

# BACHELOR OF BUSINESS ADMINISTRATION (BBA)

**SYLLABUS** 

**For** 

IInd Year

(According TO NEP2020)

(Applicable from 2023)

### **SEMESTER-III**



### TILAK MAHARASHTRA VIDYAPEETH DEPARTMENT OF MANAGEMENT

NAME OF THE PROGRAM: BACHELOR OF BUSINESS ADMINISTRATION

**PROGRAM CODE: 071** 

**YEAR of Introduction: 2023** 

Syllabus Code No.	071
YEAR	IInd Year
SEMESTER	III
NAME OF COURSE	Organisational Behaviour
CATEGORY	CORE
COURSE CODE	BBA23-311
PAPER NO	1
MARKING SCHEME	End-Semester (EXT): 60 Continuous evaluation (INT): 40
CREDITS – MARKS	Total: 100 Credits: 4 Passing: 40%
	Theory: Yes Practical: NA
TEACHING HOURS	Theory: Yes Practical: NA

#### **INTRODUCTION:**

This subject introduces the students to the various concepts related to how employees tend to behave in an organization.

#### **COURSE OBJECTIVE:**

To enable the students to gain insights into the concepts that go into the making of a successful organization.

#### **COURSE OUTCOMES:**

After completion of the course, student will be able to:

- Understand Meaning of personality and perception
- Understand group dynamics and motivation
- Understand the fundamentals of organizational behavior.
- Understand how to manage employee emotions inside the organization

Unit No	Title of unit with detailed content	No of teaching-	Theory	Theory Practical	Marks Weightage	
110	Content	learning hours per unit			INT (continuous evaluation)	EXT (end- sem)
1	Introduction to Organisational Behaviour 1.1 Definition, 1.2 Need and Importance of organizational behaviour 1.3 Nature and scope 1.4 Organizational behaviour models	12	12	NA		
2	Perception: 2.1 Meaning 2.2 Importance 2.3 Factors influencing perception 2.4 Process of Perception	12	12	NA		
3	Motivation: 3.1 Meaning 3.2 Importance 3.3 Theories of Motivation: Maslow's Hierarchy of Needs, Hertzberg Two factor Theory.	12	12	NA	10	15
4	Group Behaviour: 4.1 Concept and Classification 4.2 Stages of Group Development 4.3 Group Structure 4.4 Roles and Norms 4.5 Group Vs Individual 4.6 Group Decision Making Techniques	12	12	NA	10	15
5	Personality: 5.1 Concept and Determinants of Personality 5.2 Characteristics of Personality 5.3 Major Personality Attributes Influencing Organizational Behavior	12	12	NA	5	8

Total	60	60	40	60
Recommended Books:				

Title	Author	Publisher
Organisational Behaviour	Aswathappa, K.	Himalaya Publishing House
Organisational Behaviour	Dr. Anjali Ghanekar	Everest Publishing House
Organisational Behaviour	Saiyadain, Mirza.S.	Tata Mcgraw-hill publishing company ltd
Organisational Behaviour	McShane,Steven L.	Tata Mcgraw-hill publishing company



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**PROGRAM CODE: 071** 

**YEAR of Introduction: 2023** 

Syllabus Code No.	071
YEAR	IInd Year
SEMESTER	III
NAME OF COURSE	Business Mathematics
CATEGORY	CORE
COURSE CODE	BBA23-312
PAPER NO	2
MARKING SCHEME	End-Semester (EXT): 60 Continuous evaluation (INT): 40
CREDITS – MARKS	Total: 100 Credits: 3 Passing: 40%
	Theory: Yes Practical: Yes
TEACHING HOURS	Theory: Yes Practical: Yes

#### **INTRODUCTION:**

The course will enable the students in terms of understanding Business Mathematics and the various concepts related to it.

#### **COURSE OBJECTIVE:**

Studying this subject would improve the mathematical abilities and calculating skills of the students and help them in understanding related concepts.

**COURSE OUTCOMES:** After completion of the course, student will be able to:

CO 1: Understand the basic concepts of business mathematics.

CO 2: Interpret and solve real-life business problem using such concepts as differentiation.

CO 3: Understand concepts such as Ratio Proportion and Percentage

CO 4: Understand various mathematical concepts useful in day-to-day scenario.

