

TAXMANN'S LAWS

VOL. 13 | PART 6 | PRICE : ₹ 5 | MONTHLY | JUNE 2016

CATALOGUE 2016



ACCOUNTANCY

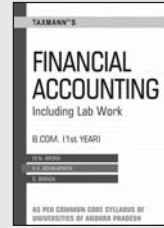
FINANCIAL ACCOUNTING

PART A

- ◆ Introduction to Accounting
- ◆ Accounting Principles - Concepts and Conventions
- ◆ Journal, Ledger and Trial Balance
- ◆ Subsidiary Books
- ◆ Bank Reconciliation Statement
- ◆ Rectification of Errors
- ◆ Final Accounts (Financial Statements)
- ◆ Consignment Accounts
- ◆ Joint Venture Accounts
- ◆ Depreciation, Provisions and Reserves

PART B

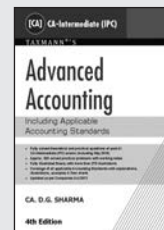
- ◆ Computerised Accounting
- ◆ Computer Accounting Lab Practice on Tally
- ◆ Appendix : Recent Question Papers of Osmania University



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- ◆ Framework for the Preparation & Presentation of the Financial Statements
- ◆ Shares/Debentures
- ◆ Underwriting
- ◆ Liquidation
- ◆ Financial Statements of Banking Company
- ◆ Accounts of Insurance Companies
- ◆ Electricity Company
- ◆ Department Accounts
- ◆ Branch Accounts
- ◆ Partnership Accounts
- ◆ Amalgamation
- ◆ Internal Reconstruction
- ◆ Accounting Standards
- ◆ Past Examination Solved Papers

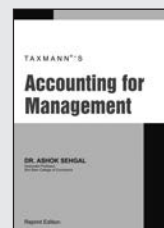


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- ◆ Accounting - Fundamentals
- ◆ Financial Accounting Principles
- ◆ Financial Accounting Standards
- ◆ Accounting Equation and Accounting Process
- ◆ Inventory Valuation
- ◆ Depreciation (Including Amortization of Intangibles)
- ◆ Financial Statements of Non-Corporate Business Entities
- ◆ Financial Statement Analysis
- ◆ Funds Flow Statement
- ◆ Cash Flow Statement



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ACCOUNTING & FINANCE FOR MANAGERS

Part I - Corporate Financial Statements

- ◆ Profit and Loss Account
- ◆ Balance Sheet
- ◆ Cash Flow Statement

Part II - Financial Statements Analysis

- ◆ Financial Ratios
- ◆ Funds Flow Analysis
- ◆ Economic Value Added
- ◆ Case Analysis

Part III - Cost Analysis for Decision Making

- ◆ Understanding Costs

- ◆ Cost Volume Profit Analysis
- ◆ Standard Costing and Variance Analysis
- ◆ Activity Based Costing

PART IV - Financial Decisions

- ◆ Cost of Capital and Capital Structure Planning
- ◆ Capital Structure Planning
- ◆ Investment Decisions
- ◆ Dividend Decision

PART V - Operational Planning and Control

- ◆ Working Capital Planning and Financing
- ◆ Budgetary Control



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- ◆ Accounting Information for Decision Making
- ◆ Understanding Accounting Elements
- ◆ Double Entry Book Keeping Explained
- ◆ Accounting Concepts
- ◆ Accounting Cycle I : Journals and Ledgers
- ◆ Accounting Cycle II : Trial Balance
- ◆ Accounting Cycle III : Preparation of Financial Statements

PART II - Preparation and Presentation of Financial Statements Advanced Issues

- ◆ Financial Reporting Framework
- ◆ Income Statement
- ◆ Statement of Changes of Equity
- ◆ Balance Sheet
- ◆ Statement of Cash Flows

PART III - Special Financial Reporting Issues

- ◆ Earnings Per Share
- ◆ Segment Reporting
- ◆ Related Party Disclosures
- ◆ Interim Financial Reporting
- ◆ Currency Translation
- ◆ Income-tax

PART IV - Recognition and Measurement of Assets and Liabilities

- ◆ Property, Plant and Equipment
- ◆ Intangible Assets
- ◆ Impairment Analysis
- ◆ Lease Accounting
- ◆ Investment Property

- ◆ Financial Instruments Explained
- ◆ Accounting for Financial Instruments
- ◆ Compound Financial Instruments and Embedded Derivatives

PART V - Recognition of Income and Expenses

- ◆ Revenue Recognition
- ◆ Construction Contracts
- ◆ Provisions, Contingent Liabilities and Contingent Assets

PART VI - Business Combination and Consolidation

- ◆ Business Combinations
- ◆ Consolidated Financial Reporting
- ◆ Interests in Joint Venture
- ◆ Accounting for Investments in Associates

PART VII - Financial Reporting Standards

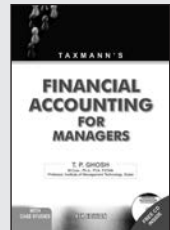
- ◆ Indian Accounting Standards
- ◆ IFRS Convergence and Adoption

PART VIII - Analysis of Financial Statements

- ◆ Financial Ratios

Case Studies

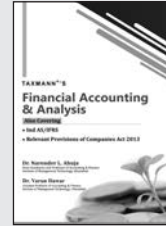
- ◆ Babul Trading Co.
- ◆ Investment Banking at Crossroad
- ◆ Accounting Failures of Satyam and Exposed Public Accounting Oversight Mechanism
- ◆ Crisis of Fair Value Accounting
- ◆ Suspension of Mark to Market Rule for Long-term Foreign Currency Loan



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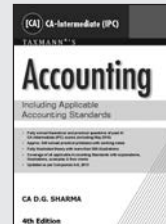
- ◆ Introduction to Accounting
- ◆ Accounting concepts, conventions and policies
- ◆ Recording transactions in the journal and the ledger
- ◆ Trial balance to financial statements
- ◆ Inventory, depreciation and accounting errors
- ◆ The annual report : qualitative and quantitative disclosures
- ◆ Analyzing Financial Statements-I Financial Ratios Analysis
- ◆ Analyzing Financial Statements – II Horizontal, common-size and trend analysis
- ◆ Statement of cash flows
- ◆ Consolidated Financial Statements – I: Introduction and balance sheet consolidation
- ◆ Consolidated Financial Statements - II Consolidated profit & loss statement and further aspects
- ◆ Consolidated Financial Statements - III Vertical & mixed groups, piecemeal acquisition and associates
- ◆ Convergence of Indian Accounting Standards with IFRS
- ◆ Appendices
- ◆ Appendix A : Schedule III of Companies Act, 2013 : General Instructions for preparation of balance sheet and statement of profit and loss of a company
- ◆ Appendix B : Schedule II of Companies Act, 2013 : Useful lives to compute depreciation



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- ◆ Average Due Date
- ◆ Account Current
- ◆ Account from Incomplete Records
- ◆ Financial Statements of not for profit organization (charitable organization)
- ◆ Insurance Claim
- ◆ Account Current
- ◆ Partnership Accounts
- ◆ Shares (Alteration, Conversion into Stock, Bonus shares)
- ◆ Profit Prior to Incorporation
- ◆ Company Financial Statements
- ◆ Investment Accounts
- ◆ Cash Flow Statement
- ◆ Amalgamation
- ◆ Internal Reconstruction
- ◆ Accounting In Computerised Environment
- ◆ Accounting Standards
- ◆ AS-9 : Revenue Recognition
- ◆ AS-10 : Accounting for Fixed Assets
- ◆ AS-13 : Accounting for Investments
- ◆ AS-14 : Accounting for Amalgamations
- ◆ IPCC - Group-I - Paper 1 Accounting - May 2012

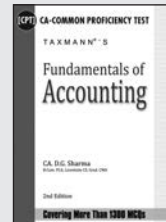


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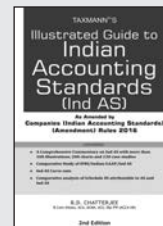
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- ◆ Rectification of Errors
- ◆ Bank Reconciliation Statement
- ◆ Consignment Accounts
- ◆ Joint Venture Account
- ◆ Depreciation
- ◆ Inventory (Stock) Valuation
- ◆ Sales on Approval
- ◆ Final Accounts
- ◆ Partnership
- ◆ Shares/Debentures



