3. Barringer, B. R., and R. D. Ireland, *Entrepreneurship: Successfully Launching New Ventures*, Pearson Education, India.
4. Allen, K.R., *Launching New Ventures: An Entrepreneurial Approach*, Cengage Learning.
5. Hishrich., Peters, *Entrepreneurship: Starting, Developing and Managing a New Enterprise*, Irwin.
6. Ramachandran, K., *Entrepreneurship Development*, Tata McGraw Hill, India.
7. Roy, Rajeev, *Entrepreneurship*, Oxford University Press.
8. Kumar, Arya, *Entrepreneurship: Creating and Leading an Entrepreneurial Organization*, Pearson, India.
9. Holt, David H., *Entrepreneurship: New Venture Creation*, PHI Learning.
10. Nickels, William G; McHugh, James M, and Susan M McHugh; *Understanding Business*, Tata McGraw Hill.

**B.COM.**  
**SEMESTER III**  
**Business Statistics– I (GE 3)**  
**(100 Marks - 60 Lectures)**  
Course Code: UCAG101

**Unit I Data Analysis**

**(15 Lectures -24 marks)**

Introduction: Meaning and definition of Statistics, function, scope and limitation of Statistics, Basic Statistical concepts: Population, sample, variate, attribute, parameter and Statistic.

Types of data-Primary and secondary data, Sources and methods of collecting data, classification-univariate frequency distribution and questionnaire design.

Graphs and diagrams-Frequency polygon, frequency curve and ogives, Simple, multiple, subdivided bar diagram, pie chart.

**Unit II Summarisation Measures**

**(24 Lectures -40 marks)**

Measures of Central Tendency: Meaning, objectives and requirement of a good measure of central tendency, Arithmetic Mean, Mode and Median (with & without grouping), Harmonic Mean (ungrouped data), Quartiles, deciles and percentiles.

Measures of Dispersion: Meaning, objectives and requirement of a good measure of dispersion, absolute and relative measure, Range, quartile deviation, mean deviation, standard deviation, Coefficient of range, Coefficient of quartile deviation, Coefficient of mean deviation, Coefficient of variation, Skewness- Karl Pearson's and Bowley's measure and coefficient of Skewness.

**Unit III Index Numbers**

**(13 Lectures -18 marks)**

Meaning, types, uses and limitations of index numbers, Methods of constructing price and quantity Index numbers by weighted and unweighted methods, Weighted

aggregative-Laspeyre's, Paasche's , Fishers and Value index numbers, Weighted average of price relatives, fixed base, chain base, shifting of base, deflating and splicing of Index numbers, cost of living Index numbers.

#### **Unit IV Analysis of Time series**

**(8 Lectures -18 marks)**

Components and models of Time series, Measurement of trend-semi averages, moving averages, freehand and least square method (linear and non linear).

#### **References:**

1. Gupta S.P., *Statistical Methods*, Sultan Chand & sons.
2. Gupta C.B., *Fundamentals of Statistics*, Himalaya Publishing House.
3. Shah, R.J., *Statistical Methods*.
4. Mazumdar Neeta, *Statistical Techniques*, Rajhauns Vitaran.

**B.COM**  
**SEMESTER – III**  
**Retail Management (GE 3)**  
**(100 Marks – 60 Lectures)**  
Course Code: UCOG124

**Objective:** To acquaint students with the basic concepts of retailing and its application in current marketing scenario.

**Unit I Introduction** **(25 Marks-15 Lectures)**

Retailing – Meaning, Factors responsible for growth. Functions/Role of a retailer.

Retail Life Cycle – Meaning and stages. Retail scenario in global and Indian context - including FDI in retail, multi-channel retailing.

**Unit II Retail Formats** **(25 Marks-15 Lectures)**

Retail Formats - Concept. Types of Retail Stores – on the basis of

a) Form of Ownership – Independent retailer, chain retailer, franchising, lease departments, consumer co-operatives.

(b) Merchandise Offered – Convenience stores, Super markets, Hyper Markets and Malls, Specialty Stores, Department Stores, Off - Price Retailers, Factory Outlets, Catalog Showrooms.

(c) Non-Store Retailing – Direct Selling, Mail Order, Telemarketing, Automated Vending.

**Unit III Store Location** **(25 Marks-15 Lectures)**

Meaning and importance of store location. Types of location – a) Free Standing (b) Part of Business District (c) Part of the shopping centre (d) Other Retail locations

Steps involved in choosing a retail location - 1. Market identification 2. Determining the market potential – Elements to be considered 3. Identification of alternate sites (including Factors) 4. Selection of site (including factors).