Unit No	Title of unit with detailed content	No of teaching- learning hours per	Theory	Practical	Marks W	eightage
		unit			INT (continuous evaluation)	EXT (end-sem)
1	Introduction to Business Mathematics:					
	Definition and Scope of Business Mathematics, Importance and Application in Business.	3	3	NA	4	6
2	Percentage: Meaning, practical use and computation of percentages.	7	7	NA	6	9
3	Ratio, Proportion and Variation: Inverse ratio, continued ratio. Direct proportion and inverse proportion. Application to partnership.	7	7	NA	6	9
4	Profit and Loss: Problems involving cost price selling price, market price trade discount and cash discount.	7	7	NA	6	9
5	Commission and Brokerage: Rate of commission, types of commission agents, problems.	7	7	NA	6	9
6	Simple and Compound Interest: Concept of principal rate of interest, period and amount by simple and compound interest. Calculation of compound interest when compounded	7	7	NA	6	9

	quarterly half yearly and annually.					
7	Simple Annuity: Simple annuity (time span) status of annuity, Certain annuity, Annuity Contingent, Perpetual annuity. Amount of annuity, Present value of annuity. Annuity due and immediate annuity.	7	7	NA	6	9
Total		45			40	60

#### **Recommended Books:**

Title	Author	Publisher
Business Mathematics And Analytics	Sharma, Anand.	Himalaya Publishing House
Business Mathematics	Kumar, Mukesh	Medtech
Textbook Of Business Mathematics	Hazarika, Padmalochan.	S Chand & Company Ltd
	Prof. Rairikar, Prof.	
Basic Business Mathematics	Dixit	Nirali Prakashan



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**PROGRAM CODE: 071** 

**YEAR of Introduction: 2023** 

Syllabus Code No.	071
YEAR	IInd Year
SEMESTER	III
NAME OF COURSE	<b>Basics of Supply Chain and Logistics Management</b>
CATEGORY	CORE
COURSE CODE	BBA23-313
PAPER NO	3
MARKING SCHEME	End-Semester (EXT): 60 Continuous evaluation (INT): 40
CREDITS – MARKS	Total: 100 Credits: 3 Passing: 40%
	Theory: Yes Practical: NA
TEACHING HOURS	Theory: Yes Practical: NA

#### **INTRODUCTION:**

This course introduces BBA students to the fundamentals of Supply Chain and Logistics Management, emphasizing their critical role in modern business operations. Students will explore key concepts, including supply chain design, demand forecasting, inventory management, transportation, and distribution strategies. Through practical examples and case studies, the course aims to equip students with the skills to optimize supply chain efficiency and effectiveness, ultimately enhancing organizational competitiveness. This comprehensive overview prepares students for advanced study and careers in logistics, operations, and supply chain management.

#### **COURSE OBJECTIVES:**

- 1. Understand the fundamental concepts and principles of supply chain and logistics management.
- 2. Analyze the roles and functions of supply chain components and logistics activities in business operations.
- 3. Evaluate strategies for effective supply chain integration and coordination to enhance efficiency and competitiveness.
- 4. Examine the impact of technology and information systems on supply chain and logistics performance.
- 5. Develop problem-solving and decision-making skills relevant to supply chain and logistics challenges in a global business environment.

#### **COURSE OUTCOME:**

By the end of the course, students will be able to:

CO1: Define and explain the key concepts and components of supply chain and logistics management.

CO2: Describe the various logistics activities and their roles within the supply chain.

CO3: Apply different supply chain strategies to real-world business scenarios.

CO4: Utilize technology and information systems to improve supply chain and logistics operations.

CO5: Analyze the complexities of global supply chains and propose solutions to common challenges.

CO6: Implement sustainable practices in supply chain and logistics management to enhance environmental and economic performance.

Unit No	Title of unit with detailed content	No of teaching-	Theory	Practical	Marks W	eightage
		learning hours per unit			INT (continuous evaluation)	EXT (end-sem)
1	Introduction to Supply Chain Management:  Definition and Scope of SCM, Components of a Supply Chain, Role and Importance of SCM in Business.	5	5	NA	5	8
2	Fundamentals of Logistics Management: Definition and Importance of Logistics, Key Logistics Activities, Transportation, Warehousing, Inventory Management, Logistics and Customer Service.	8	12	NA	7	11
3	Supply Chain Strategies: Lean Supply Chain, Agile Supply Chain, Supply Chain Integration and	8	5	NA	7	10