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- ◆ Ind AS 7 : Cash flow statement
- ◆ Ind AS 8 : Accounting policies, Accounting estimates and errors
- ◆ Ind AS 10 : Events occurring after the reporting period
- ◆ Ind AS 12 : Income Taxes
- ◆ Ind AS 16 : Property, Plant and Equipment
- ◆ Ind AS 17 : Leases
- ◆ Ind AS 19 : Employee benefits
- ◆ Ind AS 20 : Accounting for Government Grants
- ◆ Ind AS 21 : Effects of change in foreign exchange
- ◆ Ind AS 23 : Borrowing costs
- ◆ Related Party Disclosures
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- ◆ Ind AS 110 : Consolidated Financial statements
- ◆ Ind AS 111 : Joint Arrangements
- ◆ Ind AS 112 : Disclosure of Interests in Other Entities
- ◆ Ind AS 113 : Fair Value Measurement
- ◆ Ind AS 114 : Regulatory Deferral Accounts
- ◆ Ind AS 115 : Revenue from Contracts with Customers



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- ◆ Division Six : Disclosure Standard
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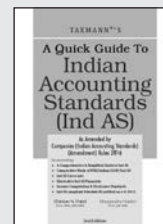
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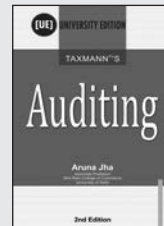
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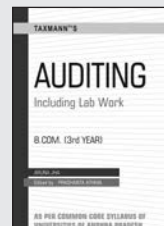
- ◆ Introduction
- ◆ Types of Audit
- ◆ Audit Planning and Documentation
- ◆ Internal Control System
- ◆ Evidence in Auditing
- ◆ Vouching
- ◆ Verification of Assets
- ◆ Verification of Liabilities
- ◆ Company auditor : Appointment and removal
- ◆ Rights and duties of a company auditor
- ◆ Auditor's Report
- ◆ Liabilities of auditor
- ◆ Cost Audit
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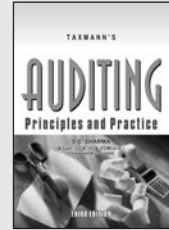
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- ◆ Liabilities of auditor
- ◆ Audit Planning and Documentation
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- ◆ Audit Sampling & Test Checking
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- ◆ Auditing a Limited Company
- ◆ Auditor's Report
- ◆ Audit of Computer Based Accounts
- ◆ Investigations
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- ◆ Company's Divisible Profits and Dividend
- ◆ Government Audits
- ◆ Internal Auditing
- ◆ Cost Audit under section 233B of the Companies Act, 1956
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- ◆ Current Auditing Developments
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- ◆ Financial Planning, Forecasting and External Funds Requirement

PART III : Long-Term Investment Decisions : Capital Budgeting

- ◆ Capital Budgeting : An Introduction
- ◆ Capital Budgeting : Techniques of Evaluation
- ◆ Capital Budgeting : Some Issues
- ◆ Capital Budgeting : Risk and Uncertainty

PART IV : Financing Decision

- ◆ Cost of capital
- ◆ Financing Decision : Leverage Analysis
- ◆ Financing Decision : EBIT-EPS Analysis
- ◆ Leverage, Cost of Capital and Value of the Firm
- ◆ Capital Structure : Planning and Designing

PART V : Dividend Decision

- ◆ Dividend Decision and Valuation of the Firm
- ◆ Dividend Policy : Determinants and Constraints

PART VI : Management of Current Assets

- ◆ Working Capital : Planning and Management
- ◆ Working Capital : Estimation and Calculation
- ◆ Management of Cash and Marketable Securities
- ◆ Receivables Management
- ◆ Inventory Management
- ◆ Financing of Working Capital and the Banking Policy

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- ◆ Lease Financing
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- ◆ Indian Capital Market : Emerging Trends

FUNDAMENTALS OF FINANCIAL MANAGEMENT

PART I : Background

- ◆ Financial Management : An Introduction
- ◆ The Mathematics of Finance

PART II : Long-Term Investment Decisions : Capital Budgeting

- ◆ Capital Budgeting : An Introduction
- ◆ Capital Budgeting : Techniques of Evaluation

PART III : Financing Decision

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- ◆ Capital Structure : Planning and Designing

PART IV : Dividend Decision

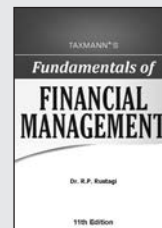
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- ◆ Dividend Policy : Determinants and Constraints

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- ◆ Working Capital : Estimation and Calculation
- ◆ Management of Cash and Marketable Securities
- ◆ Receivables Management
- ◆ Inventory Management

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- ◆ Valuation of Securities



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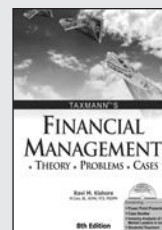
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- ◆ Financial Statement Analysis
- ◆ Ratio Analysis
- ◆ Funds Flow and Economic Value Added Analysis
- ◆ Cash Flow Analysis
- ◆ Analysis of Operating and Financial Leverages
- ◆ Time Value of Money
- ◆ Cost of Capital
- ◆ Capital Structure Decisions
- ◆ Dividend and Retention Policies
- ◆ Project Planning and Control
- ◆ Capital Budgeting Techniques
- ◆ Lease or Buy Decisions
- ◆ Working Capital Planning
- ◆ Inventory Management
- ◆ Receivables Management
- ◆ Management of Cash and Marketable Securities
- ◆ Sources of Working Capital Finance

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- ◆ Financial Strategy and Planning
- ◆ Project Cashflows Estimation

- ◆ Risk Evaluation in Capital Budgeting
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- ◆ Capital Structure : EBIT-EPS Analysis
- ◆ Cost of Capital
- ◆ Leverage, Cost of Capital and Value of the Firm
- ◆ Determinants of Capital Structure

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- ◆ Techniques of Capital Budgeting
- ◆ Capital Budgeting : Risk and Uncertainty

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- ◆ Receivables Management
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PART FIVE : Dividend Decision

- ◆ Dividend Decision and Valuation of the Firm
- ◆ Determinants of Dividend Policy



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- ◆ Dividend Decisions and Share Valuation
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- ◆ Capital and Money Market Instruments
- ◆ Derivatives and Option Pricing
- ◆ Security Analysis
- ◆ Portfolio Management and Risk Return Analysis

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- ◆ Mutual Funds
- ◆ Foreign Investment and International Financial Management
- ◆ Foreign Exchange Risk Management
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- ◆ Financial Policy and Corporate Strategy
- ◆ Foreign Exchange Risk Management
- ◆ Derivatives
- ◆ Risk and Return
- ◆ Mutual Funds
- ◆ Bond Valuation
- ◆ Project Planning & Capital Budgeting (Capital Expenditure decisions)
- ◆ Real Options
- ◆ Lease Decisions
- ◆ Dividend policy
- ◆ Fundamental Analysis

- ◆ Technical Analysis
- ◆ Valuation of Business and Merger & Acquisition
- ◆ General Problems
- ◆ Capital Market
- ◆ International Capital Market
- ◆ Foreign Investments
- ◆ Money Market
- ◆ Inflation and Financial Management
- ◆ General Topics
- ◆ Appendices
- ◆ Tables



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FINANCIAL MANAGEMENT USING EXCEL SPREADSHEET

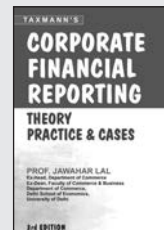
- ◆ Getting Acquainted with Basics of Modelling & Excel
- ◆ Basic Concepts in Finance
- ◆ The Individual Cost of Capital
- ◆ The Overall Cost of Capital
- ◆ Determination of Cash Flow
- ◆ Tools for Project Appraisal
- ◆ Practical Capital Budgeting
- ◆ Break Even Point and Leverage
- ◆ Designing Capital Structure
- ◆ Dividend Policy and Value of Firm
- ◆ Basics of Working Capital and Managing Receivables
- ◆ Inventory Management
- ◆ Cash Management
- ◆ Working Capital Financing
- ◆ Appendices



