



**THE STUDENT'S KIT: BDFin**  
**Third Year (First Semester & Second Semester)**  
**September 2020 - August 2021**

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**Student's Information**

Name of the Student: .....

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# NATIONAL COLLEGE

## Introduction

Established in 1996, the National College has already established its irrefutable reputation in the success rate not just in terms of the number of final year students, who graduate but also in terms of their career placement. . Of the 1015 (BDevS-684, BDFin-257, BoSS-74) graduates by September 2020, almost all of them are currently engaged either in development organizations holding key positions or are enrolled in universities at home or abroad for their higher education. The college really takes pride for producing such capable and efficient pool of human resources in various fields of development sector.

### **Brief Description of the Program**

#### **BoSS: Interdisciplinary studies of Social Sciences**

- Relates the dynamics of the society and social change
- Creative Writing and presentation skills(Seminar series)
- Internships (GO, I-NGO, RO, PS)
- International Language (Chinese/German)
- Specialization (Demographic Sociology, Development Anthropology, Social Policy)
- Research Techniques (SIA) and Tools (GIS)
- Research and Analytical Skills workshops and Seminar
- Employment: Research and Policy Institution, INGO, GO, Self-employment, and Private Sector

#### **BDevS: Interdisciplinary Studies of Socio Economic Development**

- Economics, Sociology, Environment and Development Management,
- Specialization (Economic Development, Environment Development, Social Development)
- Development Research, Community Mobilization, Development Project Formulation, Implementation and Evaluation
- Research Techniques Impact Assessment(IA) and Tools (GIS)
- Research and Analytical Skills workshops and Seminar
- Employment: INGO, GO, Self-Employment, Private sector

#### **BDFin: Multidimensional Financial Management of Business and Economic Development**

- Economics, Finance, Management, Entrepreneurship and Development
- Internship in Corporate and Development Sectors
- Financial Research, Financial Institutions Management, Econometrics, e-Commerce,
- Promotion of Microfinance, Entrepreneurship and Business proposal development
- Integrated Impact Assessment
- Specialization: Sectoral Development
- Employment: Financial Institutions, Private sector, Self enterprise, INGO and GO

SK-2 Academic Calendar

Shared via college official email also available at <https://nationalcollege.edu.np/download> .

**SK-3 Weekly Session Plan**

YEAR 3 <sup>rd</sup> , SEMESTER – 1 <sup>st</sup>			
DAYS	TIME		
	6:45- 8:15	8:15- 8:45	8:45-10:15
SUN		B R E A K	
MON			
TUE			
WED			
THU			
FRI			

**Weekly Session Plan**

YEAR 3 <sup>rd</sup> , SEMESTER – 2 <sup>nd</sup>			
DAYS	TIME		
	6:45- 8:15	8:15- 8:45	8:45-10:15
SUN		B R E A K	
MON			
TUE			
WED			
THU			
FRI			

**SK- 4 EVALUATION METHODS UNDER SEMESTER SYSTEM OF KATHMANDU UNIVERSITY-  
National College  
Semester Evaluation Criteria  
(Sep-Feb Academic Session 2020-21)**

**CASE 1**

In view of the situation brought about by COVID 19 pandemic, National College (Affiliated to Kathmandu University School of Arts) will be conducting semester evaluation of its students for the **Sep-Feb 2020/21 Academic Session** as per the decision of the Academic Council meeting held on April 16, 2020. For administration and facilitation of semester evaluation for BDEVs, BDFIN and BOSS programs, the following general guideline shall be adopted by the concerned staff and faculty.

1. Apart from regular teaching and learning activities, faculties and college administration shall be responsible for continuously keeping the track of every student both in terms of academic performance and participation.
2. The semester evaluation process and steps shall be clearly communicated by the college administration and the respective subject course instructor to the students.
3. For evaluation of the students, there should be at least seven evaluation criteria. No criteria should carry more than 25% weightage.
4. The semester progress report of each student shall be maintained by the concerned course instructor/ faculty.
5. Each faculty will have to submit a mid-semester progress report including the weightage evaluated. Such reports collected from the faculty shall be compiled by the college administration and forwarded to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.
6. In order to ensure proper understanding of the evaluation process, one general outline of evaluation shall be developed and circulated among faculties. A sample of such an outline is shown in Table 1.
7. Respective faculties will have to send the final evaluation report including the final score (along with breakdown in each heading of the evaluation criteria) to the college administration.
8. Evaluation records of all the concerned students thus obtained shall be forwarded at the earliest possible to the Office of the Dean, KUSOA and to the Office of Controller of Examinations, KU.
9. **All the students are required to score at least 45% Marks to pass any course of the semester.**
10. **There will be no compartmental examinations for those who have failed to secure at least 45% marks in any subject. Students failing to pass the course need to repeat the course when the course is offered by the college.** As students are continuously evaluated through different assignments and tests, and are communicated regularly about their progress, **there will be no provision for retotaling and reevaluating.**
11. All the students need to fill in the course registration form as in the past in the prescribed format. College administration shall forward the compiled course

registration forms to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.

12. The students also need to fill in a semester evaluation request form (similar to examination form as in the past) towards the end of the semester.
13. The compiled semester evaluation request forms shall be forwarded to the Office of the Dean, KUSOA and to the Office of the Controller of the Examinations, KU.

**Table 1: Sample Criteria for Semester Evaluation of Sep-Feb 2020-21 Session**

SN	Type of Assignment	Score Range	Outcomes
1	Assignment I (Individual)	10	Test of knowledge about the subject matter
2	Assignment II (Individual)	10	Test of change in knowledge about the subject matter after few lecture delivery
3	Assignment III (I Internal Test equivalent)	15	Test the students' ability and their level of knowledge developed in the due course of time about the subject matter
4	Assignment IV (Report + Presentation)	15	Test of general concepts and application about the subject matter.
5	Assignment V (Online Written Open-Book Test)	25	Test of specific knowledge of students and examine their analytical skill and ability to apply such knowledge into real practice
6	Class Participation and Interaction	10	Participation and involvement of students in interaction and inputs during online-class based learning process
7	VIVA-VOCE test	15	Test of specific knowledge of students in each chapter and ability of applying such knowledge.

As this is only a sample, respective course instructors can, if they wish, add a few more criteria or/and change the weightage of each criteria (however, no criteria shall exceed more than 25% weightage).

