



**MES Garware College of Commerce, Pune, India
(Autonomous)**

**Affiliated to
Savitribai Phule Pune University, Pune**

AUTONOMY HANDBOOK

**Choice Based Credit System - CBCS
(2021 Pattern)
With effect from Academic Year 2022-23**

**Degree Programme of
Bachelor of Business Administration – International Business (BBA-IB)**

Course Contents

Sr. No.	Course Code	Name of the Course (Paper / Subject)	Pg. No.
1	B3-21/301	Principles of HRM	3
2	B3-21/302	Productions and Operations Management	7
3	B3-21/303	Global Competencies and Personality Development	11
4	B3-21/304	Global Business Environment	18
5	B3-21/305A	Foreign Language-German	23
6	B3-21/305B	Foreign Language-French	29
7	B3-21/306	Export Import Management	34
8	B3-21/307	Environment Awareness Course	39

Course Contents

Course Code: B3-21/301	Subject / Course: Principles of HRM	Marks: 100 Credits: 3
<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To introduce fundamental concepts of Human Resource Management. 2. To explain the processes pertaining to different functions of HRM. 3. To understand the importance of training and Development 4. To understand the recent trends with respect to global HRM 		
<p>Course Outcome:</p> <p>After completing the course, the student shall be able to</p> <p>CO1: learn the importance of HRM functions in the business</p> <p>CO2: To gain knowledge about various sources and methods of the Recruitment and Selection.</p> <p>CO3: To help understand the concept of performance appraisal</p> <p>CO4: To know in brief the modern trends in HRM.</p>		

Unit	Unit Title	Contents	No. of Lectures
I	Introduction to Human Resource Management (HRM)	1.1 Introduction, 1.2 Development of HRM, 1.3 Importance of Human Resource Management. 1.4 Functions of Human Resource Management. 1.5 Role of HR Manager, 1.6 Structure of HRM Department, 1.7 Duties and Responsibilities of HR-Manager.	12
II	Manpower Planning And Recruitment and selection.	2.1 Need, Importance of Human Resource Planning: Short term and Long term, 2.2 Process of Human Resource Planning. 2.3 Concept of Recruitment,	13

Unit	Unit Title	Contents	No. of Lectures
		2.4 Importance of Recruitment, 2.5 Sources of Recruitment. 2.6 Concept of Selection, 2.7 Importance of selection, 2.8 Selection Tests and Types of Interviews	
III	Training and Development and Performance Appraisal	3.1 Definition of Training and Development, 3.2 Methods & Types of Training, 3.3 Objectives and Importance of Training, 3.4 Training Methods, 3.5 Evaluation of Training Programme, 3.6 Models of Evaluation, 3.7 Cross-Cultural Training, 3.8 Concept of Performance Appraisal, Importance of Performance Appraisal, 3.9 Methods of Performance Appraisal.	12
IV	Recent Trends in HRM	4.1 International HRM - 4.1.1 International HRM challenges- 4.1.2 Strategic issues in merges & acquisitions -Downsizing, Reengineering, outsourcing, 4.1.3 Current trends -TQM, Global Workforce, Multiculturalism and Cultural Sensitivity	3
Total No. of Lectures			48
Evaluation			9

Teaching Methodology:

Unit No	Suggestive teaching methodology	Practical	Outcome expected	Weightage of Marks (%)
			Conceptual understanding Knowledge / Skills / Attributes etc.	
1	Chart preparation of functions of HRM, Duties of HR manager, Concept of HRM/HRD	NA	Conceptual understanding	25%

Unit No	Suggestive teaching methodology	Practical	Outcome expected	Weightage of Marks (%)
			Conceptual understanding Knowledge / Skills / Attributes etc.	
2	Newspaper cut outs showing different recruitment adds, Mock interviews of students in the class How to face of interviews.		Industry exposure	25%
3	Guest lecture, workshop		Real life examples	25%
4	Case studies signifying application of different trends in HRM			25%

Evaluation Method:

Unit	Evaluation Method	Marks (100)			Project / Practical
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	NA
1	Power Point presentations, Explain concept and functions of HRM and Role of HR Manager	Presentation	Assignment	MCQ 25% Short notes 35% Long answers 40%	
2	Assignment and Quiz	Assignment	Charts		
3		MCQ	Presentation		
4		MCQ	Presentation		NA

Suggested Books:

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Human resource management text and cases	K.Aswhathappa	Tata McGraw Hill	New Delhi
2	Human resource management text and cases	L.M. Prasad	Sultan Chand and Sons	New Delhi
3	Human resource management text and cases	V.S.P Rao	Excel Books	New Delhi
4	Human Resources Management.	K. Ashwathappa –	Tata McGraw Hill	New Delhi

Suggested Web/E-Learning Resources :

Sr. No.	Topic of the course	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Link	Journals / Articles / Case studies
1		Swayam Course - HRM	https://onlinecourses.swayam2.ac.in/cec21mg06/preview	Online - http://jhr.uwpress.org/
2		Swayam Course – HRM for non-HR people	https://onlinecourses.swayam2.ac.in/cec20mg20/preview	Online - https://www.sciencedirect.com/journal/research-in-organizational-behavior



Course Code: B3-21/302	Subject / Course: Productions and Operations Management	Marks : 100 Credits: 3
Course Objectives : <ol style="list-style-type: none"> 1. To understand the basic concepts of Production and Operations Management 2. To know the Plant location and layout concepts 3. To make the students aware of the concepts of Materials and Maintenance Management 4. To acquaint the students with the concept of Production Planning and Control 5. To give an exposure of Quality Management Concepts to the students 		
Course Outcome : After completing the course, the student shall be able to <ol style="list-style-type: none"> CO1: Understand the basic concepts of Production and Operations Management. CO2: Know the concepts of Plant Location and Layout CO3: Understand the Materials and Maintenance Management concepts CO4: Be acquainted with the Quality Management Concepts 		

