

SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
DEPARTMENT OF ECONOMICS

Commencement of Diploma in Development Studies (DDS)

Introduction to Development Studies

Development Studies is an interdisciplinary field of social science involving Sociology, Economics, Human Geography, Governance, Political Processes and Policy Studies. It is an established area of professional education since more than half a century, and currently, it is one of the important undergraduate and post-graduate degree programs in the world especially in the UK and the US. It has a well-formed body of theoretical knowledge that is continuously added upon through scholarly inputs of pioneers such as Professor Robert Chambers of Institute of Development Studies (IDS) University of Sussex, Akhtar Hameed Khan, Shoaib Sultan Khan, Lawrence Haddad and several more. Experts, like Todaro and Smith, define development as the social "process of improving the quality of all human lives". The field of Development focuses on improving quality of human lives through three core areas of intervention i.e., economic development, modernization and through ensuring just distribution of resources across the society.

The general details of the said program 'Diploma in Development Studies' are as the following:

Location	Shaheed Benazir Bhutto Women University (Main Campus), Peshawar
Duration	One year having two semesters
Tentative start date	October 01, 2023
Language of instruction	English
Medium of instruction	on campus / Online
Pace	Full time

Eligibility Criteria:

- Discipline: Any subject in social sciences
- Minimum marks: 45%
- Minimum qualification: BS in Social Sciences

Program eligibility:

Enrollment: 5 students

This Diploma in Development Studies (DDS) will lead to a Master's degree (MS or MPhil) or research program in the field.

Specific Objectives:

- To equip students in basic research techniques so they are able to find and comprehend the variety of challenges faced by the development sector.
- To provide them with the requisite knowledge and skills for bringing a positive change in society.

- To provide them exposure of the various theories, issues and everyday instances of the evolutionary development processes which will further polish their capabilities to bring a constructive shift in the communities.

Other Learning Outcomes

- To inculcate skills relevant to the society's needs and aspirations
- To develop analytical research skills in development
- To equip students with business communication skills so that they gain expertise and confidence.

Employment Opportunities

This program will produce skilled workforce suitable for any basic to middle level job in the development sector and other fields. The qualified students will have an edge over the candidates with a Bachelor's degree and hence would be more competent wherever they apply for some position. For instance, they can prove better as the following:

- Social mobilizers
- Community Development Experts
- Development Sector Advisors
- Policy Designers
- Project Managers
- Entrepreneurs

Scheme of studies For Diploma in Development Studies (DDS)

Courses Offered in DDS

Session 2023-24 onwards

S.No	Semester	Course Title	Course Code	Credit Hour
1	1 st	Foundation of Development Studies	DDS-601	3
22		Globalization, Environment and Sustainable Development	DDS-602	3
33		Rural and Agricultural Development	DDS-603	3
34		Social Development & Public Policy	DDS-604	3
55		Qualitative & Quantitative Methods in Development	DDS-605	3
Total credit hours				15
S.No	Semester	Course Title	Course Code	Credit Hour
		Gender Development	DDS-606	3

1	2 nd			
22		Political Economy of Development	DDS-607	3
33		Computer Applications and Development Studies	DDS-608	3
44		International Finance & Development	DDS-609	3
55		Project Development, Report Writing & Internship	DDS-610	3
Total credit hours				15

The detailed course outlines of the above-mentioned courses are attached here with.

Note: This program named ‘Diploma in Development Studies’ is initiated and designed along with the course outlines of all the ten courses offered in its first and second semesters by Dr. Khadija Shams (Chairperson Department of Economics) and Ms. Sumera Shabnum (Lecturer at Department of Economics) collectively.

Approved by:


 Secy/Vice Chancellor
 Shaheed Benazir Bhutto Women University, Peshawar
 Prof. Dr. Safia Ahmad