**National College**  
**Semester Evaluation Criteria**  
**(Sep-Feb Academic Session 2020-21)**  
**CASE 2**

If the current pandemic is over and upon being able to conduct classes physically any time within January 2021, the evaluation criteria will be as followed

**Eligibility for End- Semester Examination**

A student has to fulfill the following pre-requisites in order to be qualified to appear in the End-Semester Examination at Kathmandu University:

- Class Attendance (Minimum 80%): Minimum 25 out of 32 Class Days
- Minimum Marks to be Secured in the Internal Evaluation (40%): 20 out of 50
- Completed Examination Form to be submitted by the Given Deadline

<b>Activities</b>	<b>Score Entire Online Semester</b>	<b>Score Partially Online Semester</b>	<b>Tentative Accomplishment Date</b>
Assignment I (Practice type)	10	10	October 30
Assignment II (Creative type)	15	15	December 15
Assignment III (Preparation)	15	10	January 15
Assignment IV (Extension)	15	5	January 30
Third Internal Exams (Written)	No	5	February 5
Class interaction & Discipline	5	5	Through Out
Written Exams	25	50	March 5-20
VIVA	15	No	March 5-20

## SK-07 Courses of Study

Course Number	Course Title	Credit Hours
FINS 401	E – Commerce	3

**Objectives:**

- To gain an understanding of the theories and concepts underlying e-commerce
- To apply e-commerce theory and concepts in "the real world"
- To improve familiarity with current challenges and issues in e-commerce

**Content**

Unit and Title	Topics	Lecture Hours
<b>1. Introduction to E-commerce</b>	1.1. Overview of Electronic Commerce 1.2 E-Marketplaces: Structures, Mechanisms, Economics, and Impacts 1.3 The Mechanism of Online Business Process	4.5
<b>2. E-commerce business models and concepts</b>	2.1. Business-to-Business 2.2 Business-to-Consumer 2.3 Consumer-to-Consumer	4.5
<b>3. Security and Payment</b>	3.1 Encryption and Decryption 3.2 Online Payment System	4.5
<b>4. E-commerce in Action</b>	4.1. Online Retailing and services 4.2 Online Content and Media 4.3 Social Networks, Auctions, and Portal	4.5
<b>5. Other E-Commerce Models and Applications</b>	5.1 Innovative E-Commerce Systems: E-Government to E-Learning to C2C 5.2 Mobile Computing and Commerce and Pervasive Computing	4.5
<b>6. E-commerce strategy and implementation</b>	6.1 E-Commerce Strategy and Global Electronic Commerce 6.2 Economics and Justification of Electronic Commerce 6.3 Launching a Successful Online Business and Electronic Commerce Projects 6.4 Legal, Ethical, and Compliance Issues in Electronic Commerce 6.5 Social Networks and Industry Disruptors in the Web 2.0 Environment	9
<b>7. Building an E-commerce Web Site</b>	7.1 Building E-Commerce Applications and Infrastructure	4.5
<b>8. Understanding e-finance, e-trading and e-banking</b>		4.5
<b>9. Project Work: Preparation of</b>		4.5

<b>E-Commerce Business-Plan</b>		
	<b>Total</b>	<b>45</b>

**References:**

1. Laudon, K. C. and Traver, C. G. (2003). E-Commerce, Business. Technology. Society, 3/E. Addison Wesley. ISBN: 0-321-20056-X.
2. Efraim, T., Lee, J. K., King, D., McKay, J., Marshall, P. (2008). Electronic Commerce: A Managerial Perspective 2008, 5/E. Prentice-Hall. ISBN-10: 0-132-24331-X
3. Chaffey, D. (2004). E-Business and E-Commerce Management. Prentice-Hall. ISBN: 1-40581-027-0

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>DEVS 301</b>	<b>Human Resource Management &amp; Development</b>	<b>3</b>

**Objective**

Acquaint the students will all these aspect of human resource management and development covering:

- Managing human resource of development organization
- Recruitment of personnel, their training, service conditions, job description and performance evaluation are some of the important responsibilities which one will have to face
- Overall planning of human resource in tune with the needs of the organizations

**Contents**

<b>Unit and Title</b>	<b>Topics</b>	<b>Lecture Hours</b>
1: INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	-Human Resource Management (HRM) and Development Professional -Concept of HRM -The Growing Interest in HRM -Personnel Management and HRM -Strategic Human Resources Management -Organization Culture and HRM -Concept of Human Resource Information System	6
2: UNDERSTANDING THE LEGAL ENVIRONMENT AND OTHER CONCERNS	-The Labor Law – Nepal -Equal Employment Opportunity	4.5
3: JOB ANALYSIS AND HUMAN RESOURCES PLANNING	-Understanding Organizational Structure and Policies -Concept and Process of Job Analysis and Design -Drafting the Job Description -Concept and Process of Human Resource Planning	6
4: RECRUITMENT AND SELECTION	-Understanding the Recruitment Process -Selection Criteria and Techniques -Preparing and Conducting Selection Interview	6



Unit and Title	Topics	Lecture Hours
	-Selection, Appointment, Orientation, Socialization	
5: HUMAN RESOURCE DEVELOPMENT	-Concept of Human Resource Development -Training Techniques and Practices -Performance Evaluation Concept and Methods -Career Planning, Development and Career Path	6
6: MANAGEMENT OF COMPENSATION PLANS	-Compensation Management Wages, Benefits and Incentives	4.5
7: Communication	-Developing Employee Communication -Encouraging Effective Communication	4.5
8:THE PRACTICES OF LABOR RELATIONS	-Labor Relations in Nepal -Managing Labor Relations Process -Disciplinary Actions and Termination	4.5
9: INTERNATIONAL HUMAN RESOURCE MANAGEMENT	-International Involvement in Development Sector -Local and Expatriate Employees Working as an Expatriate	6
Total Lecture Hours		48

#### Required References:

- Wayne Mondy, SPHR, Robert M. Noe, SPHR & Shane, R. Premeaux: Human Resources Management (7th ed.), Prentice Hall, Upper Saddle River, NJ 0458.