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- ◆ Standard Costing and Variance Analysis
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- ◆ Costing in Service Sector
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- ◆ Pricing Strategies
- ◆ Responsibility Accounting and Divisional Performance Measurement
- ◆ Transfer Pricing
- ◆ Cost of Labour Turnover, Strike and Economics of Training & Development
- ◆ Cost Control and Cost Reduction
- ◆ Activity Based Costing
- ◆ Life Cycle Costing
- ◆ Target Costing
- ◆ Kaizen
- ◆ Cost of Quality and TQM
- ◆ Capacity Management
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- ◆ Marketing and Distribution Cost Analysis
- ◆ Strategic Management Accounting
- ◆ Learning Curve Theory
- ◆ Linear Programming
- ◆ Network Analysis (PERT & CPM)
- ◆ Assignment Problems
- ◆ Transportation Problems
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- ◆ Inventory Control Models
- ◆ Latest Problems and Solutions
- ◆ Mathematical Tables
- ◆ Syllabus for CA Final (Cost Management)



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- ◆ Understanding Derivatives and Derivatives Market

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- ◆ Forwards and Futures
- ◆ Speculation, arbitrage and hedging through futures

Part 3 : Options

- ◆ Understanding Options
- ◆ Using Options Strategies to Manage Risk
- ◆ Option Premium (Value)
- ◆ Option Valuation Models
- ◆ Exotic, Real and Other Options

Part 4 : Miscellaneous Derivatives

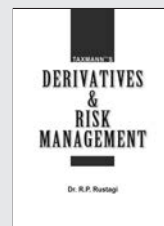
- ◆ Using Swaps to Manage Risk
- ◆ Credit Derivatives
- ◆ Interest Rate Derivatives
- ◆ Currency Derivatives
- ◆ Securitization and Structured Debts

Part 5 : Non-Financial Derivatives

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- ◆ Weather and Other Derivatives

Part 6 : Risk management through derivatives

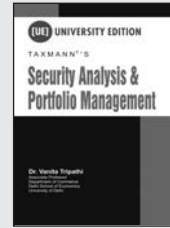
- ◆ Risk management : basics
- ◆ Foreign Exchange Risk Management



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- ◆ Technical Analysis
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 - Arbitrage
 - IRPT, PPPT

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 - Three Stage Model
 - The Greeks
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- ◆ OTC Derivatives
 - FRAs
 - Cap, Collar and Floor
 - Interest Swaps
 - Stock Market Derivatives in India
 - Arbitrage Profit
 - Commodities Derivatives

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- ◆ Portfolio Theory
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 - Capital Rationing
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 - Accounting Rate of Return
 - Risk and Uncertainty
 - Mutually Exclusive Projects
 - IRR Complications
 - Adjusted Present Value
- ◆ Real Options
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 - Binomial Method
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- ◆ B.S.W. Method
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- ◆ Monthly Instalments
- ◆ Cross Border Lease

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- ◆ Walter Model
- ◆ Linter Model
- ◆ Buy Back

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- ◆ Chapter 3 : Working Capital : Estimation and Calculation

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- ◆ Chapter 4 : Measuring Liquidity : Ratio Analysis
- ◆ Chapter 5 : Working Capital Flow : Funds Flow Statement
- ◆ Chapter 6 : Analysing Liquidity Flow : Cash Flow Statement

Part III : Current Assets Management

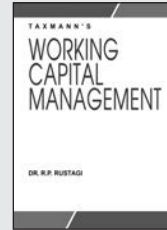
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- ◆ Chapter 8 : Receivables Management
- ◆ Chapter 9 : Inventory Management

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- ◆ Case III : Aeron Adventures Ltd.
- ◆ Case IV : Price Waterhouse Consultancy and Allied Services
- ◆ Case V : Dataware Computer Ltd.
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- ◆ Case VIII : Good Apparels Ltd.



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- ◆ Beyond Valuation of Companies
- ◆ Valuation of Synergy in Mergers and Acquisitions (M&A)
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FINANCIAL MANAGEMENT

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- ◆ Cost Accounting : Systems, Objectives and Essentials
- ◆ Cost Concepts : Terminology and Classification
- ◆ Cost Concepts : Behaviour and Segregation
- ◆ Direct Material : Procurement Procedures and Accounting of Issues
- ◆ Direct Material : Stock Control Techniques
- ◆ Direct Labour : Remuneration Systems
- ◆ Direct Labour : Turnover and Accounting
- ◆ Overheads : Allocation and Apportionment
- ◆ Overheads : Absorption and Recovery
- ◆ Overheads : Treatment of Special Items
- ◆ Activity Based Costing : Systems and Procedures
- ◆ Costing Methods : Output Costing, Job Costing and Batch Costing
- ◆ Contract Costing : Running Contracts and Contracts Nearing Completion
- ◆ Operating Costing : Application in Service Sector
- ◆ Process Costing : Ascertainment of Cost and Profitability
- ◆ Process Costing : Equivalent Units
- ◆ Joint Products and By-products : Ascertainment of Cost and Profitability; Decisions on Further Processing
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- ◆ Cost Book-keeping : Non-Integrated and Integrated Cost Systems
- ◆ Break-even and Cost-Volume-Profit Analysis : In Multi Product and Uncertainty Situations
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- ◆ Marginal Costing
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- ◆ Budgeting and Budgetary Control
- ◆ Standard Costing and Variance Analysis
- ◆ Differential, Opportunity and Relevant Costing
- ◆ Costing in Service Sector
- ◆ Joint Products and By-products
- ◆ Pricing Strategies
- ◆ Responsibility Accounting and Divisional Performance Measurement
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- ◆ Cost of Labour Turnover, Strike and Economics of Training & Development
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- ◆ Life Cycle Costing
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- ◆ Kaizen
- ◆ Cost of Quality and TQM
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- ◆ Simulation
- ◆ Inventory Control Models



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MANAGEMENT ACCOUNTING

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- ◆ Analysis of Financial Statements
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- ◆ Financial Planning, Forecasting and External Funds Requirement

PART III : Cost Data Base for Management Accounting

- ◆ Cost : Concepts, Behaviour and Analysis
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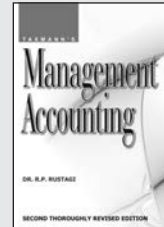
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- ◆ Absorption Costing and Variable Costing

PART IV : Cost Information and Decision Making

- ◆ Cost-Volume-Profit Analysis
- ◆ Relevant Costs and Alternative Choice Decisions
- ◆ Activity Based Costing

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- ◆ Responsibility Accounting



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PART II : Cost Data Base for Management Accounting

- ◆ Cost : Concepts, Behaviour and Analysis
- ◆ Absorption Costing and Variable Costing

PART III : Cost Information and Decision Making

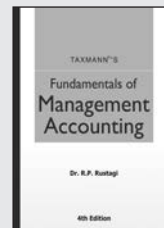
- ◆ Cost-Volume-Profit Analysis

- ◆ Relevant Costs and Alternative Choice Decisions

PART IV : Planning, Control and Performance Measurement

- ◆ Budgeting and Budgetary Control
- ◆ Standard Costing and Variance Analysis
- ◆ Responsibility Accounting

Appendix

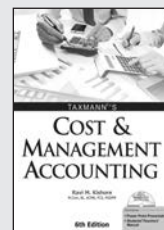


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- ◆ Direct Labour : Accounting and Control
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- ◆ Overheads : Absorption and Accounting
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- ◆ Financial and Cost Accounts : Reconciliation
- ◆ Integration of Cost and Financial Accounts
- ◆ Output Costing and Cost Sheet Preparation
- ◆ Job Costing
- ◆ Batch Costing and Economic Batch Production
- ◆ Contract Costing

- ◆ Process Costing and Operation Costing
- ◆ Process Costing : Equivalent Units
- ◆ Service Costing
- ◆ Profitability of Joint Products and By-Products
- ◆ Uniform Costing and Interfirm Comparisons
- ◆ Cost Audit and Management Audit
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- ◆ Break-even and CVP Analysis
- ◆ Budgeting and Budgetary Control
- ◆ Standard Costing and Variance Analysis
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- ◆ Funds Flow Analysis
- ◆ Cash Flow Analysis
- ◆ Capital Budgeting Methods
- ◆ Mathematical Tables