Course Title: Foundation of Development Studies	Course Code: DDS-601
Course Structure: Lectures: 03	Credit Hours: 03
Prerequisites: None	
Course Objective: To develop the analytical skills and to enhance the capabilities to solve somewhat complicated problems related to development. This course responds to the need of qualified development professionals with multidisciplinary knowledge and comprehensive understating of development challenges. Historian, Political Scientists, Sociologists and Anthropologists will be engaged in building the development discourse alongside with Economists who have traditionally dominated development ideologies, policies and practices. The course aims to improve the analytical skills of the students by creative thinking pattern through the repertoire of multidisciplinary education and training.	
Course Outline: Introduction: Introduction to development studies, history of development studies. Classical and Neo-Classical Theories of Development: Classical and Neo-classical Theories, Vicious Circle of Poverty, Stages of EconomicGrowth, Balanced and Unbalanced Growth, Big Push Theory. Endogenous Growth Theory: New growth Theory. Income Convergence/Divergence debate. New Theories of Development: Modernization Theory of Development, Theory of Dependency, Theory of World Systems, Theory of Globalization. Main areas of development studies... an overview: Adult education, Area studies, Anthropology, Community development, Demography, Development communication, Development theory, Diaspora studies. Disciplines of Development Studies: Development Economics, Environment and Sustainable Development (ESD), Education and Development, Gender and Development (GAD), Development Anthropology, Social Justice and Development, Geography of Development, Food Security and Development, Social Sector and Development, Health and Community Development Studies, Standard of living, Transport and Communication, Technology and Development. Development Research Designs and Methods: What is Development research, Development Research Design Methodology, characteristics of developmental research, What are the 2 main kinds of developmental research designs.Economic Development and Environment: Environment and development nexus, Environmental Externalities, Optimal growth in the presence of environmental externalities, Industrialization and its environmental cost. International Debt and development: Why international borrowing? Aid commitments and disbursement. Sources of borrowing. Debt Cycle Theory/Stages. Debt Burden: Debt Servicing, Debt buyback, Latin American Debt Crises, Debt Problem of LDC's and South Asia, Debt Overhang and threat to growth. Policies to combat debt problem: Forecasting debtand solution for debt burden, domestic resource mobilization, debt modeling and Forecasting Future Implications	
Course Outcomes: At the end of the course, the students would be able to:	

Develop knowledge of, and developed insights into, key issues and concerns of development policy, practice and theory. Demonstrate ability to understand the history and application of key theoretical approaches to international development. Demonstrate ability to critically evaluate central themes, propositions and concepts in development studies

Recommended Books:

1. Breuer, Martin. "Development" (2015). University Bielefeld: Center for InterAmerican Studies.
2. Pradella, Lucia and Marois, Thomas, eds. (2015) Polarizing Development: Alternatives to Neoliberalism and the Crisis. Pluto Press.
3. Chaudhary M. Aslam and Eatzaz, A., (2004), Globalization: WTO, Trade and Economic Liberalization in Pakistan, Ferozsons, Lahore, Pakistan.
4. Chenery H. B. and Srinivasen. Hand Book of Development Economics, vol. I & II, Amsterdam (1988, eds.). North Holland.
5. Cypher J. M. and Dietz James L., (2004), The Process of Economic Development, Routledge. Tayl or Francis Group, London/New York.
6. Ghatak Subarta, (2003), Introduction to Development Economics, Routledge, Taylor and Francis Group, London/New York.

Course Title: Globalization, Environment and Sustainable Development	Course Code: DDS-602
Course Structure: Lectures: 03	Credit Hours: 03
Prerequisites: None	
Course Objective: Students will be able to define sustainability and identify major sustainability challenges. Students will have an understanding of the carrying capacity of ecosystems as related to providing for human needs. They will have basic understanding of the concepts of the Environment and Natural Resources, knowledge about the importance of environment and sustainable Natural Resources Management, possible future environment and Natural Resources issues and their solutions.	
Course Outline: Introduction: Introduction to globalization, environment and sustainable development. Environment degradation: What is environment degradation? Pollution and its impact on human life, General Models of Pollution Control, Emission Reduction and Equi-Marginal Principle, Long Run Sustainability through Pricing Mechanism. Globalization, Green Economy and the Environmental Challenges: Globalization, Climate Change, and the Green Economy, Historical Impacts of Globalization, Environmental Challenges and Environmental Reforms, Repercussions of Global Warming. Globalization and Environment: Cost-Benefit Analysis: Measuring environmental benefits: Contingent Valuation, the Travel Cost Method and the Hedonic Approach, Cost-Benefit Analysis, Costs, The value of life, health, safety and risk, Pigovian Analysis. The Global Environment: Ozone Depletion, The Economics of Global Warming, Kyoto-Protocol and Issues, International Environmental Agreements, UN and Environmental Cooperation International trade, Impacts of Awareness Policy. Sustainable Development : UN Goals of sustainable Development, Sustainable Food Supply and the End of Hunger, Planning for sustainable urban and rural development, Curbing Climate Change, Saving Biodiversity, Goal-based sustainable development whether feasible or not.	
Course Outcomes: After completion of the course, the students would be able to: Identify the issues of globalization, critically .Evaluate the policy consequences of trade reform, especially for national economic development. Evaluate and critically assess national compliance with World Trade Organization requirements at national and firm level. Clarify the concept of environment and Natural Resources. Understand the causes of environmental degradation due to unsustainable use of natural resources and the pertinent threats from the unsustainable use of natural resources to the economy. Identify the potential measures needed for sustainable use of natural resources for better environment and economy development	
Recommended Books: 1. Field, B.C and M.K Field, (latest edition), <i>Environmental Economics: An Introduction</i> New York: McGraw Hill. 2. Barry C. Field, (Latest Ed.). <i>Environmental Economics: An Introduction</i>, New York: McGraw Hill. 3. Chapman, D., (Latest ed.). <i>Environmental Economics: Theory Application and Policy</i>, Massachusetts: Addison- Wesley. 4. Hussen A., (2003). <i>Principles of Environmental Economics</i>, Rutledge Publishers. 5. Baker Steve, (2003). <i>Environmental Economics</i>, New Delhi: Dominant Publisher and Distributors.	