Course Number	Course Title	Credit Hours
DFIN 311	Micro Enterprise and Micro Finance	3

#### Objective:

- Familiarize with the basic concept of microfinance, its products, operational procedures, infrastructure development for micro finance, legal framework and prudential regulation with specific reference to the Nepalese context;
- Acquaint with micro finance practices in Nepal along with global development in microfinance sector,
- Have into the role of rural microfinance in poverty reduction and give practical knowledge on microfinance practices.

#### Contents

Unit and Title	Topics	Lecture Hours
1. Micro Finance:	Concept, Principles, Definition, and Linkages between main stream financial services & micro-finance and Approaches to Micro-finance - Saving led and credit led	3
2. Poverty Scenario in	Dimension of Poverty in Nepal, Role and Importance of Micro Finance in poverty Reduction, Women	3

Unit and Title	Topics	Lecture Hours
Nepal	Empowerment, social inclusion and Rural Development	
3. Understanding and designing of Micro Finance products	Micro Savings, Micro Credit, Micro Insurance, Micro Enterprise loan, Project and Group Loan, Money transfer services and other services	4.5
4. Micro Finance Models:	Practices and different models (Special reference to Nepal- Grameen replication, Co-operative, FINGO and SHGs approaches), Social Banking VS Commercial Banking Inclusive Financial Services, Credit Plus approach in Micro Finance.	4.5
5. Micro Finance policy environment:	Legal Framework, Role of Government and Central banks in Micro Finance sector development in Nepal, Priority sector credit, Deprived sector credit and different Micro Credit projects (PCRW, MCPW, PAPWT, RMP, TLDP and CGISP) etc.	4.5
6. Institutional Infrastructure	Development in Micro Finance Sector in Nepal	3
7. Regulation of Micro Finance Development Banks	Prudential / Non Prudential regulation of MFIs, Regulation VS non regulation, Development of regulatory framework for MFIs worldwide and in Nepal	3
8. Micro Insurance –	Need, Methods, Practices, Importance and Nepalese practices	3
9. Performance Management and Indicators:	Cash flow Management, Delinquency Management, Productivity and efficiency management, Risk Management (ALM, Gap analysis)  Portfolio quality, Productivity and efficiency ratios, Financial viability (OSS, FSS, Subsidy Dependence Index), Profitability Ratios, Outreach and Growth Indicators	6
10. Interest rate setting, Corporate governance, Business planning		1.5

Unit and Title	Topics	Lecture Hours
11. Monitoring and Supervision of Micro Finance in Nepal	Central Bank, APEX, Co-operatives Department. PEARLS monitoring system	1.5
12. Sources of fund for Micro Finance Institutions:	Wholesale Micro Finance (RSRF, RMDC, SKKB, NCDB and BFIs) and Donor Agencies	3
13. Micro Finance Networking and regional Association in Micro Finance:	APRACA, CICTAB, CGAP, Grameen Trust, MIFAN, EMN, AMFIN, GNN,CMF, INAFI, SEEP, BWTP, MIX Market	3
14. Issues and Challenges in Micro Finance		1.5
15. Research and Training in Micro Finance –	Identification of target clients, Impact assessment and Benchmarking	3
	Total	48

#### Required References:

1. Rama Basyal. MICRO FINANCE. Access to Finance for Nepal's Rural Poor. Institute for Integrated Development Studies, IIDS. 2008.
2. SBP Micro- Finance Handbook. The World Bank 1997

#### Recommended references

3. Amalgamation of Savings and Credit Organizations: A Training Manual for Promoters. Center for MicroFinance.2006. Nepal
4. Business Planning for Micro Finance Institutions, Center for MicroFinance.2006. Nepal
5. Other publications of CGAP, INAFI Nepal, CMF Nepal etc.

Course Number	Course Title	Credit Hours
ECON 311	Public Finance and Economic Assessment	3

#### Objectives

Upon completion of the course, students will be able to

- Explain the economic characteristics, and major economic sectors

- explain public/ government financial system giving references to fiscal policy and the budget;
  - explain the principles of public expenditure, and Nepal's size, shape and objectives expenditure
  - explain taxation system with reference to sources as well as associated problems;
  - explain the financial procedures and the institutions relating to the implementation of these procedures
  - explain the relationship between the economic policy, fiscal policy and the monetary policy
  - analyze the impact of public policy on the allocation of resources and the distribution of income in the economy. In this course, student will learn how to use the tools of microeconomics and empirical analysis to analyze the economic effects of public expenditures and taxation.
- Conduct Economic Assessment based on the Local Economic Assessment Package (LEAP) Model, and UNEP's Green Economy Initiative and sustainability and poverty reduction

## Content

Unit and Title	Topics	Lecture Hours
1. Nepalese Economy - Background	<ul style="list-style-type: none"> <li>• Characteristics of Nepalese economy</li> <li>• Major economic sectors:               <ul style="list-style-type: none"> <li>○ agriculture,</li> <li>○ education,</li> <li>○ health</li> <li>○ hydropower,</li> <li>○ tourism,</li> </ul> </li> <li>• Problems, constraints and solutions of the economy</li> </ul>	9
2. Introduction to Public/ Government Finance	Classical and modern concept of public/Government finance, Role of Government finances in development. Objectives and role of fiscal policy in LDC, formulation of budget, components of budget, recurrent vs capital budget, techniques of budget formulation.	9
3. Taxation	Sources of public revenue, tax and non tax revenue, principle of taxation, direct and indirect taxes, impact incidence and shifting of taxation, need of public borrowing, internal and external borrowing effects of public borrowing, debt management; problems, potentials and changing nature of different types of taxes, loans, aid, deficit financing	12
4. Financial Procedure and related institutions	Evolution of Financial system, Institutions relating to the system , financial procedures, its effectiveness and constraints	6
5. Coordination	Relationship between the economic , fiscal , and	3

	monetary policies	
6. Economic Assessment	<ul style="list-style-type: none"> <li>• Local Economic Assessment Package (LEAP) Model</li> <li>• UNEP's Green Economy Initiative</li> <li>• economic performance measures,</li> <li>• benchmarks</li> <li>• implications on sustainability and poverty reduction</li> </ul>	9
	Total Lecture Hours	48

#### Required references

Nepalese Economy , Publications of MOF and the National Planning Commission

H L Bhatia , Public Finance , latest edition

S K Singh , Public Finance , latest edition

#### Recommended References

Mushgrave and Mushgrave, Theory of Public Finance

Publications of NRB, ADB/N, CBS, World Bank and the Asian Development Bank

Publications on Local Economic Assessment Package (LEAP) Model, and UNEP's Green Economy Initiative

Course Number	Course Title	Credit Hours
FINS 302	International Finance	3

#### Objective:

Understand: (i) international monetary system, (ii) foreign exchange markets, and (iii) capital movements, exchange controls and international monetary organizations.