Unit	Unit Title	Contents
I	Introduction to Production and Operations Management	1.1 Meaning & Definition of Production and Operations Management, Classification, 1.2 Objectives, Functions and Scope of Production and Operations Management, 1.3 Waste Management - Scrap and Surplus Disposal, Salvage and Recovery. 1.4 Definition and Objectives of Plant Location, 1.5 Importance of Location, Locating Foreign Operations Facilities, Location Decision Process; 1.6 Principles of Layout, Objectives of a Good Plant Layout, Factors for a Good Plant Layout, Types of Layout
II	Product and process Design	2.1 Meaning, concept, importance of Product design 2.2 Types of design, relation to Product life cycle 2.3 Product development process 2.4 Product Policy 2.5 Strategies of product development

Unit	Unit Title	Contents
		2.6 Process design
III	Materials and Maintenance Management	3.1 Definition of Material Management, 3.2 Material Handling Principles and Practices, 3.3 Inventory Control: 3.4 Definition and Importance of Maintenance Management, 3.5 Objectives of Maintenance Management, 3.6 Types of Maintenance Systems
IV	Production Planning and Production Control	4.1 Production Planning: Meaning, Objectives, Scope, Importance & Procedure of Production Planning, Routing Scheduling, 4.2 Master Production Schedule, Production Schedule, Dispatch, Follow up. 4.3 Production Control-Meaning, Objectives, Factors affecting Production Control.
V	Quality Management	5.1 Concept of Quality, TQM, Statistical Quality Control and techniques, 5.2 Quality Circles, Kaizen, Kanban, Six Sigma 5.3 ISO standards.
Total No. of Lectures		48
Evaluation		9
Total No of Lectures		57

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
I	Introduction to Production and Operations Management (POM)	PPT, discussion, demonstration, videos	-	Students will be able to understand the basic concepts of POM	➤ Conceptual skills, reflective skills	25%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
II	Plant Location and Layout	PPT, diagrammatic representation, discussion, videos	-	Students will be able to know the concepts of Plant location and layout	➤ Conceptual skills, critical thinking and reflective skills	20%
III	Materials and Maintenance Management	PPT, case study, discussion	-	Students will be able to understand the Materials and Maintenance Management Concepts	➤ Conceptual skills, critical thinking, analytical thinking, reflective skills	20%
IV	Production Planning and Production Control (PPC)	PPT, case study, discussion	-	Students will be acquainted with the concepts of PPC	➤ Conceptual skills, reflective skills and analytical skills	20%
V	Quality Management	PPT, Diagrams, discussion.	-	Students will be able to understand the Quality Management Concepts	➤ Conceptual skills, reflective skills and analytical skills	15%

Evaluation Method:

Unit	Evaluation Method	Marks (100)			Project / Practical (If any)
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	
I	Quiz	5			NA
II	Case study solving	5			NA
III	Home assignments	10			NA
IV	Descriptive paper	-	20	60	NA

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Edition	Place
1.	Productions and Operations Management	L.C. Jhamb	Everest	7th	Pune
2.	Productions and Operations Management	Shridhar Bhat	Himalaya	-	Mumbai
3.	Productions and Operations Management	Chunawala & Patel	Himalaya	-	Mumbai
4.	Productions and Operations Management	J.P.Saxena	McGraw Hill	-	NY, USA
5.	Plant Layout and Materials Handling	James Apple	Wiley	-	Houston, USA

Suggested Web/E-Learning Resources:

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Films	Journals / Articles / Case studies
1.	Introduction to Goods and Services Tax laws Production and Operations Management	https://nptel.ac.in/courses/110107141 https://www.youtube.com/watch?v=mSJ8LGD_uXI https://www.youtube.com/watch?v=viIIBhQEufM	-	-
2.	Product and Process Design	https://www.youtube.com/watch?v=oLmSw236UFA (NPTELHRD)	-	-
3.	Materials and Maintenance Management	https://www.youtube.com/watch?v=f58SW0Hwcf0 (NPTELHRD)	-	-
4.	Production Planning and Production Control (PPC)	https://nptel.ac.in/courses/112107143	-	https://www.youtube.com/watch?v=PRjExZxWsNc
5.	Quality Management	https://onlinecourses.nptel.ac.in/noc20_mg34/preview	-	-

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Course Code : B3-21/303	Subject / Course: Global Competencies and Personality Development	Total Marks: 100 Credits: 3
<p>Course Objectives :</p> <ol style="list-style-type: none"> 1. To develop reasonable knowledge about Competencies and Personality Development. 2. To build self-confidence, enhance self-esteem, and improve overall personality of the students. 3. To enhance global and cultural competencies of the students. 4. To groom the students for appropriate behavior in social and professional circles. 		
<p>Course Outcome :</p> <p>After completing the Course, the student shall be able to:</p> <p>CO1: To understand the nature, meaning, competencies required for a pleasing personality and learn various theories of personality development.</p> <p>CO2: To understand the concept of Global Competence and develop self- esteem and self-confidence among the students.</p> <p>CO3: To understand and learn global and cultural competencies for positive attitude development and explain various styles and qualities of leaders and encourage students for effective leadership.</p> <p>CO4: To understand the social and professional grooming traits and study various social and international etiquette.</p>		