	Collaboration.					
4	Technology in Supply Chain Management: Role of Information Technology in SCM, Enterprise Resource Planning (ERP) Systems, E-commerce and SCM.	8	6	NA	7	10
5	Global Supply Chain Management: Introduction to Global Supply Chains, International Logistics, Managing Risks in Global Supply Chains.	8	12	NA	7	10
6	Sustainability in Supply Chain Management: Concept of Sustainable Supply Chains, Green Logistics, Case Studies on Sustainable Supply Chain Practices.	8	5	NA	7	11
Total		45			40	60

#### **List of Reference Books:**

Title	Author	Publisher
The Essentials of Supply Chain	Dr. K. Ganesh,	Kaav Publications
Management & Logistics	Dr. Ambar Beharay	
Supply Chain Management	Ballou, Ronald	Pearson Education
Supply Chain Management	Sahay, B.S	Macmillan
Supply Chain Management	Sarika Kulkarni	Tata McGraw Hill Publishing Co
		Ltd., New Delhi, 2004.



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PROGRAM CODE: 071

YEAR of Introduction: 2023

Syllabus Code No.	071
YEAR	IInd Year
SEMESTER	III
NAME OF COURSE	Cost and Works Accounting
CATEGORY	Multidisciplinary
COURSE CODE	BBA23-314
PAPER NO	4
MARKING SCHEME	End-Semester (EXT): 60 Continuous evaluation (INT): 40
CREDITS – MARKS	Total: 100 Credits: 3 Passing: 40%
	Theory: Yes Practical: NA
TEACHING HOURS	Theory: Yes Practical: NA

#### **INTRODUCTION:**

In developing economy like ours, the importance of cost accounting has been acknowledged by all when optimum utilization of resources is the need of the day. Cost and Works Accounting is a vital aspect of managerial accounting that focuses on the measurement, analysis, and interpretation of cost information for decision-making within organizations. This course provides students with the foundational knowledge and skills required to understand various costing methods and their application in business operations.

#### **COURSE OBJECTIVES:**

- 1. To Acquire the basic knowledge of cost, costing, cost accounting, and cost accountancy.
- 2. To identify and classify the elements of cost: material, labour, and expenses.
- 3. To prepare a cost sheet and estimated cost sheet
- 4. To Interpret functions of purchase department, stock levels and material control
- 5. Illustrate concepts related to wages payments and labour turnover.

#### **COURSE OUTCOMES:**

After completion of the course, students will be able to

1. Simplify the concepts of cost, costing, cost accounting, and cost accountancy.

- 2. Draft a comprehensive cost sheet and estimated cost sheet.
- 3. Analyze and apply criteria to select a tender or quotation.
- 4. Apply different pricing methods for issuing materials, Implement ABC analysis and JIT system.
- 5. Prioritize an resolve issues related to labour turnover and formulate wage payments

Unit No	Title of unit with detailed content	No of teaching- learning hours per	Theory	Practical	Marks W	eightage
		unit			INT	EXT
					(continuous evaluation)	(end-sem)
1	Introduction: Concept of Cost, Costing, Cost Accounting, Cost Accountancy, Cost Centre, Cost Unit, Limitation of Financial Accounting, Objectives, Advantages and Limitations of Cost Accounting and Costing, Distinguish between – Financial Accounting & Cost Accountancy	9	11	NA	4	6
2	Elements of Cost: Material, Labour, Expenses, Cost Classification Preparation of Cost Sheet Preparation of Estimated Cost Sheet Tender v/s Quotation, Criterias to select a tender or quotation	12	12	NA	12	18
3	Material  Need and essentials of Material Control Functions of purchase department, Purchase procedure, Stock Levels Economic Order Quantity (EOQ) Pricing Methods of issue of material: FIFO, LIFO	12	11	NA	12	18

Total		45	45		40	60
4	Labour  Meaning and definition of wages.  Records and methods - time keeping and time booking, recent trends  Methods of remuneration -Time rate system, Piece rate system, Taylor's differential piece rate system.  Incentive Plan- Halsey Plan, Rowan Plan, Group Bonus scheme, Performance-based incentive plan.  Payroll meaning and components  Labour Turnover.  Job Analysis & Job Evaluation.  Merit Rating	12	11	NA	12	18
	<ul> <li>Stock taking,</li> <li>identification of slow, non-moving and fast moving items</li> <li>ABC analysis</li> <li>JIT system</li> </ul>					