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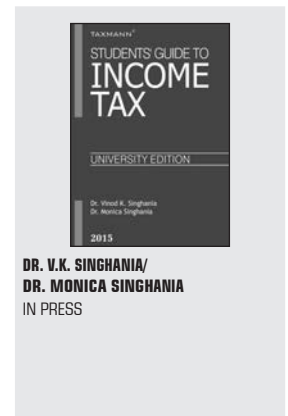
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- ◆ Income under the head "Income from house property" and its computation
- ◆ Income under the head "Profits and gains of business or profession" and its computation
- ◆ Income under the head "Capital gains" and its computation
- ◆ Income under the head "Income from other sources" and its computation
- ◆ Clubbing of income
- ◆ Set off and carry forward of losses
- ◆ Permissible deductions from gross total income
- ◆ Meaning of agricultural income and its tax treatment
- ◆ Individuals - Computation of taxable income
- ◆ Hindu undivided families - Computation of taxable income
- ◆ Firms and associations of persons - Computation of taxable income
- ◆ Return of income
- ◆ Advance payment of tax
- ◆ Deduction and collection of tax at source
- ◆ Interest payable by assessee/Government



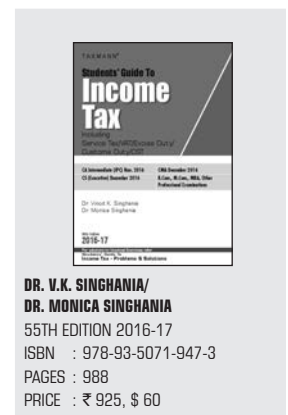
STUDENTS' GUIDE TO INCOME TAX

UNIT 1 : INCOME-TAX

- ◆ Basic concepts that one must know
- ◆ Residential status and its effect on tax incidence
- ◆ Income that is exempt from tax
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- ◆ Firms and associations of persons - Computation of taxable income
- ◆ Return of income
- ◆ Advance payment of tax
- ◆ Deduction and collection of tax at source
- ◆ Interest payable by assessee/Government

UNIT 2 : SERVICE TAX

- ◆ Nature of Service Tax
- ◆ Meaning of "service"
- ◆ Negative list
- ◆ Mega Exemption Notification



- ◆ Place of provision of service
- ◆ Computation of service tax liability
- ◆ Point of taxation
- ◆ Reverse charge mechanism
- ◆ Small service provider
- ◆ Service tax procedures

UNIT 3 : VAT

- ◆ Background
- ◆ Input tax credit available in VAT
- ◆ Different modes of computation
- ◆ Procedures
- ◆ Problems on VAT

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- ◆ Law of excise duty in brief

- ◆ Definitions
- ◆ Valuation for central excise
- ◆ CENVAT
- ◆ Basic procedure
- ◆ Small scale industry and job work

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- ◆ Valuation
- ◆ Customs procedures, baggage, exemptions

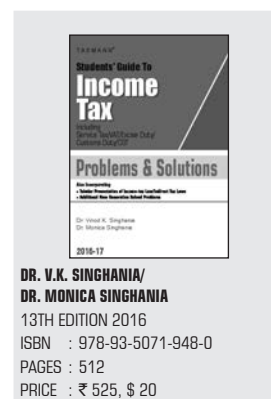
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- ◆ Central sales tax

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- ◆ Basic concepts that one must know
- ◆ Residential status and its effect on tax incidence
- ◆ Income that is exempt from tax
- ◆ Income under the head "salaries" and its computation
- ◆ Income under the head "income from house property"
- ◆ Income under the head "profits and gains of business or profession" and its computation
- ◆ Income under the head "capital gains" and its computation
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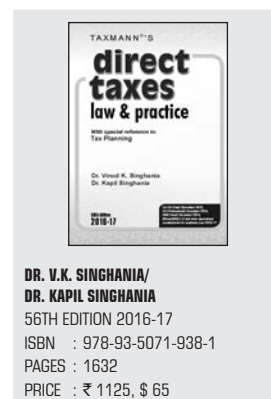
- ◆ Individual - Computation of taxable income
- ◆ Hindu undivided families
- ◆ Firms and AOP
- ◆ Return of income
- ◆ Advance payment of tax
- ◆ Tax deduction and collection at source
- ◆ Interest payable
- ◆ Service tax
- ◆ Value added tax
- ◆ Excise Duty
- ◆ Customs Duty
- ◆ Central Sales Tax
- ◆ Appendix



DIRECT TAXES LAW & PRACTICE

- ◆ Basic concepts
- ◆ Residential status and tax incidence
- ◆ Incomes exempt from tax
- ◆ Salaries
- ◆ Income from house property
- ◆ Profits and gains of business or profession
- ◆ Capital gains
- ◆ Income from other sources
- ◆ Income of other persons included in assessee's total income
- ◆ Set off and carry forward of losses
- ◆ Deductions from gross total income and tax liability
- ◆ Agricultural income
- ◆ Typical problems on assessment of individuals
- ◆ Tax treatment of Hindu undivided families
- ◆ Special provisions governing assessment of firms and association of persons
- ◆ Taxation of companies
- ◆ Assessment of co-operative societies
- ◆ Assessment of charitable and other trusts

- ◆ Return of income and assessment
- ◆ Penalties and prosecutions
- ◆ Advance payment of tax
- ◆ Interest
- ◆ Tax deduction or collection at source
- ◆ Refund of excess payments
- ◆ Appeals and revisions
- ◆ Income-tax authorities
- ◆ Settlement of cases
- ◆ Special measures in respect of transactions with persons located in notified jurisdictional area
- ◆ General Anti-avoidance Rule
- ◆ Advance ruling for non-residents
- ◆ Search, seizure and assessment
- ◆ Transfer pricing
- ◆ Business restructuring
- ◆ Tax planning
- ◆ Miscellaneous
- ◆ Annexures



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- ◆ Unit III - Tax Planning with Reference to Specific Business Decisions

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- ◆ Unit I - Advance tax, TDS and Interest
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DIRECT TAXES - LAW & PRACTICE (HARDBOUND)	DR. V. K. SINGHANIA/ DR. KAPIL SINGHANIA	978-93-5071-932-9	2,275	105	A. Y. 2016-17 & 2017-18
DIRECT TAXES READY RECKONER	DR. V. K. SINGHANIA	978-93-5071-884-1	850	35	39TH EDITION (A. Y. 2016-17 & 2017-18)
INCOME TAX MINI READY RECKONER	DR MONICA SINGHANIA	978-93-5071-906-0	655	35	A. Y. 2016-17 & 2017-18
EMPLOYEES - HOW TO SAVE INCOME TAX	TAXMANN	978-93-5071-908-4	495	20	27TH EDITION; (A. Y. 2016-17 & 2017-18)
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TDS - HOW TO MEET YOUR OBLIGATIONS	TAXMANN	978-93-5071-907-7	750	35	22ND EDITION (F Y 2016)
INCOME-TAX ACT	TAXMANN	978-93-5071-883-4	1,250	65	60TH EDN.; 2016
MASTER GUIDE TO INCOME TAX ACT	TAXMANN	978-93-5071-887-2	1375	65	26TH EDITION; 2016
INCOME TAX RULES	TAXMANN	978-93-5071-885-8	1295	75	53RD EDITION 2016
MASTER GUIDE TO INCOME TAX RULES	TAXMANN	978-93-5071-886-5	1275	65	23RD EDITION 2016
TAXATION OF TRUSTS & NGOs	MANOJ FOGLA		IN PRESS		
BASIC INTERNATIONAL TAXATION (VOLUME I - PRINCIPLES)	ROY ROHATGI	81-7496-732-X	2,250	80	SECOND
BASIC INTERNATIONAL TAXATION (VOLUME II - PRACTICE)	ROY ROHATGI	978-81-7496-982-8	2,250	80	SECOND
INCOME-TAX ACT (POCKET)	TAXMANN	978-93-5071-927-5	760	35	2016