Course Title: Rural and Agricultural Development	Course Code: DDS-603
Course Structure: Lectures	Credit Hours: 03
Prerequisites: None	

Course Objective:

Provide guidance on productivity enhancing investments in, and policies toward, the agriculture sector, Understand the transformation of the sector that is already underway and how this has contributed to ending extreme poverty and boosting shared prosperity.

Course Outline:

Main Areas: Structural transformation, Food prices, trade, and poverty, Land and returns to scale in agriculture, Water resources in agriculture. Rural development: Concepts, methods and conceptual framework. Importance of Agriculture: Agriculture Economics, Agricultural revolution, Importance of agriculture and agricultural economics, Agriculture vs. industrial development Debate, Current state of agricultural development: Entrepreneurship as a Tool for Rural Development: Rural entrepreneurship, need, importance and types, Rural Industrialization, advantages and opportunities for rural entrepreneurs, risks faced by rural entrepreneurs; problems, challenges and obstacles for rural entrepreneurship, Remedial measures to develop rural entrepreneurship. Role of Agriculture in LDCs: Traditional agriculture and productivity, Farm size and productivity, Farm size in Pakistan and productivity, Commercial forms, Impact of agricultural reforms on farm size, Role of agriculture in economic development (product contribution, market contribution, factor's contribution, foreign exchange contribution. Agricultural Finance: Introduction to agricultural finance, Importance and scope of agricultural finance, Sources of agricultural finance in Pakistan.

Course Outcomes:

On completion of the course, the students would be able to: Know the conceptual framework of rural development, They will have idea about the structural transformation and better use of agricultural techniques, Know about entrepreneurship and finance

Recommended Books:

1. Martin Pelucha (2021). Agriculture and Rural Development in the rural age.
2. Sandeep Saxena, (2012), Problems Faced by Rural Entrepreneurs and Remedies to Solve it, Journal of Business and Management, 3(1): 23-29 available at file:///C:/Users/madiha%20gohar/Downloads/D0312329.pdf
3. H. David Akroyd (2017). Agriculture and Rural development planning: A process I planning.
4. Rural development through entrepreneurship available at: <http://www.fao.org/docrep/w6882e/w6882e02.htm>
5. Jason Henderson, (2002), Building the Rural Economy with High-Growth Entrepreneurs Available at <http://www.kc.frb.org/Publicat/econrev/Pdf/3q02hend.pdf>
6. Prabhu Pingali, Gershon Feder (2017). Agriculture and Rural Development in a Globalizing World. Routledge Press.

Course Title: Social Development and Public Policy	Course Code: DDS-604
Course Structure: Lectures	Credit Hours: 03
Prerequisites: None	
Course Objective: To provide theory and strategies that can be used to intervene practically and professionally for reduction of poverty, promote social and economic enterprise, to resolve community conflicts and foster youth development and social integration.	

Course Outline:

Issues of urbanization; food security; migration; intersectionality and gender; as well as war disasters and conflict, History, theory, and the contemporary practice of development, The concept of 'development' within the broader field of social sciences, Meaning and implications of instrumental outcomes of development policies, Consequences of instrumental outcomes of development policies as expressions of societal beliefs and values, The concepts of 'public policy' within the broader field of governance, Analysis of the genealogy, conditions of existence, and effects of specific policies in various sectors, Mixed methods, including critical humanist, and positivist approaches, The empirical dimensions of policy building and impact from the perspective of multiple interpretive communities.