#### **Recommended Books:**

Title	Author	Publisher
Cost accounting	Khan, M.Y. & Jain, P.K.	Tata McGraw Hill Education
_		Private Limited.
Cost Accounting	Lal, Jawahar.	Tata McGraw-Hill Publishing
		Company ltd
Cost and management accounting	Inamdar, Satish M.	Everest Publishing House
Cost accounting	Saxena, V.K.	Sultan chand & sons



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YEAR of Introduction: 2023

Syllabus Code No.	071				
YEAR	IInd Year				
SEMESTER	III				
NAME OF COURSE	Leadership and Team Building Skills				
CATEGORY	Skill Enhancement Course (SEC)				
COURSE CODE	BBA23-315				
PAPER NO	5				
MARKING SCHEME	Continuous evaluation (INT): 50				
CREDITS – MARKS	Total: 50 Credits: 1 Passing: 40%				
	Theory: Yes Practical: NA				
TEACHING HOURS	Theory: Yes Practical: NA				

#### **INTRODUCTION:**

Leadership skills are not just about motivating and inspiring but are about effectively guiding your team. Good leadership skills are required for effective leadership, strategic questioning, problem-solving, and management. This course is designed to provide students with essential leadership and team-building skills required in the modern workplace. Through a combination of theoretical concepts and practical applications, students will learn to lead effectively, motivate team members, resolve conflicts, and enhance team performance.

#### **COURSE OBJECTIVES:**

- 1. To understand the fundamental concepts of leadership and team building.
- 2. To develop essential leadership skills and strategies for effective team management.
- 3. To enhance students' ability to work collaboratively in team settings.
- 4. To cultivate skills for resolving conflicts and improving team dynamics.
- 5. To prepare students to assume leadership roles in various organizational contexts.

#### **COURSE OUTCOMES:**

Upon completion of this course, students will be able to:

- 1. Demonstrate an understanding of key leadership theories and styles.
- 2. Apply leadership skills in practical scenarios to guide and motivate team members.

- 3. Identify and address common challenges in team building and management.
- 4. Utilize effective communication and conflict resolution techniques within teams.
- 5. Exhibit the ability to build and sustain high-performing teams.

Unit	Title of unit with detailed	No of	Theory	Practical	Marks W	eightage
No	content	teaching- learning hours per unit			INT (continuous evaluation)	EXT (end-sem)
1	Introduction to Leadership: Definition and Importance of Leadership,.	2	2	NA	7	0
2	Leadership Styles and their Impact, Qualities of a Leader, Challenges faced by a Leader.	2	2	NA	9	0
3	Leadership Theories.	2	2	NA	7	0
4	Fundamentals of Team Building: Definition and Characteristics of Effective Teams, Stages of Team Development, Roles and Responsibilities in Teams.	3	3	NA	9	0
5	Team Dynamics and Communication: Understanding Team Dynamics, Effective Communication within Teams	3	3	NA	9	0
6	Conflict Resolution and Team Motivation: Identifying and Managing Conflicts in Teams, Strategies for Conflict Resolution.	3	3	NA	9	0
Total	•	15	15	NA	50	0

#### **List of Reference Books:**

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Leadership theory and practice	Northhouse, Peter G.	Sage Publication India Pvt. Ltd
Leadership and Team Building	S. Prasad	S. Chand Publishing
7 Paths to Managerial Leadership	Mackenzie, Fred	Viva books
Cases in leadership	Rowe, Glenn W.	Sage Publications



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**YEAR of Introduction: 2023** 

Syllabus Code No.	071				
YEAR	IInd Year				
SEMESTER	III				
NAME OF COURSE	<b>Business Communication- II</b>				
CATEGORY	Ability Enhancement Compulsory Courses (AECC)				
COURSE CODE	BBA23-316				
PAPER NO	6				
MARKING SCHEME	Continuous evaluation (INT): 50				
CREDITS - MARKS	Total: 50 Credits: 2 Passing: 40%				
	Theory: Yes Practical: Yes				
TEACHING HOURS	Theory: Yes Practical: Yes				

#### **INTRODUCTION:**

Business Communication Part II expands upon the fundamental principles given in Business Communication Part I. This training aims to improve practical communication skills that are crucial for achieving professional success in different organisational environments. The focus is on cultivating interpersonal skills, achieving proficiency in written communication, facilitating fruitful business meetings, excelling in interactive interviews, and adhering to professional business etiquette.