INDIRECT TAXATION

STUDENTS' GUIDE TO INDIRECT TAX LAWS

Unit 1 : service tax

- ◆ Nature of service tax
- ◆ Meaning of "service"
- ◆ Negative list
- ◆ Mega Exemption Notification
- ◆ Place of provision of service
- ◆ Computation of service tax liability
- ◆ Point of taxation
- ◆ Reverse charge mechanism
- ◆ Small service provider
- ◆ Service tax procedures
- ◆ Problems on service tax

Unit 2 : VAT

- ◆ Background
- ◆ Input tax Credit available in VAT

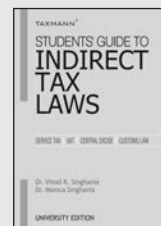
- ◆ different modes of computation
- ◆ Procedures
- ◆ Problems on VAT

Unit 3 : Central excise

- ◆ Law of Excise Duty in brief
- ◆ Definitions
- ◆ Valuation for Central Excise
- ◆ CENVAT
- ◆ Basic procedure
- ◆ Small scale industry and job work

Unit 4 : Customs Law

- ◆ Basic concepts of Customs Law
- ◆ Types of customs duty
- ◆ Valuation
- ◆ Customs procedures, baggage, exemptions



**DR. V.K. SINGHANIA/
DR. MONICA SINGHANIA**
EDITION 2016
ISBN : 978-93-5071-831-5
PAGES : 392
PRICE : ₹ 345, \$ 15

INDIRECT TAX LAWS (SET OF 2 MODULES)

Module 1

Division One : Charge, Classification and Valuation

- ◆ Basic Concepts under Central Excise
- ◆ Tariff and Classification
- ◆ Duty Based on Annual Capacity, Compounded Levy Scheme, Tariff Value & MRP-based Excise Duty
- ◆ Transaction Value Based Duty & Valuation Audit

Division Two : Cenvat Credit

- ◆ Cenvat Credit - Basics and Definitions
- ◆ Cenvat Credit - Availment and Utilization
- ◆ Cenvat Credit - Exempted Goods & Services
- ◆ Cenvat Credit - Procedures

Division Three : SSI, Procedures And Exports

- ◆ SSI Exemption
- ◆ General Procedures under Central Excise
- ◆ Export Incentives and Procedures

MODULE 2

Division One : Basic Concepts under Service Tax

- ◆ Charge of Service Tax & Person
- ◆ Service, Declared Services and Negative List
- ◆ Relevant Date for Taxation (Point of Taxation)
- ◆ Valuation of Services
- ◆ Interpretation and Classification of Services and Bundled Services
- ◆ Place of Provision of Services
- ◆ Export of Services, SEZs and Export Incentives
- ◆ Exemption to Small Service Providers, Charities and UN

Division Two : Taxability of Services

- ◆ Negative List of Services and Related Provisions
- ◆ Declared Services & Related Provisions
- ◆ Other Services — Exemption, Abatement, Composition Rates

Division Three : Procedures under Service Tax

- ◆ Payment of Service Tax (Including Reverse Charge) & Accounting

- ◆ Registration Under Service Tax
- ◆ Assessment, Self-assessment and Returns under Service Tax
- ◆ Invoice, Records, Audit, Powers and other provisions

MODULE 3

Division One : Charge, Valuation and Classification

- ◆ Customs : Basics and Charge of Duty
- ◆ Customs : Valuation of Goods
- ◆ Customs : Classification, Tariff & Various Duties

Division Two : Import and Export Procedures and Powers

- ◆ Import, Export & Warehousing Procedures
- ◆ Customs : Drawback, Baggage, Import/Export by Post, Stores & Coastal Goods
- ◆ Customs : Powers, Control & Procedures
- ◆ Customs : Confiscation and Penalties

Division Three : Foreign Trade Policy

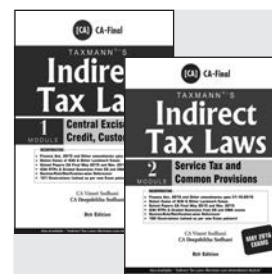
- ◆ FTP — Basics, General Provisions for Imports/Exports, Glossary & Definitions
- ◆ FTP — Export from India Schemes, Duty Exemption/Remission Schemes, EPCG Scheme & Deemed Exports
- ◆ FTP — EOU, EHTPs, STPs, BTPs, SEZs and FTWZs

Division Four : Common Provisions under Indirect Taxes

- ◆ Indirect Tax Laws (IDTL) : Recovery & Interest
- ◆ Indirect Tax Laws (IDTL) : Evasion Penalty and Punishment
- ◆ Indirect Tax Laws (IDTL) : Circular, Exemption & Refund
- ◆ Indirect Tax Laws (IDTL) : Advance Rulings
- ◆ Indirect Tax Laws (IDTL) : Settlement of Cases
- ◆ Indirect Tax Laws (IDTL) : Appeals, Review & Revision

Module 4

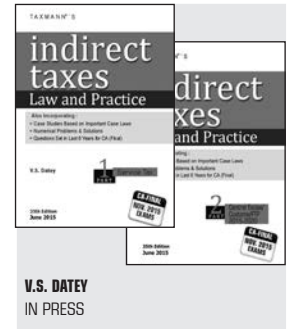
- ◆ Central Excise and Cenvat Credit
- ◆ Service Tax — Basics, Taxability and Procedures
- ◆ Customs and Foreign Trade Policy
- ◆ Common Provisions



**VINEET SODHANI/
DEEPSHIKHA SODHANI**
IN PRESS

INDIRECT TAXES LAW & PRACTICE (Part 1 & Part 2)

- ◆ Introduction
- ◆ Nature of service tax
- ◆ Negative list of services
- ◆ Exemptions from service tax
- ◆ Abatements and composition schemes
- ◆ Exemption to Small Service Providers
- ◆ Interpretation of specific description of services
- ◆ Value of taxable service
- ◆ Reverse charge under service tax
- ◆ Taxable Territory
- ◆ Place of Provision of Service
- ◆ Point of Taxation
- ◆ Service Portion of Works Contract
- ◆ Construction activity
- ◆ Renting of immovable property
- ◆ Refrain from Act or Tolerating an Act
- ◆ Telecom related services
- ◆ Hire of goods
- ◆ Software related services
- ◆ Intellectual Property Right Related Services
- ◆ Job work
- ◆ Banking and financial services
- ◆ Transport of goods by road, rail or water
- ◆ Transport of Passengers
- ◆ Renting and hire of motor vehicles to carry passengers
- ◆ Educational services
- ◆ Food Related Services
- ◆ Services by or to Government or Local Authority
- ◆ Agriculture Related Services
- ◆ Manpower Supply and Security Services
- ◆ Other Taxable Services
- ◆ Export of Services
- ◆ Import of Services
- ◆ Services provided to and by SEZ and EOU
- ◆ Basics of Cenvat Credit
- ◆ Cenvat Credit of Input Service
- ◆ Inputs and Capital Goods for Cenvat
- ◆ Availment and Utilisation of Cenvat Credit
- ◆ Duty paying documents for Cenvat
- ◆ Exempted goods/Exempted output services
- ◆ Other Provisions of Cenvat
- ◆ Basic Procedures of Service Tax
- ◆ Payment of Tax and Filing of Returns
- ◆ Assessments and Adjudication
- ◆ Demand and Recovery
- ◆ Refund of Service Tax and Interest
- ◆ Penalties under Service tax
- ◆ Appeals and Revision
- ◆ Prosecution and Compounding
- ◆ Miscellaneous Provisions
- ◆ Transaction Value in Excise
- ◆ Valuation Rules
- ◆ MRP Based Valuation
- ◆ Other Modes of Valuation of a Product
- ◆ Overview of Cenvat
- ◆ Basic Procedures in Excise
- ◆ Other Procedures in Central Excise
- ◆ Excise concession to SSI
- ◆ Exemption from Duty
- ◆ Refund of Duty
- ◆ Demands of Duty
- ◆ Captive consumption and Job work in Excise
- ◆ Other Topics in Central Excise
- ◆ Introduction to Customs Duty
- ◆ Valuation for Customs Duty