Unit	Unit Title	Contents
I	Introduction to Personality Development and Theories.	1.1 Definition and nature of personality, Characteristics of good personality, Determinants of personality development 1.2 Perception – Definition, Perceptual Process, Factors of Association – Relationship, Personality Traits, Developing Effective Habits, Emotional Intelligence 1.3 Theories of personality development - Psychoanalytical Theory by Sigmund Freud ii. Trait Theory by Allport and Big Five model iii. Social Cognition Theory by Albert Bandura
II	Global Competence and Self Development	2.1 Meaning and need of global competence, Characteristics of globally competent individual (life-long learning, understanding cultural differences, adaptability, comfortable with change, problem-solving ability, critical and comparative thinking). 2.2 Building self-esteem and self-confidence - SWOC Analysis and Personal Goal Setting, Motivation, Introspection, Self-

Unit	Unit Title	Contents
		Assessment, Self-Appraisal & Self-development, Sigmund Freud Id, Ego & Super Ego 2.3 Self Esteem and Maslow, Self Esteem & Erik Erikson, Mind Mapping, Competency Mapping & 360 Degree Assessment,
III	Development of Social and Interpersonal Skills	3.1 Effective communication skills, Preparation for self-introduction, Working on attitude i.e. Aggressive, assertive and submissive. 3.2 Development of leadership skills and introduction to Leadership styles, Team Building; Leadership & Qualities of Successful Leader, develop ability to work under pressure, flexibility at workplace, Social Responsibilities, Workplace ethics 3.3 Assertiveness, Decision making skills, Conflict: Process & Resolution, Interpersonal Relationship. 3.4 Personality – Spiritual journey beyond management of change, good manners & Etiquettes, Effective Speech, Understanding Body language, projective positive body language
IV	Projecting a Positive Social Image	4.1 Definition and importance of social image, Grooming basics and use of body language, Public-speaking 4.2 E-mail and telephone etiquettes, International and social etiquette, social graces, and table manners, 4.3 Attitude - Concept -Significance -Factors affecting attitudes – Positive attitude–Advantages –Negative Attitude-Disadvantages Carl Jung ‘s contribution to personality development theory 4.4 Stress Management: Introduction, Causes, stress management techniques, Time management: Importance of time management, Techniques of time management, Time management styles.
Total No. of Lectures		48
Evaluation		9
Total No of Lectures		57

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
1	Introduction to Personality Development and Theories	Group Discussion & Quiz	Popular case studies on Personality Development and Theories	Understand the Fundamentals of Personality Development and Theories	<ul style="list-style-type: none"> ➤ To study the nature and meaning of personality . ➤ To understand various factors affecting personality development of an individual. 	20%
2	Global Competence and Self Development	Discussion, Group Presentations. Videos, Posters.	Presentations and Talks on Global Competence and Self Development	Understand the need of Global Competence and Self Development	<ul style="list-style-type: none"> ➤ To understand the concept of Global Competence. ➤ To decipher the characteristics of globally competent individual and encourage students to develop that characteristics among themselves . 	25%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
3	Development of Social and Interpersonal Skills	Informative lectures, case studies and presentations.	Presentations and Talks on Development of Social and Interpersonal Skills	Understand various aspects of Development of Social and Interpersonal Skills	<ul style="list-style-type: none"> ➤ To explain various techniques for effective communication. ➤ To train students for impressive self-introduction. 	30%
4	Projecting a Positive Social Image	Discussion based on suggested readings, Informative Lecture, Role Play, Case Studies.	Presentations and talks on Projecting a Positive Social Image Role plays on Projecting a Positive Social Image.	Understand the need for and importance of Projecting a Positive Social Image	<ul style="list-style-type: none"> ➤ To explain the importance of positive social image of the individual. ➤ To introduce basics of grooming and effective use of body language. 	25%

Evaluation Method:

Unit	Evaluation Method	Marks (100)			Project / Practical (If any)
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	
I	Quiz and Discussions on Consumer Protection Act and Market Structure.				NA
II	Presentations on Unfair Trade Practices and Regulatory Standards				NA
III	MCQs/ Presentations on Consumer Protection Bodies/ Councils and its Functions				NA
IV	Group Discussion on Role of Industry and Non-commercial Organizations in Consumer Protection.				NA

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Edition	Place
1.	Personality development.	Swami Vivekananda	Adhyaksha Advaita Ashram	2009	New Delhi
2.	Personality Development and Communication skills.	C Rajya Lakshmi Kalyani, D S Vittal, AnithaRaju	Himalaya Publishing House.	2006	New Delhi
3.	Effective Life Management.	Swami Amartyananda	Advaita Ashrama	2012	New Delhi
4.	Personality Development and Soft Skills.	BarunMitra	Oxford Univ. Press	2013	New Delhi
5.	Soft Skills- Personality Development for Life Success.	Prashant Sharma	Randam House BPB Publication	2017	New Delhi
6.	Theories of Personality 4th Edition.	Hall CS, Lindsey G and Campbell J B	Wiley	2002	New Delhi

Suggested Web/E-learning Resources:

SR NO	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc)	Films	Journals / Articles / Case studies
1	Introduction to Personality Development and Theories	<p>Courses</p> <p>Personality Development - Course (swayam2.ac.in)</p> <p>Developing Soft Skills and Personality - Course (nptel.ac.in)</p> <p>Free Online Course: Personality Development from Swayam Class Central</p>	--	<p>Personality Development Articles (managementstudyguide.com)</p> <p>Personal Development Articles (essentiallifeskills.net)</p> <p>Personal Development Articles Everyday Power</p>
2	Global Competence and Self Development	<p>Courses</p> <p>Personality Development - Course (swayam2.ac.in)</p> <p>Developing Soft Skills and Personality - Course (nptel.ac.in)</p> <p>Free Online Course: Personality Development from Swayam Class Central</p>		<p>Personality Development Articles (managementstudyguide.com)</p> <p>Personal Development Articles (essentiallifeskills.net)</p> <p>Personal Development Articles Everyday Power</p>
3	Development of Social and Interpersonal Skills	<p>Courses</p> <p>Personality Development - Course (swayam2.ac.in)</p> <p>Developing Soft Skills and Personality - Course (nptel.ac.in)</p> <p>Free Online Course:</p>	--	<p>Personality Development Articles (managementstudyguide.com)</p> <p>Personal Development Articles (essentiallifeskills.net)</p> <p>Personal Development Articles Everyday Power</p>