#### Contents

Unit and Title	Topics	Lecture Hours
1. Foundations of International Financial Sectors	International Financial Institutions: Inception and objectives ,	5
2. International Monetary System	Evolution of International Monetary System, role of IMF, World Bank, Asian Development Bank, Barter economy, Currency Business, Gold standard, Bretton Woon, Smithsonian Agreement, European Monetary System, Currency crisis: The Mexican Peso crisis, The Asian Currency crisis, The Argentine crisis	7
3 Foreign Exchange Market	Different currency market and their respective roles in development, Functions of the foreign Exchange Market, Market participants, Transactions in the Interbank Market, Foreign Exchange rates and quotations, Cross rates, Interbank Arbitrage. Exchange rate determination, Exchange rate equilibrium, factors influencing exchange	8

	rates , Determinants of access to global development funds,	
4: Derivatives Markets	Introduction, types, Options, Features, swaps, Spot, Warrants Risk Management: Hedge, arbitrage	10
5. Foreign exchange exposure and management	Types of exposures, Meaning and Management of Economic, Transaction and Translation exposures.	3
6. International Parity Conditions	Prices and Interest rates, Purchasing Power Parity, Exchange rate Pass – Through, Interest rates and exchange rates, Covered Interest arbitrage, Relationship between prices, Interest rates and Exchange rates.	5
7. Financial Instruments, Institutions, Intermediation and Markets	Theories behind proliferation of financial instruments, history and growth of financial institutions and markets and developing countries, major problems encountered by financial institutions, lessons from financial crises in Asia and other places for the management of the overall financial sector.	5
8. Financing International Trade	Payment methods for international trade, finance methods. Counterpart trade, challenging issues in international development financial systems.	5
	Total	48

#### Basic Text Books:

1. Multinational Business Finance, 10<sup>th</sup> ed. By Eiteman, Stonehill and Moffett.
2. International Financial Management, 6<sup>th</sup> ed. By Jeff Madura.
3. International Financial Management, 3<sup>rd</sup> ed. By Cheol S. Eun and Bruce G. Resnick.
4. Multinational Financial Management, 4<sup>th</sup> ed. By Alan C. Shapiro.

Course Number	Course Title	Credit Hours
FINS 404	Risk and Insurance	3

#### Objective:

1. import a theoretical knowledge of Risks & Insurance (Life & Non-Life),
2. familiarize students with general principles of insurance and its technicality, and
3. develop insight into international practice of insurance.

#### Contents

Unit and Title	Topics	Lecture Hours
1. Concept of risk:	Meaning and Definition of Risk, Pure and speculative risk, Method of handling risk	3
2. Introduction to Insurance	What, why and for whom the insurance and how it works, History of insurance (Life and Non-life), Subject matter and types of insurance	3
3. Introduction to Risk	Meaning of risk management, Objectives of risk management, Steps in the risk management process, Identifying and evaluation	6

Management	potential losses, selecting the appropriate techniques for treating loss exposures, Implementing and risk management program.	
4. Principle of Insurance	Nature and principle of insurance, Insurance and legal contract	4.5
5. Life Insurance Non - life (General) insurance	Whole life insurance, Endowment life insurance and Term life insurance Introduction to Non Life Insurance. Fire, Motor, Marine, Aviation, Contractors All Risk, Miscellaneous	9
6. Underwriting and Claim settlement	Introduction, process of underwriting in life and non-life insurance Introduction to Claim Settlement, Process of settlement in life and non-life insurance	9
7. Intermediaries in insurance Market	Insurance Agents, Insurance Surveyors, Insurance Brokers	4.5
8. Insurance proposal and policy	Definition of Insurance policy, Policy wordings contents of policy, Proposal form and its contents.	3
9. Globalization and Insurance Business in Nepal		1.5
10. Insurance Laws in Nepal	Insurance Act, Insurance Regulations	1.5
11. Insurance Supervision and Issues in Nepal	Insurance Board and its Role, Insurance Markets	1.5
12. Insurance Related Organizations in Nepal	Life and Non-life Insurance Company, Insurance Pool, Association related with Insurance, Reinsurance	1.5
	<b>Total</b>	<b>48</b>

**Required Reference:**

1. M.N. Mishra, Principle of Insurance
2. E.R. Hardy Lvey, General Principles of Insurance Law

**Recommended Reference:**

3. Temple man, Principles of Insurance
4. Murthy and Sarma Modern Law of Insurance in India
5. Insurance Act 1992, Insurance Regulation, 1993
6. Annual Reports of Insurers
7. Insurance News & Views Insurance Boards, Nepal
9. Principles of Risk Management and Insurance, George E. Rejda (8<sup>th</sup> edition)

**Course of Study 2<sup>nd</sup> Semester**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>DEVS 305</b>	<b>Research Methodology</b>	<b>3</b>

**Objective**

Provide basic knowledge on type and method of research appropriate for social sciences and enable the students to prepare research proposal papers and thesis.

<b>Unit and Title</b>	<b>Topics</b>	<b>Lecture Hours</b>
<b>1. RESEARCH METHODOLOGY: AN INTRODUCTION</b>	Meaning, objective, motivation, types, approaches and significance of research, Research methods and methodology, Research and Scientific method, Research process, Criteria of good research.	<b>3</b>
<b>2. DEFINING RESEARCH PROBLEM</b>	What is a research problem? Selecting problem, Necessity of defining problem, Technique involved in defining problem, Review of literature and its significance.	<b>3</b>
<b>3. RESEARCH DESIGN</b>	Meaning and needs of research design, Features of good design, important concepts relating to research design, Principles of experimental designs, Introduction to CRD, RCBD and LSD	<b>6</b>
<b>4. SAMPLING DESIGN</b>	Census and sample survey, implementation of sample design. Steps in sampling design. Criteria for selecting a sample procedure. Characteristics of good sample design, Type of sample designs and procedure	<b>6</b>
<b>5. SAMPLING FUNDAMENTAL</b>	Sampling-needs and significance, importance sampling distributions. Central limit theorem, sampling theory: concept of standard errors, estimating-population proportion and mean. Sample size and its determination.	<b>3</b>
<b>6. MEASUREMENT AND SCALING TECHNIQUES</b>	Measurement in research, measurement scales, source of errors in measurement. Test of sound measurement, technique of developing measurement tools, scaling and scaling techniques	<b>3</b>
<b>7. METHOD OF DATA COLLECTION</b>	Primary and secondary data collection. Selection of data through questionnaire and schedules. Others methods of data collection. Case study method, PRA, Interview, FGD etc.	<b>6</b>
<b>8. PROCESSING AND ANALYSIS OF DATA</b>	Processing operation. Some problems on processing. Elements and types of analysis, structure in research, measure of central tendency and dispersion, simple and multiple regression and	<b>3</b>