- ◆ Customs Procedures
- ◆ Baggage, Courier and Post
- ◆ Exemptions, Remission and Demands in Customs
- ◆ Other provisions in customs
- ◆ Foreign Trade Policy
- ◆ Input Customs Duty Neutralisation Schemes
- ◆ EOU and SEZ
- ◆ Assessment and Adjudication
- ◆ Appeals in indirect taxes
- ◆ Settlement Commission and Advance Ruling
- ◆ Enforcement Powers of Revenue Officers
- ◆ Penalties and Confiscation
- ◆ Criminal Offences

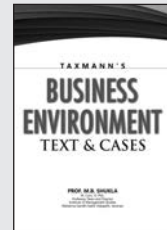
ALSO AVAILABLE

TITLE	AUTHOR	ISBN	PRICE		EDITION
			INR	USD	
SERVICE TAX MANUAL	TAXMANN	978-93-5071-916-9	1195	55	24TH EDITION 2016
SERVICE TAX READY RECKONER	V S DATEY	978-93-5071-917-6	1395	55	27TH EDITION 2016
SERVICE TAX HOW TO MEET YOUR OBLIGATIONS (SET OF 2 VOLS.)	S.S GUPTA	978-93-5071-924-4	4100	170	41ST EDITION 2016

ECONOMICS

BUSINESS ENVIRONMENT TEXT & CASES

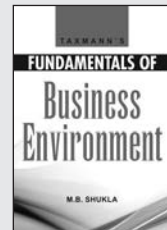
- ◆ Business and its Environment
- ◆ Business and Society
- ◆ Regulatory Framework of Business
- ◆ Economic Development in India
- ◆ Economic and Industrial Policies
- ◆ Indian Financial System
- ◆ Labour Environment
- ◆ International Environment
- ◆ Contemporary Issues



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FUNDAMENTALS OF BUSINESS ENVIRONMENT

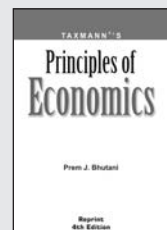
- ◆ Economic Environment
- ◆ Banking and Finance
- ◆ Industrial Development
- ◆ Economic Policies
- ◆ Social Environment
- ◆ Legal Environment
- ◆ International Environment
- ◆ Contemporary Issues



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- ◆ Definition, Nature and Scope of Economics
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- ◆ Theory of Consumer's Behaviour
- ◆ Demand Forecasting
- ◆ Supply Analysis
- ◆ Production Analysis
- ◆ Cost Analysis
- ◆ Markets
- ◆ Economic Growth and Economic Development
- ◆ National Income
- ◆ Economic Growth and Population
- ◆ Agriculture
- ◆ Industry
- ◆ Fiscal Policy
- ◆ Money and Banking
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- ◆ World Trade Organisation
- ◆ Role of Important World Organisations



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- ◆ Economic Resources of India
- ◆ Human Development in India
- ◆ Indian Demographic Structure

PART 2 : Indian Planning

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- ◆ Unemployment in India
- ◆ Management of Indian Agriculture
- ◆ Agriculture Finance in India

PART 3 : Industrial Development

- ◆ Large Scale Industries in India
- ◆ Small Scale and Cottage Industries

- ◆ Service and Entrepreneurial Sector

PART 4 : Banking and Finance

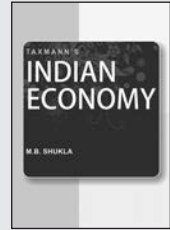
- ◆ Commercial Banks in India
- ◆ Financial Institutions in India

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- ◆ Management of Indian Transport System

PART 6 : International Trade and Organisation

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- ◆ World Trade Organization



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BUSINESS ECONOMICS

Unit 1 - Introduction

- ◆ Introduction to Economics
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- ◆ Indifference Curve Analysis

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- ◆ Demand Analysis
- ◆ Classification of Goods on the basis of Income
- ◆ Elasticity of demand: price, income and cross
- ◆ Supply, Elasticity of supply and Market Equilibrium

Unit 3 - Production and Costs

- ◆ Producer's behaviour in short run
- ◆ Theory of Production in long run
- ◆ Cost behaviour of a Firm: short and long run

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- ◆ Monopolistic Competition
- ◆ Oligopoly
- ◆ Factors of Production

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- ◆ Economic System
- ◆ Liberalization, privatization and globalization
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- ◆ Elasticity of Demand and Supply
- ◆ Theorems of Elasticity
- ◆ Numericals on Elasticity

UNIT II : Utility

- ◆ Demand Analysis I : Marginal Utility
- ◆ Demand Analysis II : Ordinal Utility Indifference Curve
- ◆ Budget Line and Consumer Equilibrium
- ◆ Income and Price Consumption Curve
- ◆ Engels Curve
- ◆ Decomposition of Price Effect into Income and Substitution Effect
- ◆ Applications and Numericals of Indifference Curve
- ◆ Revealed Preference Theory

UNIT III : Production

- ◆ Production Decisions of Firms in Short Run
- ◆ Isoquants
- ◆ Isoquants/Equal Product Curves
- ◆ Numericals on Isoquants
- ◆ Production Decision of Firms in the long run
- ◆ Long Run Law of Production

UNIT IV : Cost

- ◆ Short Run Cost
- ◆ Cost Curves in the Long Run
- ◆ Derivation of Cost Curves
- ◆ Learning Curve and Derivation of Cost Curves

UNIT V : Market and Stability Analysis

- ◆ Market and Perfect Competition
- ◆ Profit maximisation by a Competitive Firm (Choosing Output in the Short Run)
- ◆ Choosing output in the long run



DR. ABHA MITTAL

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- ◆ Supply Curve and Producer Surplus under Perfect Competition
- ◆ Effect of Tax and Subsidy
- ◆ Stability Analysis

Ten Year Questions

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- ◆ Business environment: Meaning, Concept, Components & Importance; Economic Systems; Environmental Scanning and the Indian Business Environment
- ◆ Concept of National Income, its Components and Trends in the Indian Economy
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- ◆ Agricultural Credit, Agricultural Marketing
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- ◆ Large Scale Industries
- ◆ Small Scale Industries
- ◆ Foreign Trade in India
- ◆ Money, Finance, Indian Financial System, Monetary Policy
- ◆ Fiscal Policy in India
- ◆ Indian Public Finance
- ◆ Economic Reforms in India
- ◆ Planning and Economic Development in India
- ◆ Problem of Capital Formation in India
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- ◆ Inequality and Economic Imbalances in India; Balanced regional development
- ◆ India and the World Economy - Globalisation
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- ◆ Industrial Policy
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- ◆ Liberalisation, Regulation and Competition Policy
- ◆ Protection of Consumer and Environment
- ◆ Globalisation and Indian Economy
- ◆ Foreign Exchange Management Act (FEMA)

Unit III : Socio-Cultural Environment

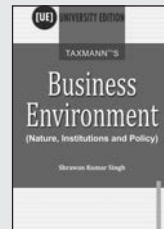
- ◆ Social and Cultural Environment
- ◆ Corporate Social Responsibility and Sustainable Business

Unit IV : Political Environment

- ◆ State and Market: Role of Government
- ◆ Political and Legal Environment
- ◆ Companies Act, 2013

Unit V : Natural and Technological Environment

- ◆ Technological Environment
- ◆ Technology in India and its Management
- ◆ Contemporary Business Environment in India



SHRAWAN KUMAR SINGH
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MICRO ECONOMICS

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- ◆ Demand Analysis
- ◆ Supply Analysis
- ◆ Price Elasticity of Demand
- ◆ Income and Cross Elasticity of Demand
- ◆ Ordinal Approach to The Consumer Behaviour
- ◆ Indifference Curve Analysis : Price, Income and Substitution Effects
- ◆ Revealed Preference Theory

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- ◆ Theory of Production in Short Run

- ◆ Theory of Production in Long Run
- ◆ Cost Curves in Short Run
- ◆ Cost Curves in Long Run

UNIT III - PERFECT COMPETITION

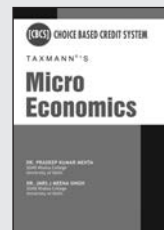
- ◆ Theory of Perfect Competition
- ◆ Applications of Perfect Competition