SR NO	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc)	Films	Journals / Articles / Case studies
		Personality Development from Swayam Class Central		
4	Projecting a Positive Social Image	<p>Courses</p> <p>Personality Development - Course (swayam2.ac.in)</p> <p>Developing Soft Skills and Personality - Course (nptel.ac.in)</p> <p>Free Online Course: Personality Development from Swayam Class Central</p>	--	<p>Personality Development Articles (managementstudyguide.com)</p> <p>Personal Development Articles (essentiallifefskills.net)</p> <p>Personal Development Articles Everyday Power</p>

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Course Code : B3-21/304	Subject / Course: Global Business Environment	Marks : 100 Credits: 3
<p>Course Objectives :</p> <ol style="list-style-type: none"> 1. To understand the fundamentals of the Global Business Environment. 2. To get familiar with the Global Trade Environment 3. To understand the concept and various components of International Finance. and Investment Environment. 4. To enable students to analyze the structure, role and impact of various International Economic Institutions. 		
<p>Course Outcome :</p> <p>After completing the course, the student shall be able to</p> <p>CO1: Know the basics of Global Business Environment.</p> <p>CO2: Acquainted with the international trade theories and policies.</p> <p>CO3: Understand the concept and components of exchange rate, Balance of payment and foreign investment.</p> <p>CO4: Get familiar with International Economic Institutions.</p>		

Unit	Unit Title	Contents	No. of Lecture
I	Introduction to Global Business Environment	1.1. Concept and Meaning of Business Environment 1.2. Nature, Scope and Importance of Business Environment 1.3. Environmental Analysis: PESTLE 1.4. Economic and Financial Environment – meaning, concept and Economic Factors Affecting Business Environment. 1.5. Globalization: Meaning, Advantages and Challenges, Deglobalisation: Concept	10
II	Global Trade Environment	2.1 Theories of International Trade 2.1.1. Absolute Cost Advantage Theory 2.1.2. Comparative Cost Advantage Theory 2.1.3. Heckscher Ohlin Theory 2.2. International Trade Policy - Free Trade vs Protection 2.3. Trade Barriers – Tariff and Non-tariff Barriers, Trade	14

Unit	Unit Title	Contents	No. of Lecture
		War – concept 2.4. Regional and International Trade Zones: SAARC, BRICS, ASEAN, European Union, OPEC.	
III	International Financial and Investment Environmental	3.1. Meaning of Exchange Rate, Determination of Exchange Rate – Fixed, flexible and managed float 3.2. Balance of Payment – Concepts and Importance 3.3. Foreign Investment: FDI and FII – Meaning, Nature and Role in Economic Development 3.4. Introduction to Multinational Corporations.	14
IV	International Economic Institutions	4.1. WTO: Structure, Objective, Functions and its Role in International Business, 4.1.1 Concepts of National Treatment and Most Favored Nation 4.2. World Bank – Structure, Objectives and Functions 4.3. International Monetary Fund – Concept, Objectives and Function	08
Total No. of Lectures			48
Evaluation			9
Total No of Lectures			57

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
1	Introduction to Global Business Environment	Participative Learning Documentary	---	Know the basics of Global Business Environment.	Conceptual Understanding Critical thinking Environmental awareness	25%
2	Global Trading Environment	Case study Library work Presentations	---	Acquainted with the international trade theories and policies.	Comparative analytical skills Logical thinking Global Awareness	25%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
3	International Finance and Investment Environmental	Situation Analysis, Case studies and Debates,	---	Understand the concept and components of exchange rate, Balance of payment and foreign investment.	Problem solving skills Application Skills Reasoning skills	25%
4	International Economic Institutions	Discussion based on suggested readings, Expert Lecture Case study	----	Get familiar with International Economic Institutions.	Analytical ability Global business awareness Logical application	25%

Evaluation Method:

Unit	Evaluation Method	Marks (100)			Project / Practical (If any)
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	
I	Discussions on importance of environmental studies to Businesses, Written Assignment	Written Assignment	MCQ test or Quiz Written Descriptive Test	Descriptive Written Test	NA
II	MCQ test or Quiz				NA
III	Classroom discussions/debates on role of MNCs and Foreign Investments				NA
IV	Discussions on Political and Legal Environment				NA

Suggested Readings :

Sr. No	Title of the book	Author	Publication	Edition	Place
1.	Business Environment	Francis Cherunilam	Himalaya Publishing House	-	New Delhi.
2.	International Business Environment	Raj Kumar	Excel Books	-	-
3.	International Business Environment	Anant and Stewart	Pearson	-	-
4.	Fundamentals of International Business	Czinkota, Ronkanen, Moffeatt	Wiley	3rd	Australia
5.	International Business Text and Cases	P. Subba Rao	Himalaya Publishing House	-	New Delhi
6.	Cases in the Environment of Businesses	Conklin	-	-	-
7.	International Business	John Danial, Lee Rodebaugh, Danial Sullivian, Prashant Salwan	Pearson	-	-
8	International Economics	Dominick Salvatore	Wiley	-	USA
9	Global Business Environment	Kapoor	-	-	-

Suggested Web/E-Learning Resources :

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Films	Journals / Articles / Case studies
1.	Introduction to Global Business Environment	Course on International Business by IIT Roorkee https://youtube.com/playlist?list=PLLy_2iUCG87AV6gOQ15-GtZJfL0CBGHb		SIAM Journal on Financial Mathematics