Course Outcomes:

After completion of the course, the students would be able to: understand the factors that influence the direction of government action, Use the available tools to address policy problems, Comprehend the effects of government action, grasp the various constituencies that influence how policy is made, and the theoretical underpinnings of real-life policy choices.

Recommended Books:

1. Collin, S Dictionary of personal computing and the Internet. Peter Collin Publishing, 2000 (Blue 2 004.03/C11)
2. Heery, E and Noon, M Dictionary of human resource management. Oxford University Press 2001 (Blue 4 Quick Ref. REF 331.87/H95 and Oxford Reference Online e-book)
3. Michie, J (ed.), Reader's guide to the social sciences. Fitzroy Dearborn 2001. (Blue 2 Ref 303/M60)
4. Outhwaite, W and Bottomore, T (eds.), Blackwell dictionary of modern social thought. Second Edition, Blackwell 2003. (Blue 2 Ref 303/O20 / Kantorowich Library (Geo. Ref. 303/O20 and Blackwells e-book)
5. Robertson, D Routledge dictionary of politics. Routledge 2004 (HD, IDPM (Muriel Stott Centre) 320.3/R16 and Ebsco e-book)

Course Title: Qualitative and Quantitative Methods in Development	Course Code: DDS-605
Course Structure: Lectures: 03	Credit Hours: 03
Prerequisites: None	
Course Objective: This course aims at building the knowledge and competencies of students on qualitative and quantitative research methodologies.	
Course Outline: Introduction to Qualitative and Quantitative Research Methodologies (QQRM); Hypothesis setting; Research study design including sampling methods; Questionnaire development; Interviewing techniques; Observation techniques and tools; Participatory research techniques; Focus group discussion (FGD) techniques and tools; Key informant interview (KII) techniques and tools; Note-taking and coding; Qualitative and quantitative data analysis, Structural Equation Modelling, Reduced-form Modelling, Simultaneous Equation Modelling, Integration and Derivatives, Presentation of findings. Ethical complexities of conducting scholarly research and implementing both research and development projects, various techniques of quantitative analysis used within social sciences	
Course Outcomes: On completion of the course, the students would be able to: Know the techniques of descriptive analysis, To use certain softwares for data analysis, Differentiate between qualitative and quantitative research, Know the various techniques of primary and secondary data collection, Understand the ethical complexities faced by researchers	
Recommended Books: 1. Babbie, E. (2010). <i>The practice of social research</i> (12th ed.). Belmont, CA: Wadsworth. 2. Esterberg, K. G. (2002). <i>Qualitative methods in social research</i>. Boston, MA: McGraw-Hill. 3. Garfinkle, H. (latest edition). <i>Studies in ethnomethodology</i>. Englewood Cliffs, NJ: Prentice Hall. 4. Gubrium, J. F., & Holstein, J. A. (2000). Analyzing interpretative practice. In N. Denzin & Y.S. Lincoln (Eds.), <i>The handbook of qualitative research</i> (2nd ed.), (pp. 487-508). Thousand Oaks, CA: SAGE Publications. 5. Heritage, J. C. (latest edition). <i>Garfinkel & ethnomethodology</i>. Cambridge: UK. Polity Press. 6. Krippendorff, K. (2004a). <i>Content analysis: An introduction to its methodology</i> (2nd ed.). Thousand Oaks, CA: Sage.	

Course Title: Gender and Development	Course Code: DDS-606
Course Structure: Lectures: 3	Credit Hours: 03
Prerequisites: None	
Course Objective: This course aims to deepen student understanding of the fruitfulness of studying diverse issues affecting the lives of poor people in relation to one another, rather than being limited by disciplinary boundaries. Students will gain knowledge of the main theoretical approaches used in gender analysis of development issues, awareness of the significance of locally-specific contexts, and understanding of the differential impacts of development interventions on women and men. The course thus aims to equip students with knowledge and practical skills vital for careers in development research and practice.	
Course Outline: Gendering development theories, Gendered ideologies and of work and the sexual division of labour, International and continental development institutions, Gender, security and peace, From women to gender: The development of the field, Contending perspectives, differing voices, Work and Gender Relations (Inside/Outside the House), Work and Gender Relations (Formal/Informal) Work and Gender Relations (Globalization), Population and Health Policy with a Gender Lens Health Sector Reform: HIV/AIDS and Gender, Education, Doing Development Examples, Agriculture, Environment and Gender, Social Change: Politics, Social Movements, and the State	
Course Outcomes: demonstrate an advanced understanding of key theories of gender and development; understand how to apply feminist concepts and theories to analyse contemporary development issues; develop practical and reflexive skills needed to work in gendered policy formulation and aid programming; and understand how to integrate gender awareness into development initiatives.	
Recommended Study 1. Emma Tomalin (2011). Gender, Faith and Development. 2. Ruth Pearson and Caroline Sweetman. (2011). Gender and the Economic Crisis. 3. Gender and Development – a guide (ON VULA). Lesotho Bureau of Statistics, 2009. “2008 Integrated Labour Force Survey: Preliminary Results Report”, No. 9. (ON VULA) 4. Epprecht, Mark. 2000. “‘Loose women’ and the crisis of colonialism”, ‘This matter of women is getting very hard’: Gender, Development and Politics in Colonial Lesotho. Pietermaritzburg: University of Natal Press. (IN PACK) 5. Walby, S. 2009. Globalisation and Inequatlites, “Introduction: Progress and Modernities”, Los Angeles: Sage. (IN PACK)	