**Unit IV Store Design and Layout** **(25 Marks-15 Lectures)**

Store Design – Meaning and importance. Objectives of a Good Store Design. Exterior Store Design – Meaning and components. Interior Store Design – Meaning and components. Store layout – Meaning and types of layouts – a) Grid Layout (b) Racetrack layout (c) Freeform layout. Layout Selection – Factors to be considered. Space Planning – Meaning and concept of Planogram. Visual Merchandising – Meaning and methods of display. Detecting and Preventing Shoplifting – Meaning and measures to reduce shoplifting. Employee Theft – Meaning and measures to reduce employee theft.

**References:**

1. Pradhan, Swapna. *Retail Management – Text and Cases*. Tata McGraw Hill Publishing, New Delhi.
2. Levy, Michael & Weiz, Barton. *A Retailing Management*. Tata McGraw Hill Publishing, New Delhi.
3. Gilbert, David. *Retail Marketing Management*. Pearson, Delhi.
4. Lucas, George H.; Bush, Robert & Gresham, Larry. *Retailing*. All India Publishers and Distributors, Chennai.
5. Madaan, K.V.S. *Fundamentals of Retailing*. Tata McGraw Hill.
6. Bajaj, Chetan. *Retail Management*. Oxford university press, New Delhi
7. Vedamani, Gibson. *Retail Management*. Jaico Publishing house, Mumbai
8. Dawson, John. *International Retail Management*. Jaico publishing house, Mumbai
9. Vedamani, Gibson G. *Retail Management: Functional Principles and Practices*, Jaico Publishing house, Mumbai
10. Singh, Harjit. *Retail Management- a Global perspective*. S. Chand, New, Delhi.
11. Gopal, V. V. *Retail Management*. The ICFAI University press, Hyderabad.
12. Nair, Suja R. *Retail Management*. Himalaya Publishing house, Mumbai.





**B.COM**  
**SEMESTER III**  
**Economics of Resources (GE 4)**  
(100 Marks, 60 Lectures)  
Course Code: UCEG101

**Objectives:**

1. To familiarize the students with concepts and issues in the realm environmental economics and sustainable development.
2. To introduce the students to economics of resources and their use against the background of growing global concerns over the future of the world economy due to the rapid depletion of natural resources
3. To help the students understand the significance of the management of environment and resources for business.
4. To introduce the students to the economics of human resource development

**Unit I Economics of the Environment**

**(25 Marks, 15 Lectures )**

Environmental Economics- definition and meaning; linkages between economy and environment, relevance of environmental economics for business, trade-off between conventional economic output and environmental quality (what is the trade-off, why it occurs, what can be done). Economic efficiency and markets-meaning of economic efficiency and social efficiency, relation between markets and economic and social efficiency, external costs, private and social cost, external benefits, externalities and market failure, over-use of open-access resources. The market approach to environmental problems- internalization of external cost, pollution charges, environmental subsidies, carbon credits(meaning of each, how they work through the market mechanism) Environmental Impact Assessment (EIA) of projects- meaning, benefits.

**Unit II Economics of Resources**

**(20 Marks, 12 Lectures)**

Definition of resource, classification, meaning and importance of each, Economic development and resource use- optimist and pessimist models- their major conclusions, Sustainable development- definition and meaning.

**Unit III Economics of Energy and Water**

**(25 Marks, 15 Lectures)**

Economics of energy: meaning of energy; Energy and economic growth, criticality of energy as a resource, energy security, dependence on imports, inflation; Energy availability at the global and national levels, demand-supply gaps, implications, measures to reduce the gap; energy pricing in India; energy audit- meaning, importance; current energy scenario in India .

Economics of water: Economic importance of water; Demand for water- domestic and commercial ( industry, agriculture); Global water scarcity; Water scarcity in India- extent,

causes, attempted solution; Pricing of water -importance, water pricing in India; Challenges in the water sector-scarcity, sharing of water, pollution, groundwater issues, pricing, water quality.....; National Water Policy- proposed measures to meet challenges.

#### **Unit IV Human Resource Economics**

**(30Marks ,18 Lectures)**

Human resource development- role of education and health in human resource development; Link between education and economic growth and development (productivity, earnings, family size, family health, improved standards of living, adoption of new technology...); benefits of education-direct, indirect, private and social benefits; education as a merit good; expenditure on education in India and its composition (primary, secondary and higher education; public and private).

Link between health and economic growth and development (productivity, earnings, money saved can be spent elsewhere, saving and capital formation, better educational performance of children, smaller families....); determinants of health (income and social status, education, physical environment, health services...) ; health status indicators in India- birth rate, death rate, life expectancy, mortality (infant, child and maternal mortality rates), morbidity; recent trends in health status in India; economic dimension of healthcare - demand and supply of health care; challenges to public health in India; financing of health services - private and public expenditure on health; health insurance.