Unit and Title	Topics	Lecture Hours
	correlation analysis.	
<b>9. HYPOTHESIS TESTING</b>	Concept and Procedures: Power of test, test of hypothesis, z, t and F tests, non-parametric tests.	<b>6</b>
<b>10. INTERPRETATION AND REPORT WRITING</b>	Meaning and rationale of interpretation, Precautions in interpretation, significance of report writing, steps in writing reports, layout of research reports, type of reports, precaution writing research reports, referencing and bibliography.	<b>6</b>
<b>11. COMPUTER: ITS ROLE IN RESEARCH</b>	Introduction: Computer application, introduction to some computer software on social science research.	<b>3</b>
	Total Lecture Hours	<b>48</b>

**Required References:**

1. Kothari, C.R., "Research Methodology: Methods and Techniques" Wishwa Prakashan, 1995.

**Recommended References**

2. Kampbell, J. Shrestha, R and Stow, L. "The Use and Misuse of Social Science Research in Nepal" CNAS, Kathmandu, 1979.
3. Wolf, H.K. and P.R. Pant, "Social Science Research and Thesis Writing" Research Division, TU, Kathmandu, 1975.

Course Number	Course Title	Credit Hours
<b>DEVS 307</b>	<b>Private Sector Development</b>	<b>3</b>

**Objective:**

- Understand favorable investment climate as a means of assisting private enterprises to achieve sustainable growth, to generate employment, and to reduce poverty. More particularly the course focuses at the role the private sector can play to complement the public sector's role in reducing poverty
- Highlight new models of private sector development and actively involve in the discussion of the most recent concepts and tools regarding corporate governance and private sector development
- Understand the challenge facing the private sector and governments, in developing and transitional economies to develop and sustain an enabling environment for private sector development

Unit and Title	Topics	Lecture Hours
<b>1) Private Sector –</b>	Introduction. Openness and Competition, Individual	<b>4.5</b>

Unit and Title	Topics	Lecture Hours
<b>Introduction</b>	Institutional and Social capability, Winners, Losers and Market. The role of Private sector and market for basic services. Private sector and their role in poverty reduction.	
<b>2) Investment Climate</b>	The engine of growth and poverty reduction, establishing competitive market, entry, choice and exist, Institutional Infrastructure for Market, Investment Policy Paper of Nepal	7.5
<b>3) Public Intervention to promote private sector</b>	Market failure and intervention, asymmetric, public financing for private firms, public support to business development services for private firm, overall implication.	4.5
<b>4) Private Sector Development and Pro-poor policy design</b>	Mechanisms to promote diffusion of best practices, Mechanisms to enhance service delivery, subsidies and choice, provisions of subsidies	6
<b>5) Policy and Regulatory Framework for Private Sector Development</b>	<p>a) Ingredients of a Successful Reform Program, key elements that make a reform program successful (completion, the relationship between the state and the private sector, privatization, financial sector reform and hard budget constraint). Issues of sequencing of reform, the government's role as facilitator and regulator, not owner; role of competition and regulation;</p> <p>b) Legal and Regulatory Framework</p> <p>c) Competition Policy</p> <p>d) Policies for Post-Privatization Restructuring and Competitiveness- The major barriers (lack of discipline, rigidities constraining mobility, and limited availability of resources) to desirable restructuring decisions. The desired strategic restructuring responses at the enterprise level leading to international competitiveness.</p> <p>e) Institutional aspects of policy formulation and implementation Business Ethics and Corruption:</p>	7.5
<b>6) Privatization, and Post-Privatization Issues</b>	<p>a) Privatization overview</p> <p>b) Implementation of privatization and lessons learned</p> <p>c) Impact of Privatization on Buyers, Government, Workers, and Consumers. Does privatization hurt consumers and workers? Does it benefit the buyers at the expense of government? Also, what is its impact on consumers? What can policy makers do to affect the distribution of the gains and losses from privatization?</p> <p>d) Post-privatization issues</p>	6

Unit and Title	Topics	Lecture Hours
	e) The policies of effective restructuring (macroeconomic policies; competition policies; internal regulations and incentives; domestic factor prices; and infrastructure, institutional, and proactive services); f) Financial sector and enterprise restructuring g) Physical, organizational, and financial restructuring h) Crisis management	
<b>7) Corporate Social Responsibility:</b>	Introduction. Corporate behavior · Institutional infrastructure and incentives, Social responsibility of private sector, environmental concern, History of CSR in Nepal. Modern Context	3
<b>8) Entrepreneurship: Introduction and the practice of Entrepreneurship</b>	The concept of entrepreneurship, the economist view of entrepreneurship, the sociologist view, Behavioral approach, Entrepreneurship and Management. The process of entrepreneurship, Entrepreneurial Management, The entrepreneurial business, Entrepreneurship in service institutions, the new venture, risk failure and new venture unit. Small and medium enterprises. (SMES), Type, Problems and Prospects.	4.5
<b>9) Entrepreneurship and Innovation:</b>	The innovation concepts, Importance of innovation for entrepreneurship, Sources of innovative opportunities, The innovation process, Risks involved in innovation	4.5
	<b>Total</b>	<b>48</b>

### Recommended References

1. Michael U Klein and Bitá Hadjimichael. The Private Sector in Development. Entrepreneurship, Regulation and Competitive Disciplines. The World Bank.2003
2. Accelerating Private Sector Development. Asian Development Bank. March 2000.
3. Private Sector Development Strategy. Promoting the private sector to support growth and reduce poverty. ADB,2000.
4. Prithivi Raj Legal. Corporate Social Responsibility in Nepal. Asian Foundation. 2007.
5. Paul Burns and Jim Dew Hurst: Small Business and Entrepreneurship
6. P.N. Singh: Entrepreneurship foOr Economic Growth
7. Peter F. Drucker: Innovation and Entrepreneurship Peter F. Drucker
8. John B. Miner: Entrepreneurial Success

Course Number	Course Title	Credit Hours
ECON 403	International Trade	3

### Objective

Familiarize students on the theory of international trade with applications to current policy issues and the trade regulation mechanism both at national and International Level, by also covering i) the basic tools to understand what determines the flow of goods across countries, i.e. international trade, along with what determines the flow of savings and investments from one country to another, and ii) applications to a number of topics of current interest, including the debate on globalization, free trade agreements, and the crisis in developing countries along with prospects of reform.