Course Title: Political Economy of Development	Course Code: DDS-607
Course Structure: Lectures	Credit Hours: 03
Prerequisites: None	
Course Objective: To provide students with basic conceptual tools and frameworks for analyzing economic development issues, to give students a basic understanding of the economic development process in several regions of the world, to give students a chance to practice academic debate on complex economic issues.	
Course Outline: Conceptualization of the very goals of development. The historical development of various structures and institutions for international development through the precolonial, colonial, and post-WWII periods. Analysis of the key changes in the paradigms of development over time. Assumptions and theories of development from the perspective of scholars of modernization, dependency, and neoliberalism. The political economy of various policies and practices within the prevailing neoliberal paradigm. The role of the state and the politics of public service provision. The potential	

problem of resource endowments. The role of gender in development. Conflicts over notions of sustainable development. The role of democracy and civil society in development. The politics of humanitarian relief and post-conflict reconstruction. The future of foreign aid in development.
Course Outcomes: At the end of the course, the students would be able to: Identify and understand the most important problems and debates in the field of political economy of development, Understand the diversity of economic and political structures among the developing countries, Use a range of sources for empirical information and critically evaluate the empirical basis of different approaches to economic development, Develop analytical and critical skills through the ideas discussed in lectures
Recommended Books: 1. Charles, A. Barnoe. (2015). Radical Political Economy 2. Philipp, R. Rossner. (2016). Economic Growth and the Origins of Modern Political Economy. Published by: Taylor & Francis. 3. Marx, Karl and Friedrich Engels. 1848. Manifesto of the Communist Party. Introduction and part I. p. 469-483. 4. Amartya Sen. 1999. Development as Freedom. New York: Anchor Books. Introduction, p. 3-12. United Nations. 2003. United Nations Development Report. 5. Jerven, Morten. 2013. Poor Numbers. New York: Oxford University Press. Excerpt from preface and acknowledgements. 6. E.P. Thompson. "The Moral Economy of the English Crowd." In Customs in Common: Studies in Traditional Popular Culture. New York, NY: The New Press,

Course Title: Computer Application and Development Studies	Course Code: DDS-608
Course Structure: Lectures: 3	Credit Hours: 03
Prerequisites: None	
Course Objective: To deal with basic knowledge of computer, data, and estimation of economic models by using software and analyzing the results of economic relationships, testing economic hypotheses and forecasting.	
Course Outline: Introduction to computing, Data base making and handling, Internet based data collection techniques, Data analysis, SOFTWARES for Quantitative data analysis, MATLAB, EViews, SPSS, MS Office, SOFTWARES for Qualitative data analysis, Express Scribe Transcription, ATLAS, CAQDAS for Qualitative Data Analysis, NVivo, SOFTWARES for Referencing, JabRef, Endnote, The internet and e-commerce	
Course Outcomes: By the end of the course, the students should be able to become familiar with basic knowledge on computer and statistical software. They would be able to draw distributive tables, graphs and trend lines, estimate the parameters of multiple regression with the help of software and interpret them, estimate weights, work on distributive tables, regression and other relevant techniques.	
Recommended Study 1. <i>New Perspectives Microsoft Office Excel 2010</i>, Comprehensive, by Parsons, et al, Nelson Publisher, ISBN 0538742917 2. <i>New Perspectives Microsoft Office Excel 2010</i>, Comprehensive, by Parsons, et al, Nelson Publisher	