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Films	Journals / Articles / Case studies
2.	International Trading Environment	Course on Swayam: https://onlinecourses.swayam2.ac.in/cec20_mg12/preview	Movie: The deceptive promise of free trade https://youtu.be/DnW9ZQtI1_E	https://www.imf.org/external/pubs/nft/op/220/index.htm#:~:text=Financial%20globalisation%20is%20an%20aggregate,linkages%20to%20international%20capital%20markets .
3.	International Financial Environment			
4	International Economic Institutions		Movie: Rise of the WTO https://youtu.be/1Xp75Egtvi8	



Course Code: B3-21/305A	Subject / Course: Foreign Language-German	Marks: 100 Credits: 3
Course Objectives: <ol style="list-style-type: none"> 1. To make students understand about German manners and etiquettes. 2. To enable students to speak about different professions, express likes and dislikes and use internet in German. 3. To give knowledge of German speaking countries. 4. To enable students to shop comfortably in German and make them aware of German food habits. 5. To enable students to plan a party, invite friends and order food in German. 		
Textbook : Netzwerk A1 Publication : Klett		

Unit	Unit Title	Contents
I	Guten Tag	1.1 Grammar: Numbers, Alphabets, formulate w-questions, formulate simple sentences, conjugation of verbs in present tense I, personal pronouns, the verb 'to be', 'to be called as' 1.2 Vocabulary: Numbers, Alphabets, Countries and languages 1.3 Language handling : Greetings and saying bye, to introduce oneself and others, telephone number and E-mail address, spellings, speaking about countries and languages.
II	Freunde, Kollegen und ich	2.1 Grammar: Article : (der,das,die), Verbs and personal pronouns II, yes/no questions, plurals and substantive, the verbs (sein, haben) 2.2 Vocabulary : Hobbies, weekdays, months, seasons, professions, internet profile 2.3 Language handling : Speaking about hobbies, to take appointment, to name weekdays, to speak about work, profession and working hours, speak about seasons, create the profile in the internet

Unit	Unit Title	Contents
III	In der Stadt	<p>3.1 Grammar: Definite articles (der, die, das)Indefinite articles(ein, eine), negative articles, imperative sentences (Sie)</p> <p>3.2 Vocabulary: Places, buildings, Vehicles, Directions, international words, Events</p> <p>3.3 Language handling: Name places and buildings, put questions about places, ask for things, name the vehicles, asking for the way and describing the way</p>
IV	Guten Appetit	<p>4.1 Grammar: Word position in the sentence, Accusative, Verbs in accusative</p> <p>4.2 Vocabulary: Mealtimes, Grocery, Drinks, Shops</p> <p>4.3 Language handling: Speaking about food, planning for shopping, conduct conversations on the dining table</p>
V	Tag für Tag	<p>5.1 Grammar: Time prepositions, possessive articles(Nominative),Model Auxiliary (müssen, können, wollen)</p> <p>5.2 Vocabulary: Daily activities, clock time, family</p> <p>5.3 Language handling : Understanding and naming and clock time, specifying day and time, speaking about family, to make an appointment, to be sorry for the late</p>
VI	Zeit mit Freunden	<p>6.1 Grammar: Explaining date, Separable Verbs, Preposition- für +Accusative, Personal pronouns(Accusative),Past tense(sein and haben)</p> <p>6.2 Vocabulary: Free time activities, Food, drinks, qualities, activities</p> <p>6.3 Language handling : Planning something together, to speak about birthday, understanding and writing an invitation, order and pay in the restaurant, to speak about experience</p>

Total No. of Lectures	48
Evaluation	9
Total No of Lectures	57

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
I	Guten Tag	Group Discussion & Role Play		Introduce oneself in different situations	➤ German etiquettes	10%
II	Freunde, Kollegen und ich	Discussion, Group Presentations. Videos.	Poster making	To understand fundamentals of singular, plural, articles, and to frame basic questions.	➤ Expressing your likes and dislikes ➤ Using internet in German	20%
III	In der Stadt	Group discussion regarding general topics with facilitation from instructor.	PPT on important cities/sightseeing places/ universities in German speaking countries	Information about German speaking countries	➤ Knowledge about German speaking countries	20%
IV	Guten Appetit	Video, Role Play		Understand German food and shopping habits	➤ Students can go for Shopping Comfortably in Germany ➤ Students are aware of German food	15%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
					habits.	
V	Tag für Tag	Game based on Appointment		Using 24 hours clock in order to understand time implication.	➤ Understand 24 hours clock system in Germany	20%
VI	Zeit mit Freunden	Invitation card making		Able to plan programs, invite friends in German Placing order for food and pay of it.	➤ Students can plan a party, invite friends for party and order food in the restaurant in Germany.	15%

Evaluation Method:

Unit	Evaluation Method	Marks (100)			Project/Practical (If any)
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (40)	
I	Introduction in German, speaking 5-10 sentences, PPT on important cities/sightseeing places/ universities in German speaking countries (Group Activity) (Speaking)				✓
II	Listening Information and answering questions based on it. (Listening)	✓			
III	Reading Text and answering questions based on it. (Reading)	✓			

Unit	Evaluation Method	Marks (100)			Project/Practical (If any)
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (40)	(20)
IV	Mcq test (Writing)		✓		
VI	Written assignment (Writing)		✓		

Suggested Readings :

Sr No	Name of the Book	Author	Publication	Edition	Place
1	Studio-d	Funk, Kuhn, Demme	Cornesen & Goyal	2014	India

Suggested Web/E-Learning Resources :