Unit and Title	Topics	Lecture Hours
<b>1. Introduction:</b>	World Trading patterns, comparative advantage, sources of comparative advantage, technology, factor endowments, preferences, Economies of Scale , Imperfect Competition and International Trade, International Factor movements	<b>3</b>
<b>2. International trade and gains from trade:</b>	Overall gains and distributive effects, overall losses from trade, Trade Policy Import substitution, Basic concepts, Export Promotion, Basic concepts, Effect on the exchange rate, instruments of export promotion, Globalization and inequality.	<b>4.5</b>
<b>3. The specific factors model:</b>	Assumptions of the model, what is specific factor, production possibilities, prices, wages and labor allocation, relative prices and the distribution of income. International Trade in the specific factors model, resources and the relative supply, trade and relative prices, pattern of trade. The political economy of trade, optimal trade policy, income distribution and trade policies.	<b>4.5</b>
<b>4. Factor Mobility and Trade, Economies of scale and International Trade</b>	Domestic Policy effects of international trade , Political economy and international trade	<b>4.5</b>
<b>Unit 4.The standard trade model</b>	A Standard model of Trading economy, Production possibilities and relative supply, relative prices and demand, welfare effect of changes in the terms of trade, determining relative prices, Economic Growth: A shift of the Relative Supply (RS) Curve, Growth and Production possibility frontier, relative supply and terms of trade, International effects of growth.	4.5
<b>5. International</b>	Shifting the RD Curve, The transfer problem, Effects of	<b>4.5</b>

Unit and Title	Topics	Lecture Hours
<b>Transfers of the Income:</b>	transfer on the terms of trade, presumptions about the terms of trade: effects of transfers Case study: The transfer problem and the Asian Crisis.	
<b>6. International Trade Policy:</b>	Basic Tariff Analysis, Supply, Demand, and Trade in a single industry, effects of Tariff, Measuring the amount of protection, Costs and Benefits of a tariff, consumer and producer surplus, measuring the costs and benefits, other instruments of trade policy, export subsidies: theory, Import quotas theory, Voluntary export restraints, other trade policy instruments.	<b>6</b>
<b>7. Trade Policy in Developing Countries:</b>	Import Substituting Industrialization, The infant industry argument, promoting manufacturing through protection, (case study of any developing country with end of import substitution), Problems of Import Substituting Industrialization, Trade policy as a cause of economic dualism, Export oriented industrialization. The fact of Asian growth, Trade policy in High performing Asian Economies (HPAEs). Controversies in Trade Policy, Technology and Externalities, Imperfect competition, Ant Globalization movement, labor standards, environmental and cultural issues, WTO and national independence. : Case Study: Nepal position on International Trade: WTO and SAFTA	<b>4.5</b>
<b>8. Origins and Overview of GATT:</b>		<b>3</b>
<b>9. World Trade organization (WTO) and Trade policy:</b>	History, Establishment, Principles and Membership	<b>6</b>
	Total	<b>45</b>

**Required References:**

- 1.International Economics. Paul Kurgman and Maurice Obstfeld. Pearson Education. Inc. 2003.
- 2.Van Marrewijk, C.(2002). International Trade and the World Economy. Oxford University Press, New York.
- 3.Publications of NRB and Ministry of Finance

Course Number	Course Title	Credits
DEVS 406	Project Management	3

## Objective:

Illuminate the in-depth knowledge to the students to different aspects of project implementation, management and control of the project and its output together with involving students in practical realism of the project through rigorous field exercises.

Unit and Title	Topics	Lecture Hours
1. Introduction to Project Management	Basic concepts, ideas and knowledge areas of Project Management,  Project life Cycle,	3
2. Project Initiation	Types of project and project environment, Developing winning ideas into projects proposals (project charter), Screening and evaluation of project ideas (NPV, IRR, SWOT analysis)	6
3. Project Planning and Estimation	Work breakdown structure, Time and cost estimation techniques, Schedule Planning:( PERT, CPM, Gantt Chart), Cost Planning: Budgeting techniques, Tutorial on using worksheets for effecting planning	9
4. Risk Planning	Uncertainties in project environment Sources of project risk (internal and external) Life cycle approach to risk management Techniques in risk identification, prioritization and planning (risk ranking method)	3
5. Procurement and contract management	Introduction to procurement and contract, Procurement workflow process, Methods of procurement, Public Procurement, Understanding nature of policies and practices in procurement across different institutions (GoN, Private, NGO, INGO, Bilateral, Multilateral),  Fundamentals of contract management, Contract administration and dispute settlement process  Project development modalities (including Public Private Partnership)	9
6. Project Monitoring and Control	Monitoring and control: Budgetary control, Standard costing control, financial control.	4.5

Unit and Title	Topics	Lecture Hours
	Earned Value Management (EVM)	
7. Project communication and management Information System	Introduction, case study approach	1.5
8. Project Organization and Role of Project Manager	Types of project organization structures, Roles and responsibilities of project manager, Essential soft skills in management: leadership, motivation, teambuilding, negotiation and conflict management	6
9. Project Management in Nepal	Project management in developing countries with special reference to Nepal, historical overview of project management in developing countries and in Nepal, Project management: its benefits and limitations in Nepal, project management in Nepal, Practical difficulties in project implementations in Nepal.	3
10. Practicum	Project Case review and presentation	3
	Total	48

Assignments (individual/group):

Field Study (probable sites):

Evaluation:

Teaching methods: Lecture, demonstration, discussion, observation, and participation

Required References:

1. S Chaudhary, " Project Management," 4th edition
2. Meridith and Mantle, "Project Management, 6th edition

Recommended References:

1. J.P. Giffinger - Economics Analysis of Agriculture and Rural Development.
2. Prasanna Chandra. Project: Preparation, Appraisal, Budgeting and Implementation. Tata McGraw Hill Publishing Company Ltd. N.D.
3. NPC. Development Plans of Nepal (Tenth Plan and Three Year Interim Plan)

Course Number	Course Title	Credit Hours
ECON 312	Natural Resource Economics	3

Objective

Upon completion of the course, students will be able to

- explain the principles of wise use and management of natural resources
- explain the concepts of ecosystem services and the techniques of economic valuation

- analyze the contemporary issues and policies on the natural resources economics
- give examples of Nepal cases studies on the on community forestry, buffer zone management, conservation area management, recycling of mountaineering royalty, community management of micro hydropower, payment for ecosystem services (e.g. Kulekhani), community management of drinking water and irrigation

## Content

Unit and Title	Topics	Lecture Hours
Introduction	<ul style="list-style-type: none"> <li>• Supply, demand, and allocation of the Earth's natural resources</li> <li>• Wise use principles (forests, wetlands and wildlife),</li> <li>• Concepts of sustainability (environmental, social and financial)</li> </ul>	6
Ecosystem Services	<ul style="list-style-type: none"> <li>• Goods and Services: Provisioning, Regulating and Cultural;</li> <li>• Economic Valuation: Direct Use Value, Indirect Use Value, Non Use Value</li> <li>• Economic Value Measurement Techniques: market techniques, non-market techniques, and proxy techniques</li> </ul>	7.5
Economics of Natural Resources	<ul style="list-style-type: none"> <li>• Depletable Resources</li> <li>• Non-Recyclable (coal, oil, natural gas) -energy economics</li> <li>• Recyclable (minerals (aluminum, copper, iron, lead), paper, glass)</li> <li>• Renewable (fisheries, forests)</li> <li>• Green Accounting</li> </ul>	6
Natural Resource Management	<ul style="list-style-type: none"> <li>• The nature of natural resources</li> <li>• Concepts of resource management (adaptive, community based, integrated)</li> <li>• Approaches in resource management (ecological, economic, technological, ethnological and sustainability approaches)</li> <li>• Management of renewable resources in various environments; energy resources, wild life; soil and water conservation</li> <li>• Relevance of the concepts of land evaluation, land capability and suitability, carrying capacity, hard and risk to resource management</li> </ul>	6
Contemporary issues and policies on the natural	<ul style="list-style-type: none"> <li>• Sustainability,</li> <li>• 'limit to growth',</li> <li>• natural resource depletion,</li> <li>• deforestation,</li> </ul>	6



resources economics	<ul style="list-style-type: none"> <li>loss of biodiversity</li> </ul>	
Case Studies	<ul style="list-style-type: none"> <li>buffer zone management</li> <li>community forestry</li> <li>community management of drinking water and irrigation</li> <li>community management of micro hydropower</li> <li>conservation area management</li> <li>payment for ecosystem services (e.g. Kulekhani)</li> <li>recycling of mountaineering royalty</li> </ul>	9
	Total Lecture Hours	48

Assignments (individual/group):

Field Study (probable sites):

Evaluation:

Teaching methods: Lecture, demonstration, discussion, observation, and participation

Required References:

Millennium Ecosystem Assessment, 2005. *Ecosystems and Human Well-Being: Synthesis*. Island Press, Washington, DC

Protected Areas and Payment for Ecosystem Services: A feasibility study in Shivapuri-Nagarjun National Park, Nepal (2011)

Framework for Valuing Ecosystem Services in the Himalayas (2011)

Recommended References:

Protected Areas Management Plans:

DNPWC, 2014. Sagarmatha National Park and Buffer Zone -Management Plan (2014/15 - 2018/19). Kathmandu: Government of Nepal, Ministry of Forests and Soil Conservation, Department of National Parks and Wildlife Conservation

DNPWC, 2014. Shivapuri Nagarjun National Park- Management Plan (2014-2019). Kathmandu: Government of Nepal, Ministry of Forests and Soil Conservation, Department of National Parks and Wildlife Conservation

Lekhak, H.D. and Lekhak, Binod. 2003. Natural Resource Conservation and Sustainable Development in Nepal. Kathmandu: Kshitiz Publication.

Trivedi, PR. 1995. Natural Resources and Sustainable development in Himalayan, Shree Almora Book Depot,VP Hills, India.

Course Number	Course Title	Credit Hours
DEVS 311	Disaster Management	3

Objective

This course will focus on the natural disasters and their management using integrated approaches. Its scope will include introductory aspects including types and causes of natural disasters, and their effects and impacts on the environment and the society. This will also highlight on the key concepts of post disaster needs assessment, relief, and recovery strategy.

## Content

Unit and Title	Topics	Reference	Lecture Hours
1. Introduction	<ul style="list-style-type: none"> <li>• Disasters (natural and man-made): types and causes</li> <li>• Early Warning and Alert</li> <li>• Major disasters, preparedness, prevention and mitigations               <ul style="list-style-type: none"> <li>– Meteorological (Drought, Hailstorm, Lightening, snow storm)</li> <li>– Hydrological (Avalanche, Flood, Landslide)</li> <li>– Earthquake</li> <li>– Epidemics</li> <li>– Fire</li> </ul> </li> <li>• Social sciences and disasters (economics, sociology, anthropology etc)</li> <li>• Resilience</li> <li>• Scope of disaster management</li> </ul>	Bryant, 2005; UNEP, 2005; Scouts, 2009	10.5
2. Effects and impacts of disasters	<ul style="list-style-type: none"> <li>• Environmental, social and economic effects and impacts</li> <li>• Damage to Infrastructure and Physical Assets; Economic Losses (Agriculture, livestock, fisheries; Industry, Commerce, and services including Tourism); Disruption of Social Service Delivery and Access to Goods and Services; Disruption of Governance and Social Processes; and Increased Risks and Vulnerabilities</li> <li>• Macro-Economic Impact and the Human Development Impact</li> <li>• Traditional Knowledge and Responses</li> </ul>	EC/UNDG/WB, 2013; Mitchell et al, 2013	9.0
3. Post Disaster Needs Assessment (PDNA)	<ul style="list-style-type: none"> <li>• Stakeholders</li> <li>• Limitations</li> <li>• Baseline information</li> <li>• Data Collection and Analysis</li> <li>• Steps and Process</li> <li>• Consultations</li> <li>• Activation of the PDNA</li> <li>• Preparing a PDNA</li> <li>• Formulating the Recovery Strategy</li> <li>• Resource Mobilization</li> <li>• The Recovery Framework and Other</li> </ul>	Carter, 2008; EC/UNDG/WB, 2013; MoHA, 2009; MoHA, 2013; NRCS, 2010; Practical Action. 2010	9.0