UNIT IV - MONOPOLY

- ◆ Monopoly

UNIT V

- ◆ Imperfect Competition
- ◆ Monopolistic Competition
- ◆ Oligopoly



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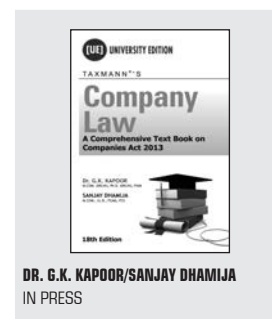
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TITLE	AUTHOR	ISBN	PRICE		EDITION
			INR	USD	
GENERAL ECONOMICS	P.M SALWAN/PRANJAL B DESHPANDE	978-93-5071-416-4	295	30	2ND EDITION 2014
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BUSINESS ECONOMICS	P.M. SALWAN/JAY SODANI	978-93-5071-641-0	375	30	2015 EDITION
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BUSINESS LAWS/COMPANY LAW

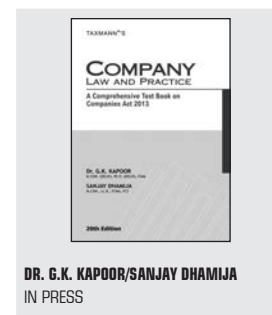
COMPANY LAW

- ◆ History of company legislation
- ◆ Meaning and Nature of a Company
- ◆ Kinds of Companies
- ◆ Formation and Incorporation of a Company
- ◆ Memorandum of Association
- ◆ Articles of Association
- ◆ Prospectus
- ◆ Acceptance of Public Deposits
- ◆ Share and Share Capital
- ◆ Membership
- ◆ Registers and returns
- ◆ Investments, Loans, Borrowings and Debentures
- ◆ Divisible Profits and Dividend
- ◆ Company Management
- ◆ Company Secretary and Practising Company Secretary
- ◆ Company Meetings-I - General
- ◆ Company Meetings-II - General Body Meetings
- ◆ Company Meetings-III - Board Meetings
- ◆ Accounts and Audit
- ◆ Inspection, Inquiry and Investigation
- ◆ Majority Rule and Minority Protection
- ◆ Prevention of Oppression and Mismanagement
- ◆ Compromises, Arrangements, Reconstruction and Amalgamation
- ◆ Revival and Rehabilitation of sick companies
- ◆ Winding Up
- ◆ Service of Documents
- ◆ Corporate Governance
- ◆ The Depositories Act, 1996 : An Analysis
- ◆ Company Law in a Computerised Environment - E-Governance and E-Filing



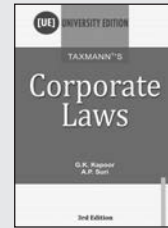
COMPANY LAW & PRACTICE

- ◆ History of Company Legislation
- ◆ Meaning and Nature of a Company
- ◆ Kinds of Companies
- ◆ Formation and Incorporation of a Company
- ◆ Memorandum of Association
- ◆ Articles of Association
- ◆ Prospectus
- ◆ Acceptance of Public Deposits
- ◆ Share and Share Capital
- ◆ Membership
- ◆ Registers and Returns
- ◆ Investments, Loans, Borrowings and Debentures
- ◆ Divisible Profits and Dividend
- ◆ Company Management
- ◆ Company Secretary and Practising Company Secretary
- ◆ Company Meetings-I - General
- ◆ Company Meetings-II - General Body Meetings
- ◆ Company Meetings-III - Board Meetings
- ◆ Accounts and Audit
- ◆ Inspection, Inquiry and Investigation
- ◆ Majority Rule and Minority Protection
- ◆ Prevention of Oppression and Mismanagement
- ◆ Compromises, Arrangements, Reconstruction and Amalgamation
- ◆ Revival and Rehabilitation of sick companies
- ◆ Winding Up
- ◆ Authorities under the Companies Act, 2013 and Miscellaneous Provisions



CORPORATE LAWS

- ◆ History of Company Legislation
- ◆ Meaning and Nature of a Company
- ◆ Formation and Incorporation of a Company
- ◆ Classification/Kinds of Companies
- ◆ Memorandum of Association
- ◆ Articles of Association
- ◆ Prospectus
- ◆ Shares, share capital and allotment of shares
- ◆ Calls on shares and forfeiture of shares
- ◆ Transfer and transmission of shares
- ◆ Membership
- ◆ Company Management
- ◆ Company Meetings
- ◆ Dividends
- ◆ Accounts and Audit
- ◆ Registers and Returns
- ◆ Winding up
- ◆ The Depositories Act, 1996
- ◆ Producer Companies
- ◆ Company Law in a Computerised Environment – E-Governance and E-Filing



DR. G.K. KAPOOR/AP SURI
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PAGES : 344
PRICE : ₹ 325, \$ 20

MERCANTILE AND COMMERCIAL LAWS

- ◆ Contract : Definition and Concept
- ◆ Agreement : Offer and Acceptance
- ◆ Consideration and legality
- ◆ Capacity of Parties
- ◆ Free Consent
- ◆ Void Agreements
- ◆ Contingent Contracts
- ◆ Quasi Contracts
- ◆ Performance of Contracts
- ◆ Discharge of Contract
- ◆ Remedies for Breach of Contract
- ◆ Indemnity and Guarantee
- ◆ Bailment and pledge
- ◆ Agency
- ◆ Contract of Sale of Goods
- ◆ Conditions and Warranties
- ◆ Transfer of Property
- ◆ Performance of Contract of Sale
- ◆ Remedies
- ◆ Partnership : An Introduction
- ◆ Formation of Partnership
- ◆ Rights and Obligations of Partners
- ◆ Dissolution of a Partnership Firm
- ◆ Negotiable Instruments
- ◆ Promissory Notes, Bills of Exchange and Cheques
- ◆ Parties to a Negotiable Instrument
- ◆ How to Negotiate an Instrument
- ◆ Discharge, Presentment and Dishonour of a Negotiable Instrument
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- ◆ Some Important Provisions
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- ◆ Arbitration and Conciliation Act, 1996

BUSINESS LAWS

PART I - Indian Contract Act, 1872

- ◆ Nature and Kinds of Contracts
- ◆ Offer and Acceptance
- ◆ Consideration
- ◆ Capacity to Contract
- ◆ Free Consent
- ◆ Legality of Object and Consideration
- ◆ Void Agreements
- ◆ Contingent Contracts
- ◆ Discharge of Contracts
- ◆ Remedies for Breach of Contract
- ◆ Quasi Contract
- ◆ Contracts of Indemnity and Guarantee
- ◆ Contracts of Bailment and Pledge
- ◆ Contract of Agency (Sections 182-238)

PART II - Sale of Goods Act, 1930

- ◆ General Principles

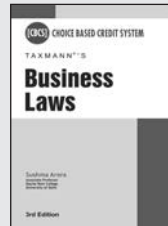
- ◆ Conditions and Warranties
- ◆ Transfer of Property (Ownership) in Goods
- ◆ Transfer of Title by non-owners
- ◆ Performance of Contract of Sale
- ◆ Rights of Unpaid Seller
- ◆ Miscellaneous

PART III - Limited Liability Partnership Act, 2008

- ◆ Limited Liability Partnership Act, 2008

Part IV - Information Technology Act, 2000

- ◆ Information Technology Act, 2000
- ◆ Digital Signature
- ◆ Electronic Governance
- ◆ Attribution, Acknowledgement and Dispatch of Electronic Records
- ◆ Regulation of Certifying Authorities (Sections 17-34)



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- ◆ Nature, Meaning, Essentials and Kinds of Contract
- ◆ Offer and Acceptance
- ◆ Consideration
- ◆ Competency of the parties to contract
- ◆ Free Consent
- ◆ Legality of object and consideration
- ◆ Void agreements and contingent contracts
- ◆ Discharge of contract
- ◆ Quasi contracts
- ◆ Remedies for breach of contract
- ◆ Indemnity and guarantee
- ◆ Contract of bailment
- ◆ Contract of agency

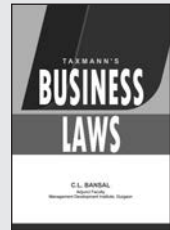
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- ◆ Nature and formation of contract of sale
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- ◆ Transfer of property
- ◆ Performance of contract of sale
- ◆ Unpaid seller and his rights

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- ◆ ICA, 1872 : Free Consent
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- ◆ ICA, 1872 : Quasi contracts