#### **COURSE OBJECTIVES:**

- 1. To develop advanced interpersonal communication skills crucial for effective workplace interactions.
- 2. To enhance proficiency in written communication tailored to business environments.
- 3. To equip students with the knowledge and skills necessary to plan and conduct successful business meetings.
- 4. To prepare students for engaging and effective communication during job interviews.
- 5. To instill an understanding of and adherence to professional business etiquette across diverse organizational settings.

#### **COURSE OUTCOMES:**

Upon completion of the course, students will be able to:

- 1. Develop the ability to effectively interpret and utilize body language and non-verbal cues in various interpersonal communication.
- 2. Demonstrate proficiency in crafting clear, concise, and professional business documents tailored to the needs and expectations of diverse organizational contexts.
- 3. Acquire the skills necessary to organize, lead, and participate in effective business meetings.
- 4. Master the techniques of interactive communication required in interview settings and respond to various interview formats.
- 5. Understand and apply the principles of professional etiquette in business settings to build a positive professional image.

Unit	Title of unit with detailed	No of	Theory	Practical	Marks W	eightage
No	content	teaching- learning hours per unit			INT (continuous evaluation)	EXT (end-sem)
1	Interpersonal Skills & Body language:  Definition and Importance Elements of Interpersonal Skills Body Language Improving Interpersonal Skills	6	6	NA	10	0
2	Written communication in Business Organisations:  • Forms of Written Communication • Clarity and Conciseness • Professional Tone and Style • Editing and Proofreading • Technology in Written Communication:	6	6	NA	9	0
3	<ul> <li>Types of Business Meetings</li> <li>Planning and Preparation</li> <li>Conducting Meetings</li> <li>Minutes and Follow-</li> </ul>	6	6	NA	8	0

	Up					
4	<ul> <li>Interactive Communication in Interviews:</li> <li>Types of Interviews</li> <li>Preparation</li> <li>Effective Interview</li></ul>	6	6	NA	15	0
5	<b>Business Etiquette:</b>	6	6	NA	8	0
Total		30		NA	50	0

#### **Recommended Books:**

Title	Author	Publisher
Excellence in Business Communication	John Thill, Courtland L. Bovee	Pearson
Professional Communication Skills	A.K. Jain, A M Sheikh & Pravin S R	S Chand Publishing
	Bhatia	
Communication Skills for Professionals	Dr. Amitabh Dwivedi	Notion Press
and Students		



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**PROGRAM CODE: 071** 

**YEAR of Introduction: 2023** 

Syllabus Code No.	071			
YEAR	IInd Year			
SEMESTER	III			
NAME OF COURSE	Environmental Studies			
CATEGORY	Compulsory Course as per the guidelines and notification by the			
	University Grants Commission (UGC) from 2003.			
COURSE CODE	VAC108			
PAPER NO	7			
MARKING SCHEME	End-Semester (EXT): 60 Continuous evaluation (INT):			
	40			
CREDITS - MARKS	Total: 100 Credits: 4 Passing: 40%			
	Theory: Yes Practical: Yes			
TEACHING HOURS	Theory: Yes Practical: Yes			

#### **INTRODUCTION:**

Environmental Studies is a multidisciplinary academic field that integrates physical, biological, and information sciences to study the environment and the solutions to environmental problems. In the Indian context, this course focuses on understanding the unique environmental challenges and opportunities within India, examining the country's diverse ecosystems, and exploring sustainable development practices.

#### **COURSE OBJECTIVES:**

- 1. To provide a comprehensive understanding of the environment, its components, and the interrelationships between them.
- 2. To familiarize students with the environmental challenges specific to India, including pollution, biodiversity loss, and climate change.
- 3. To analyze the impact of human activities on the environment and the importance of sustainable development.
- 4. To study Indian environmental policies, laws, and regulations.
- 5. To encourage critical thinking and problem-solving skills related to environmental issues.

**6.** To promote awareness and responsibility towards environmental conservation and management.

#### **COURSE OUTCOMES:**

Upon successful completion of this course, students will be able to:

- 1. Understand and explain the concepts and components of the environment.
- 2. Identify and analyze the major environmental issues in India.
- 3. Evaluate the impact of human activities on the environment and propose sustainable solutions.
- 4. Discuss the framework of environmental policies and laws in India.
- 5. Demonstrate awareness and responsibility towards environmental conservation and sustainable practices.
- 6. Apply interdisciplinary approaches to address and solve environmental problems.