3.	Faherty, Vincent E (2009) <i>Wordcraft: Applied Qualitative Data Analysis (QDA): Tools for Public and Voluntary Social Services</i> , SAGE.
4.	General Books LLC (2010) <i>Qda Software: Xsight, Nvivo, A. Nnotate, Atlas. Ti, Hyperresearch, Rqda, Transana, Hypertranscribe</i>

Course Title: International Finance and Development	Course Code: DDS-609
Course Structure: Lectures	Credit Hours: 03
Prerequisites: None	
Course Objective: Identify and appraise investment opportunities in the international environment. Identify risk relating to exchange rate fluctuations and develop strategies to deal with them. Identify and evaluate foreign direct investment and international acquisition opportunities. Develop strategies to deal with other types of country risks associated with foreign operations. Express well considered opinion on issues relating to international financial management.	
Course Outline: Microfinance. International Foreign Exchange. Economic development. International finance for development (IMF, WB, etc.). Contemporary issues in development finance. Econometric methods for development. Public sector reforms for development. Work and employment in the global economy. Gender inequality, theory and evidence	
Course Outcomes: On completion of the course, students will have the following capabilities: an ability to critically analyse the techniques and procedures for financial sector development, management and accounting, an ability to apply these techniques and procedures in a professionally competent manner, the ability to undertake independent research, and to present research findings in a form that can be disseminated effectively to users.	
Recommended Books: 1. Eiteman, D., Stonehill, A., and Moffett, M. <i>Multinational Business Finance</i>, Global Edition. 14th edition. Pearson, 2016 (Main text) 2. https://library.anu.edu.au/record=b5640024 3. Eun, C., and Resnick, B. <i>International Financial Management</i>. 8th edition. US: McGraw Hill, 2017. (Reference text) 4. https://library.anu.edu.au/record=b6742947 5. Eun, C. S., Resnick, B. G. (2012). <i>International Financial Management</i>, 6th Edition, McGraw-Hill, New York. 6. Moosa, I. A. (2010). <i>International Finance: An Analytical Approach</i>, Third Edition, McGraw-Hill, Australia 7. Shapiro, A.C. (2009). <i>Multinational Financial Management</i>, 6th Edition, Wiley.	

Course Title: Project Development, Report Writing & Internship	Course Code: DDS-610
Course Structure: Lectures	Credit Hours: 03
Prerequisites: None	
Course Objective: The course aims at mastering various aspects of development of a project, its feasibility analysis and costing. The objective is that they learn how to write reports and practically learn the mechanism of various projects.	

Course Outline:

Steps in Project Development: Project Cycle. Project Development Considerations and Tips: Financing and Costing: Methods of Financing, Evaluation of project, Techniques of costbenefit analysis of investment projects. Current Practices in Projects Planning in Pakistan: Linear Programming: Externality Analysis: Externality and economic analysis, social return: Report Writing: Types of reports, Organisation of reports, Presentation of reports, Aspects of written business reports such as organization, contents, impact, and style will be highlighted. Students will aim for proficiency in writing letters, memos, messages, resumes and applications etc. Students will learn basic writing techniques such as: how to use an active voice, how to apply the 7 Cs of writing, how to avoid using jargon or offensive phrases and how to write with a YOU attitude. They will also learn about the proper formats for letters, memos and proposals. By the end of this course, students will be able to write clear, concise business correspondence with style and confidence. Internship: As an intern, students will, Learn and use project management software, Implement and improve the project management mechanisms, Prepare and assist in project documentation, Document resource needs and availability, Organize and schedule team meetings, Identify project scope, risks, constraints, dependencies, assumptions, and deadlines, Keep track of the project costs, Provide consistent updates on the project to all stakeholders, Monitor project progress and help in adjustments, Measure the project performance to suggest areas of improvement.

Course Outcomes:

By studying the course, students would be able to: Know the various stages of development of a project, Learn report writing skills, Become adapt to project management practically.

Recommended Books:

1. Gass, S.,(latest edition). *Linear Programming*, New York: McGraw Hill
2. Dasgupta, A.K. and Pearce, D.W., (latest edition). *Cost Benefit Analysis: Theory andPractice*, London: Macmillan Book Company.
3. Mishan, E.J., (latest edition). *Cost Benefit Analysis*, New York:George Allen, and Urwin,
4. Sassone, P.G.and Schaffer W.A (latest edition)., *Cost Benefit Analysis: A Hand Book*, New York: Academic Press
5. Getting Things Done: The Art of Stress-Free Productivity, National Best seller.