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube/Swayam/MOOCs etc.)	Films	Journals / Articles / Case studies
1	Greetings in German	https://youtu.be/rnrYlQ9tVKw		
2	Introduction in German	https://youtu.be/tLyQIQEfy3w		
3	Things/countries in German	https://youtu.be/0IRWNj1sl-k		
4	Numbers	https://youtu.be/o7wdastwlcw		
5	Verbs, w-questions, yes/no questions	https://youtu.be/4IH6f6UNZE		
6	Alphabets, weekdays, months	https://youtu.be/JRrdMQBHUEM		
7	Hobbies	https://youtu.be/tYbLxiNWkkl		
8	Negation (kein)	https://youtu.be/ae2ccRuFgs		
9	Possessive articles	https://youtu.be/Bul2vmvuce		

Sr. No.	Topic of the Lecture	Lectures (Available on Youtube/Swayam/MOOCs etc.)	Films	Journals / Articles / Case studies
10	Eating and drinking	https://youtu.be/7yzGZZLjZeM https://youtu.be/JZoHJOqv2iE		
11	Accusative	https://youtu.be/8ZUxOaNljOl		
12	Modal Verbs	https://youtu.be/XydUurLvaf0		



Course Code : B3-21/305B	Subject / Course: Foreign Language-French	Total Marks : 100 Credits : 3+1
<p>Course Objectives :</p> <ol style="list-style-type: none"> 1. To learn basic vocabulary and grammar of French language and to make basic conversations in French, to introduce oneself and others. 2. To learn, names of family members, likes dislikes and learn to count numbers 0 to 1000. 3. To learn how to describe a place, write an email. 4. To learn how to order a meal, Reserve room in a hotel. 		
<p>Course Outcome :</p> <p>After completing the Course, the student shall be able to</p> <p>CO1: Know basic vocabulary like days, months, nationalities, places. Learn to introduce oneself and tell where one lives.</p> <p>CO2: Know how to describe family members and count numbers 0 to 1000.</p> <p>CO3: Know how to write an email and describe a place.</p> <p>CO4: Know how to order a meal in a restaurant and book a room in a hotel, Ask about the facilities in the hotel</p>		

Unit	Unit Title	Contents
I	Lessons 1 to 4 1. Se presenter 2. Donner des informations personnelles 3. Présenter une personne 4. Demander des informations personnelles	<p>Grammar:</p> <ol style="list-style-type: none"> 1.1 Alphabets, accents, days ,months, Salutations 1.2 Subjectpronouns, verb être, avoir, aller, prendre 1.3 Regular er verbs, verb s'appeler 1.4 Indefinite articles 1.5 Negation and interrogation 1.6 Countries, nationalities, feminine and plural 1.7. Prepositionsbefore countries <p>Communication Skills:</p> <ol style="list-style-type: none"> 1.8 Introducing oneself and others 1.9 Tell one's profession and ask others' profession 1.10 Ask and give personal information 1.11 Describe a person.

Unit	Unit Title	Contents
II	Lesson 5 to 7 5. Planifier des actions 6. Prendre une décision 7. Décrire un espace de travail	Grammar : 2.1 Er, Ir and Re ending verbs 2.2 Possessive adjectives 2.3 Irregular verbs : faire, devoir, pouvoir, vouloir, savoir 2.4 Qualificative adjectives and their placement 2.5 Futurproche 2.6 Interrogative adverbs Communication Skills: 2.7 Talk and ask about one's family 2.8 Describe a place, plan an activity 2.9 Talk about one's likes and dislikes. 2.10 Counting numbers 0 to 1000
III	Lesson 8 and 9 8. Donner des instructions 9. Commander un repas	Grammar : 3.1 Irregular verbs lire, boire 3.2 Imperative mood 3.3 Disjunctive pronouns 3.4 Partitive articles Communication Skills : 3.5 Email writing 3.6 Ordering a meal 3.7 Food related vocabulary
IV	Not covered in the text book so this will be taught as an extra topic	Grammar: 4.1 Le passé récent (Recentpast) 4.2 Expression Il y a Communication Skills: 4.3 Reserving a room in a hotel 4.4 Travel vocabulary 4.5 Making travel itinerary
Total No. of Lectures		48
Evaluation		9
Total No of Lectures		57

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
I	Lessons 1 to 4 1. Se presenter 2. Donner des informations personnelles 3. Présenter une personne 4. Demander des informations personnelles	Reading aloud Writing in class Listening Dialogue enacting	Making a quiz based on: 1. Nationalities and professions. 2. General info. About France	Reading, writing and speaking simple sentences	<ul style="list-style-type: none"> ➤ Introducing oneself and others ➤ Asking and telling basic questions like age, profession, nationality etc. 	25%
II	Lesson 5 to 7 5. Planifier des actions 6. Prendre une décision 7. Décrire un espace de travail	Listening exercises, reading and writing dialogues	Enacting conversations on topics learnt. Can be done in groups of two	Describing a person, learning about your family, learning names of places	<ul style="list-style-type: none"> ➤ Asking and telling likes and dislikes ➤ Describing one's family ➤ Asking and telling an address ➤ Counting numbers 0 to 1000 	25%
III	Lesson 8 and 9 8. Donner des instructions 9. Comman	Reading, solving exercises of grammar, writing	Enacting dialogues on topics learnt	Telephonic Conversations	<ul style="list-style-type: none"> ➤ Writing an email ➤ Ordering a meal 	25%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
	Der un repas					
IV	Not covered in the text book so this will be taught as an extra topic	Writing , solving exercises, reading and understanding	Listening to conversations and understand their meanings	Travel vocabulary, Hotel vocabulary	<ul style="list-style-type: none"> ➤ Reserving room in a hotel ➤ Making travel itinerary 	25%

Evaluation Method:

Unit	Evaluation Method	Marks(100)			Project/ Practical (1 credit) (20 marks)
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	
I	Dictation of words	10 marks	NA	NA	NA
II	Listening comprehension	NA	NA	NA	10 marks
III	Written Assignments	5 marks	NA	NA	NA
IV	Reading comprehension	5 marks	NA	NA	NA
V	Saying 5-10 sentences on a given topic / Dialogue	NA	NA	NA	10 marks
VI	Written Paper	NA	20 marks	60 marks	NA