Unit and Title	Topics	Reference	Lecture Hours
	Follow-Up Measures <ul style="list-style-type: none"> <li>• Recovery strategy</li> </ul>		
4. Disaster relief works, resource mobilizations and organizations	<ul style="list-style-type: none"> <li>• Relief works</li> <li>• Resource mobilizations (human, cash and kinds)</li> <li>• Organizations               <ul style="list-style-type: none"> <li>– Government system (e.g. home ministry, army, local government)</li> <li>– Civil society (I/NGO)</li> <li>– Private Sector</li> <li>– Media (mass and social)</li> <li>– Charity organizations (Red Cross, Scout)</li> <li>– Individual families</li> </ul> </li> </ul>	Carter, 2008; MoHA, 2009; MoHA, 2013; NRCS, 2010; OCHA, 2013	7.5
5. Practical – <i>analytical techniques and case studies</i>	<ul style="list-style-type: none"> <li>• Disaster model and analysis</li> <li>• Case studies on victims of :               <ul style="list-style-type: none"> <li>– Earthquake</li> <li>– Epidemic (flu etc)</li> <li>– Fire</li> <li>– Flood</li> <li>– Landslide</li> <li>– Snow/hail storms</li> <li>– Storm</li> </ul> </li> </ul>		12
	Total Lecture Hours		48

Assignments (individual/group): library/web search, data collection/analysis, field observation, works on case study, report writing, presentation etc

Field Study (probable sites): students spend 3 days in nearby affected areas (rural or urban) and acquire knowledge about the disaster and its effects and impacts and share their experiences through discussions in the class.

Evaluation: participation in the field activities and discussion in the class, assignment

Teaching methods: Lecture, demonstration, discussion, observation, and participation

Required References:

Bryant, E. 2005. Natural Hazards. Cambridge, UK: Cambridge University Press In [file:///F:/National%20College%20Filing%20System%202011/AP%20Academic%20Programs/APC%20Courses/Disaster/E%20Bryant%20pririzici\\_knjiga.pdf](file:///F:/National%20College%20Filing%20System%202011/AP%20Academic%20Programs/APC%20Courses/Disaster/E%20Bryant%20pririzici_knjiga.pdf)

EC/UNDG/WB, 2013. Post-Disaster Needs Assessments Guidelines (Volume A). The European Commission, the United Nations Development Group and the World Bank In <http://www.recoveryplatform.org/assets/publication/PDNA/PDNA%20Volume%20A%20FINAL%20for%20Web.pdf>

Practical Action. 2010. Understanding Disaster Management in Practice: with reference to Nepal. Kathmandu, Nepal: Practical Action In

<https://practicalaction.org/docs/nepal/understanding-disaster-management-in-practice.pdf>

Scouts, 2009. APR Workshop on Disaster Management Report (16 – 19 November 2009, Indonesia) In <http://scout.org/node/21161>

#### **Recommended references:**

Carter, W. Nick. 2008. Disaster management: a disaster manager's handbook. Mandaluyong City, Phil.: Asian Development Bank In

<http://www.adb.org/sites/default/files/publication/27890/disaster-management-handbook.pdf>

Mitchell, T., Jones, L., Lovell, E., Comba, E (eds),. 2013 Disaster risk management in post-2015 development goals: potential targets and indicators. London: Overseas Development Institute In <http://www.odi.org/sites/odi.org.uk/files/odi-assets/publications-opinion-files/8354.pdf>

MoHA, 2009. National Strategy for Disaster Risk Management in Nepal 2009. Government of Nepal, Ministry of Home Affairs In

[http://un.org.np/sites/default/files/report/tid\\_188/National-Strategy-for-Disaster-Risk-Management.pdf](http://un.org.np/sites/default/files/report/tid_188/National-Strategy-for-Disaster-Risk-Management.pdf)

MoHA, 2013. National Disaster Response Framework (NDRF). Kathmandu: The Government of Nepal, Ministry of Home Affairs, July 2013 In

[http://flagship2.nrc.org.np/sites/default/files/knowledge/NDRF\\_English%20version\\_July-2013.pdf](http://flagship2.nrc.org.np/sites/default/files/knowledge/NDRF_English%20version_July-2013.pdf)

NRCS, 2010. Disaster Management Strategic Framework (2010-2015). Kathmandu: Nepal Red Cross Society In

[http://www.nrcs.org/sites/default/files/resources/disaster\\_management\\_strategic\\_framework\\_k.pdf](http://www.nrcs.org/sites/default/files/resources/disaster_management_strategic_framework_k.pdf)

OCHA, 2013. Disaster Response in Asia and the Pacific: A Guide to International Tools and Services. Bangkok, Thailand: UN Office for the Coordination of Humanitarian Affairs, Regional Office for Asia and the Pacific, Published on 09 Apr 2013 In

<http://reliefweb.int/report/world/disaster-response-asia-and-pacific-guide-international-tools-and-services>

UNEP, 2005. Environmental Management and Disaster Preparedness: Building a multi-stakeholder partnership. Osaka, Japan: UNEP Division of Technology, Industry and Economics In [http://www.unep.or.jp/ietc/Publications/DM/wcdr\\_session\\_report.pdf](http://www.unep.or.jp/ietc/Publications/DM/wcdr_session_report.pdf)

#### **Websites**

Disaster Assessment Portal, Techniques Used in Disaster Risk Assessment In <http://www.disasterassessment.org/default.asp>

Ready Campaign, 2015. Natural Disasters In <http://www.ready.gov/natural-disasters>

UCB, 2015. Disaster Research, Natural Hazards Center, University of Colorado at Boulder, United States; <http://www.colorado.edu/hazards/dr/currentdr.html>

**Sk-8 Session Plan**