Unit	Title of unit with detailed content	No of	Theory	Practical Marks Weighta		tage
No		teaching- learning hours per unit			INT (continuous evaluation)	EXT (end- sem)
1	Introduction to Environmental Studies:  Definition, Scope, and Importance of Environmental Studies Multidisciplinary Nature of Environmental Studies	10	0	NA	6	12
	<ul> <li>Components of the         Environment: Atmosphere,         Hydrosphere, Lithosphere,         and Biosphere</li> <li>Ecosystem: Structure,         Function, and Types</li> </ul>					
2	• Forest Resources: Use and Over-exploitation,					
	Deforestation, Case Studies  • Water Resources: Use and Over-utilization of Surface and Groundwater, Floods, Droughts, Conflicts over	10	2	NA	6	12

	Water, Conservation					
	Methods					
	Mineral Resources: Usage					
	and Exploitation,					
	Environmental Effects of					
	Extracting and Using					
	Mineral Resources, Case					
	Studies					
	Food Resources: World  Food Problems Clauses					
	Food Problems, Changes					
	Caused by Agriculture and Overgrazing, Effects of					
	Modern Agriculture,					
	Fertilizer-pesticide					
	Problems, Water Logging,					
	Salinity					
	• Energy Resources:					
	Growing Energy Needs,					
	Renewable and Non-					
	renewable Energy					
	Sources, Use of Alternate					
	Energy Sources, Case					
	Studies					
	• Land Resources: Land as a					
	Resource, Land					
	Degradation, Man-induced					
	Landslides, Soil Erosion,					
	and Desertification					
3						
	<b>Biodiversity and Conservation</b>					
	Introduction: Definition,					
	Levels of Biodiversity					
	Value of Biodiversity:					
	Consumptive and					
	Productive Use, Social, Ethical, Aesthetic, and					
	Option Values					
	<ul><li>Biodiversity at Global,</li></ul>					
	National, and Local Levels	10	0	NA	6	12
	<ul> <li>India as a Mega-diversity</li> </ul>					
	Nation					
	Hot-spots of Biodiversity					
	Threats to Biodiversity:					
	Habitat Loss, Poaching of					
	Wildlife, Man-wildlife					
	Conflicts					
	Endangered and Endemic					
	Species of India					
	<ul> <li>Conservation of</li> </ul>					

	Biodiversity: In-situ and Ex-situ Conservation					
4	Environmental Pollution  Definition, Causes, Effects, and Control Measures of:  Air Pollution Water Pollution Soil Pollution Noise Pollution Noise Pollution Nuclear Hazards Solid Waste Management: Causes, Effects, and Control Measures of Urban and Industrial Wastes Role of an Individual in Prevention of Pollution Pollution Case Studies Disaster Management: Floods, Earthquake, Cyclone, and Landslides	10	0	NA	6	12
5	Social Issues and the Environment  Urban Problems Related to Energy Water Conservation, Rain Water Harvesting, Watershed Management Population Growth, Variation among Nations Population Explosion – Family Welfare Program Resettlement and Rehabilitation of People; Its Problems and Concerns, Environmental Ethics: Issues and Possible Solutions Climate Change, Global	10	0		6	12

Warming, Acid Rain, Ozone Layer Depletion, Nuclear Accidents, and Holocaust. Case Studies  Wasteland Reclamation  Consumerism and Waste Products  Environment Protection Act  Basic introduction to Air (Prevention and Control of Pollution) Act, Water (Prevention and Control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act.					
<ul> <li>Field Work:         <ul> <li>Visit to a Local Area to Document Environmental Assets: Flora &amp; Fauna, Geographical tarrain, ecosystem.</li> <li>Visit to sites which have adapted environment friendly living.</li> <li>Disaster Preparedness and Management: Organizing a Mock Drill</li> </ul> </li> </ul>	0	10	NIA	10	0
Total	60	60	NA	40	60

#### **Recommended books:**

Title	Author	Publisher
Environmental management	Vasisth, Kamal	Essential Books
Textbook of environmental studies	Bharucha, Erach	Universities Press (India) Limited
Ecology, Environmental Science and	Singh, J.S., Singh,	S. Chand Publishing.
Conservation	S.P., & Gupta, S.R.	
	(2014)	

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