#### **References:**

1. Field, Barry. C. & Field, M. K. 2002. Environmental Economics: An Introduction. McGraw Hill, Singapore.
2. Field, Barry. C. 2001. Natural Resource Economics: An Introduction. McGraw Hill, Singapore.
3. Bhattacharya, R.N. 2001. Environmental Economics: An Indian Perspective. Oxford University Press, New Delhi.
4. Bromley, D. W. 1986. Natural Resource Economics, Policy problems and Contemporary Analysis. Kluwer, Boston.ed.
5. Dorfman, M. R. 1972. Economics of the Environment. W.W. Norton & Co. New York.
6. Dutt, R. and Sundharam, K.P.M. (most recent edition). Indian Economy. Sultan Chand and Co. New Delhi.
7. Hanley, N., J. F. Shogren& B. White. 2001. Environmental Economics in Theory and Practice. Macmillan. London.
8. Hartwick, J. M. &Olewiler, N.D. 1998.The Economics of Natural Resource Use. Harper & Row, Mass., USA. 2<sup>nd</sup>ed.
9. Hussen, A. 2004. Principles of Environmental Economics. Routledge. London.
10. Karpagam, M. 2001. Environmental Economics. Sterling Publishers. New Delhi.
11. Merret, S. 1997. Introduction to the Economics of Water Resources: An International Perspective. UCL Press.

12. Perman, R. Ma, Y., McGilvray, J. and Common, M. 2003. Natural Resource and Environmental Economics. Pearson Education Ltd. 3<sup>rd</sup>ed.
13. Shankar, U. 2001. Environmental Economics. Oxford University Press. New Delhi.ed.
14. Singh, K. 1994. Managing Common Pool Resources: Principles and Case Studies. Oxford University Press. New Delhi.
15. Singh, K. & Shishodia, A. 2007. Environmental Economics: Theory and Applications. Sage. New Delhi.
16. Thompson, D. 2003. The Economics of Environmental Protection. Winthrop Publishers. Cambridge, Mass.
17. Tietenberg T. H. 1994. Environmental Economics & Policy. Harper Collins. New York.
18. Tietenberg T. H. 2006. Environmental and Natural Resource Economics. Addison-Wesley. New York. 7<sup>th</sup>ed.
19. WHO. 2001. Macroeconomics and Health: Investing in Health for Economic Development, Report of the Commission on Macroeconomics and Health, WHO.
20. [http://www.who.int/macrohealth/action/sintesis\\_15novingles.pdf](http://www.who.int/macrohealth/action/sintesis_15novingles.pdf)
21. Winpenny, J. 1994. Managing Water as an Economic Resource, Routledge
22. The Hindu. Survey of Environment: Various issues.
23. World Resources Institute: World Resources, Annual Reports, Other publications.

**Useful websites:**

World Water Council: <http://www.worldwater council.org>

Water Resources Ministry: <http:// wrmin.nic.in>

World Health Organization: <http:// www. who.int>



**Semester III**  
**GE 4 Training and Development**

**Marks: 100 Lectures: 60**

Course Code: UCOG131

**Objective:** To train the students to understand the learning environment of a firm. The knowledge so obtained will make them capable of providing training to Human Resource of a business firm.

**Unit I: Training and Learning** **15 Lectures**

Concept of training and learning, the learning process, learning curve, principles of learning, training guidelines, experience versus training, kinds of training, system approach to training, programmed instruction, transfer of training.

**Unit II: Training Needs Assessment and Curriculum Development** **15 Lectures**

Identification of Training and Development needs, training needs assessment-various approaches (the job and the Individual), Advantages and disadvantages of basic needs assessment techniques, Assessing curriculum needs, curriculum standards, matching organisational training needs, Developing training materials.

**Unit III: Training Methods** **15 Lectures**

Three Stages of training (Preparatory, implementation and followup stage), On the job and off-the job methods,, experiential versus non-experiential methods.

**Unit IV: Evaluation of Training and Development, and Emerging Pattern** **15 Lectures**

Reasons of evaluating training, Criteria for evaluation, problems of evaluation, steps involved in evaluation, methods for training evaluation, analysis and costing of training. Emerging Pattern of Training and development in India. Two Indian case studies to be discussed in the class.

**Suggested Readings:**

1. Prior John, *Handbook of Training and Development* Jaico, Publishing House, Bombay.
2. Donald F. Michalak and Edwin G. Yager, *Making the Training Process Work*, Harper and Row, New York.
3. Jack J. Phillips, *Handbook of Training Evaluation and Measurement Methods*, Houston, Gulf Publishing Co.
4. Lynton R, Pareek, U, *Training for Development*, , New Delhi, Vistaar.