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Edition	Place
1.	Objectif Express 1	Anne-Lyse Dubois, Sara Kaddani	hachette	2022	Goyal Book Depot

Suggested Web / E-Learning Recourses :

Sr. No.	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc.)	Films pertaining to the professional world (with subtitles)
1.	Basic French learning courses	https://onlinecourses.swayam2.ac.in/cec20_lg06 https://tv5mponde.com/fr/learn-french	Le salaire de la peur (1953) Rien de personnel (2009) La loi du marché (2015) Discount (2015)

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Course Code: B3-21/306	Subject / Course: Export Import Management	Marks: 100 Credits: 3+1
Course Objectives:		
<ol style="list-style-type: none"> 1. To understand the basic concepts of Export and Import Management 2. To study the Export Procedures and Documentation. 3. To acquaint the students with Import Procedures and Documentation. 4. To know the Duty Drawback and Remittance procedures. 		
Course Outcome:		
After completing the course, the student shall be able to		
CO1: Understand the basic concepts of Export and Import Management		
CO2: Explain the Export Procedures and Documentation		
CO3: Know the Import Procedures and Documentation		
CO4: Demonstrate the knowledge of Duty Drawback and Remittance Schemes		

Unit	Unit Title	Contents
I	Fundamentals of Import and Export	1.1 Meaning of Export and Import 1.2 Classification of Exports and Imports 1.3 Categories of Exporters 1.4 Strategy and Preparation for Foreign Trade 1.5 Identifying Foreign Markets 1.6 Methods of Entering International Market 1.7 INCO terms
II	Export Procedures and Documentation	2.1 Basic Documentation 2.2 Excise clearance for export 2.3 Quantity – Pre-shipment inspection 2.4 Packaging, Marketing, Labeling 2.5 Shipment of Goods 2.6 GSP [Generalized System of preferences] Rules & Origin 2.7 Role of overseas agent & remittance of commission. 2.8 Incentives for export from Govt. 2.9 Various modes of transport., Basis of Selection

Unit	Unit Title	Contents
		2.10 Benefits of export
III	Import Procedures and Documentation	3.1 Categories of Importers 3.2 Import License 3.3 Import Contract 3.4 Pre-import Procedure 3.5 Legal Dimensions of Import Procedure 3.6 Customs Clearance for Imported Goods 3.7 Warehousing of Imported Goods 3.8 Valuation for Customs Duty 3.9 Benefits of Import
IV	Duty Drawback & Remittance Scheme	4.1 Advance License 4.2 Replenishment license 4.3 Special Interest License 4.4 DEPR Scheme [Duty Entitlement Pass Book Scheme] 4.5 DFRC Scheme [Duty Free Replenishment Certificate 4.6 Implication of GST in Export claims
Total No. of Lectures		48
Evaluation		9
Total No of Lectures		57

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
I	Fundamentals of Import and Export	PPT, discussion,	-	Students will be able to understand the fundamentals of Export and Import.	➤ Conceptual understanding, reflective skills	20
II	Export Procedures and	PPT, Flow chart making,	Chart making PPT on	Students will be able to	➤ Conceptual skills,	30

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge / Skills / Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
	Documentation	discussion	documentation	know the export procedures and documentation	ability to differentiate documents and understand the purposes of each, reflective learning	
III	Import Procedures and Documentation	PPT, Flow chart making, discussion	Chart making PPT on documentation	Students will be able to the export procedures and documentation	➤ Conceptual skills, ability to differentiate documents and understand the purposes of each, reflective learning	30
IV	Duty Drawback & Remittance Scheme	PPT, Discussion	-	Students will be able to understand the concepts of Duty Drawback and Remittance scheme	➤ Conceptual skills, critical thinking and reflective skills	20

Evaluation Method:

Unit	Evaluation Method	Marks (100)			Project / Practical (If any)
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	
I	Quiz				NA
II	Chart making / presentation / report on comparative study				20 marks
III	Home Assignments	20 M			NA
IV	Descriptive paper		20 M	60 M	

Suggested Readings:

Sr No	Name of the Book	Author	Publication	Edition	Place
1	Foreign Trade – Theory, Procedures, Practices and Documentation	Dr Khushpat Jain & Dr Apeksha Jain	Himalaya	7th Edition	Mumbai
2	Export – Do it yourself	M.I. Mahajan	Snow white	18th Edition	Mumbai
3	Import – Do it yourself	M.I. Mahajan	Snow white	18th Edition	Mumbai
4	EXIM policy 2004-09 Import – Export Documentation	M.I. Mahajan	Himalaya	13th Edition	Mumbai
5.	Export/Import Procedure and Documentation	Bimal Jaiswal & Yusuf Kamal	New Royal Book Company	-	Lucknow

Suggested Web/E-learning Resources:

Sr No	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc)	Films	Journals / Articles / Case studies
1	Fundamentals of Export and Import	http://niryatbandhu.iift.ac.in/exim/index.asp	-	https://www.eximbankindia.in/research-papers
2	Export Procedures and documentation	https://www.youtube.com/watch?v=eq2WRACDMfw (DGFT uploaded)	-	https://www.eximbankindia.in/research-papers

Sr No	Topic	Lectures (Available on Youtube / Swayam / MOOCS etc)	Films	Journals / Articles / Case studies
3	Import Procedures and documentation	http://niryatbandhu.iift.ac.in/exim/index.asp	-	-
4	Duty drawback and remittance schemes	eximguru.com	-	-



Course Code : B3-21/307	Subject / Course : Environment Awareness Course	Marks : 100 Credits : 2
<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To acquire the knowledge, values, attitudes, commitment and practices needed to protect and improve the environment and better ecosystem 2. To build knowledge among students regarding utilization of various natural resources. 3. To make students conscious on necessary bio-diversity and ecological conservations and to address complex environmental issues 4. To create awareness about various causes of environmental pollution and its remedies. 		
<p>Course Outcome :</p> <p>After completing the course, the student shall be able to</p> <p>CO1: Understand how their actions affect on the environment hence how to build better ecosystem</p> <p>CO2: Build knowledge and implement necessary practices for utilization of various natural resources</p> <p>CO3: Motivate to implement various practices of Bio-diversity and to preserve Ecological Conservations of complex environmental issues.</p> <p>CO4: Know various causes of Environmental Pollution and its remedies.</p> <p>CO5: Study The impacts of Human Communities On Environment.</p> <p>CO6: Gain Knowledge through the Field Work</p>		

Unit	Unit Title	Contents	No. of Lectures
I	Introduction To Environmental Studies and Ecosystem	1.1 Multidisciplinary nature of environmental studies 1.2 Scope and importance; Concept of sustainability and sustainable development 1.3 Meaning of Ecosystem 1.4 Structure and functions of Ecosystem 1.5 Energy flow in an Ecosystem: Food Chains, Food Webs and Ecological Succession.	5

Unit	Unit Title	Contents	No. of Lectures
II	Natural Resources : Renewable and Non-renewable Resources	2.1 Land resources and Over utilization of land 2.2 Land degradation, Soil Erosion and Desertification 2.3 Deforestation: Causes And Impacts Due to Mining, Dam Building On Environment, Forests, Biodiversity And Tribal Populations 2.4 Water: Use And Over-Exploitation of Surface and Ground Water, Floods, Droughts Conflicts Over Water (International & Inter-State) 2.5 Energy Resources : Renewable And Non Renewable Energy Sources, Use Of Alternate Energy Sources, Growing Energy Needs, Case Studies	5
III	Biodiversity and Conservation	3.1 Levels Of Biological Diversity : Genetic, Species And Ecosystem Diversity 3.2 Biogeography Zones of India; Biodiversity Patterns And Global Biodiversity Hot Spots 3.3 India as a Mega-Biodiversity Nation; Endangered and Endemic Species of India 3.4 Threats To Biodiversity: Habitat Loss, Poaching Of Wildlife, Man-Wildlife Conflicts, Biological Invasions; Conservation Of Biodiversity: In-Situ And Ex-Situ Conservation Of Biodiversity. 3.5 Ecosystem and Biodiversity Services: Ecological, Economic, Social, Ethical, Aesthetic and Informational Value.	5
IV	Environmental Pollution	4.1 Environmental Pollution : Types, Causes, Effects and Controls; Air, Water, Soil And Noise Pollution 4.2 Nuclear Hazards and Human Health Risks 4.3 Solid Waste Management : Control Measures Of Urban And Industrial Waste 4.4 Climate Change, Global Warming, Ozone Layer Depletion, Acid Rain And Impacts On Human Communities And Agriculture	5
V	Human Communities and the Environment	5.1 Human Population Growth: Impacts On Environment, Human Health and Welfare 5.2 Resettlement And Rehabilitation of Project Affected Persons; Case Studies 5.3 Disaster Management : Floods, Earthquake, Cyclones And Landslides	5

Unit	Unit Title	Contents	No. of Lectures
		5.4 Environmental Ethics: Role Of Indian and Other Religions and Cultures In Environmental Conservation 5.5 Environmental Movements : Chipko, Silent Valley, Bishnois of Rajasthan 5.6 Environmental Communication and Public Awareness, Case Studies (eg. CNG Vehicles In Delhi) 5.7 Environmental Ethics: Role of Indian And Other Religions And Cultures In Environmental Conservation	
VI	Field Work	6.1 Visit To An Area To Document Environmental Assets: River/ Forest/ Flora/Fauna, Etc 6.2 Visit To A Local Polluted Site- Urban/Rural/Industrial/Agricultural 6.3 Study Of Common Plants, Insects, Birds And Basic Principles Of Identification 6.4 Study Of Simple Ecosystems-Pond, River, Delhi Ridge, Etc	5
Total No. of Lectures			30

Teaching Methodology:

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected	Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc	
I	Introduction to environmental studies and Ecosystem	Presentations, Lectures series , Video Clips	NA	The student shall be able to understand how their decisions and actions affect on the environment	10%
II	Natural Resources : Renewable and Non-renewable Resources	Presentations, Lectures series , Video Clips	NA	Students will be able to develop Consciousness about the Eco-system	10%

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected	Weightage of Marks (%)
				Conceptual understanding Knowledge / Skills / Attributes etc	
III	Biodiversity and Conservation	Presentations, Lectures series , Video Clips	NA	Students will able to build knowledge on biodiversity and conservation	10%
IV	Environmental Pollution	Presentations, Lectures series , Video Clips	NA	Students will be able to understand causes of Environmental Pollution and its remedies	10%
V	Human Communities And The Environment	Presentations, Lectures series , Video Clips	NA	Students will understand the Environment Ethics	10%

Evaluation Method:

Unit	Evaluation Method	Marks (50)		Project / Practical 2 Credit
		Formative Assessment	Summative Assessment	
		Internal	Project	
I-VI	MCQ Test/Theory & Field Work	25	25	

Suggested Readings:

Sr. No	Title of the Book	Author/s	Publication	Edition	Place
1	This Fissured Land: An Ecological History of India.	Gadgil, M., & Guha, R.	Univ. of California Press.	1993	
2	Global Ethics and Environment	Gleeson, B. and Low, N. (eds.)	Routledge	1999	London
3	Something New Under the Sun: An Environmental History of the Twentieth Century.	McNeill John R		2000	

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