- ◆ ICA, 1872 : Remedies for breach of contract

- ◆ ICA, 1872 : Indemnity and guarantee

- ◆ ICA, 1872 : Contract of bailment and pledge

- ◆ ICA, 1872 : Contract of agency

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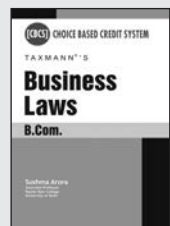
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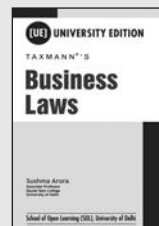
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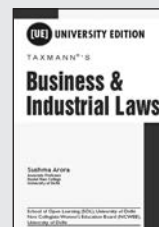
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- ◆ Essentials of a Valid Acceptance
- ◆ Essentials of a Valid Consideration
- ◆ Capacity to Contract
- ◆ Free Consent

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- ◆ Expressly declared void agreements
- ◆ Discharge of contract
- ◆ Remedies for breach of contract

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- ◆ The Sale of Goods Act
- ◆ Rights of unpaid Seller

- ◆ Conditions and warranties
- ◆ Sale by Non-owners and Auction Sale

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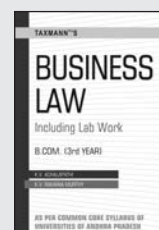
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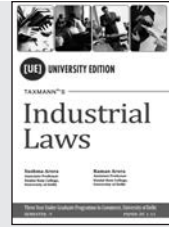
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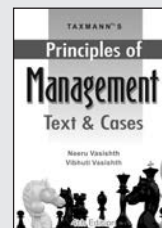
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- ◆ Direction and Supervision
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- ◆ Motivation
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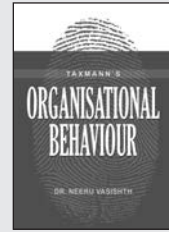
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- ◆ Leadership
- ◆ Group Dynamics
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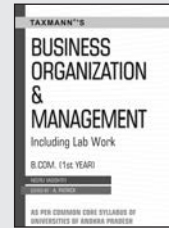
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 - ◆ Choice of form of Organisation
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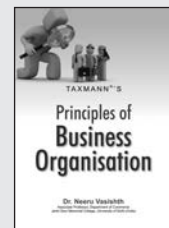
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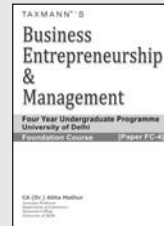
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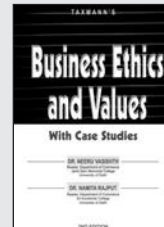
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- ◆ Mind
- ◆ Intellect
- ◆ Self, suk, suvidha, sanyam and swasthya
- ◆ Living in Self-Harmony

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- ◆ Relationship Harmony
- ◆ Values in human relationship
- ◆ Family Harmony

- ◆ Societal Harmony
- ◆ Spiritual Harmony

DIVISION FOUR : Cosmic Harmony

- ◆ Harmony in Nature
- ◆ Renewable Energy
- ◆ Bio-diversity
- ◆ Interconnectedness
- ◆ Existence and Co-existence
- ◆ Living in Holistic Harmony

DIVISION FIVE : Holistic Harmony

- ◆ Human Values
- ◆ Professional Ethics
- ◆ Values and Code of Conduct
- ◆ Human Civilization and Humanistic Universal Order
- ◆ Eco-friendly technologies
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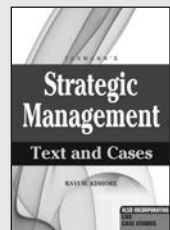
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- ◆ Overview of Strategic Management
- ◆ External Environment Analysis
- ◆ Internal Organization Analysis
- ◆ Strategic Planning
- ◆ Strategy Formulation
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- ◆ Strategy Implementation and Control
- ◆ Social Responsibility, Corporate Governance and Synergy
- ◆ Business Portfolio Analysis
- ◆ Reaching Strategic Edge
- ◆ Marketing Management Strategies
- ◆ Financial Management Strategies
- ◆ Cost Management Strategies
- ◆ Operations Management Strategies

- ◆ Human Resources Management Strategies
- ◆ Risk Management Strategies

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- ◆ SWOT Analysis of Bearings Manufacturer
- ◆ Vision Statements
- ◆ Mission Statements
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- ◆ Fundamental Analysis : Allcargo Global Logistics Ltd.
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- ◆ Strategic Cost Management in Car Manufacturing : Tata Motors Ltd.
- ◆ Choose Correct Answer
- ◆ Answers

BUSINESS COMMUNICATION

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- ◆ Importance and Purpose of Communication
- ◆ Dimensions of Communication
- ◆ Channels of Communication : Formal vs. Informal
- ◆ Patterns of Communication or 'Communication Nets' in Organisations
- ◆ Means/Media of Communication : Importance of Verbalization or Use of Words
- ◆ A Look at Some Prominent Trade Names
- ◆ Verbal Communication : Oral
- ◆ Telephone Conversation
- ◆ Verbal Communication : Written
- ◆ Non-Verbal Communication : Kinesics or Body Language
- ◆ Non-Verbal Communication : Paralanguage or Paralinguistics
- ◆ Non-Verbal Communication : Proxemics or Space Language, Time Language & Surroundings
- ◆ Non-Verbal Communication : Sign Language - Visual and Audio Elements
- ◆ Culture and Communication
- ◆ Functions of Communication
- ◆ Emotional Intelligence
- ◆ Conflict and Negotiation
- ◆ Group Decision-Making
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- ◆ Speeches : Prepared vs. Impromptu
- ◆ Communication and Customer Care/Customer Relations
- ◆ Business Etiquette
- ◆ Advertising
- ◆ Communication for Public Relations
- ◆ Corporate Communication
- ◆ Technology of Business Communication
- ◆ Ethics and Values in Business Communication
- ◆ Barriers and Breakdowns in Communication
- ◆ Guidelines for Effective Communication

PART 2 : English for Effective Business Communication

- ◆ Business English or English for Business?
- ◆ Tips for Clear Writing
- ◆ Tips for Persuasive Writing
- ◆ Avoiding Standard Writing
- ◆ Punctuation
- ◆ English Spelling
- ◆ English Pronunciation
- ◆ Ways to Enrich Vocabulary
- ◆ Some Foreign Words and Phrases
- ◆ American English and Some Recent Additions to English Vocabulary
- ◆ Some Common Idioms and Phrases
- ◆ Abbreviations and Acronyms

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- ◆ Documentation and Research Tools

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- ◆ Enquiries and Replies
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- ◆ Status Enquiries
- ◆ Collection or dunning Letters
- ◆ Sales Letters or Offers
- ◆ Goodwill Letters, Greetings, etc.
- ◆ Circular Letters
- ◆ Applications for Employment
- ◆ Employment Related Correspondence (Other Than Application)
- ◆ Correspondence of a Company Secretary
- ◆ Correspondence with Banks
- ◆ Import-Export Correspondence
- ◆ Insurance Correspondence
- ◆ Agency Correspondence
- ◆ Correspondence with Government Authorities
- ◆ Representations to Public Authorities, Trade Associations and Chambers of Commerce

PART 4 : Intra-Organisational Communication

- ◆ Memoranda
- ◆ Notices, Circulars and Orders
- ◆ Staff Suggestions and Complaints
- ◆ Correspondence with Regional/Branch Offices
- ◆ Agenda and Minutes
- ◆ Summarising or Precise Writing
- ◆ Report Writing-1
- ◆ Report Writing-2
- ◆ Proposal Writing
- ◆ Periodical Publications for Internal Circulation

PART 5 : External Communication

- ◆ Press Releases and Notices
- ◆ Invitations to Tender and Bid, Auction Notices, etc.
- ◆ Expression of Interest (EOI)
- ◆ Press Conferences, Exhibitions, Launches
- ◆ Magazines, Brochures, etc.
- ◆ Mailshots and Reply Coupons
- ◆ Advertisements for Senior Positions
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- ◆ Tackling the Problem of Unemployment
- ◆ Public Relations In India Today
- ◆ The Problem of Unaccounted Money
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- ◆ Index

FUNDAMENTALS OF BUSINESS COMMUNICATION**PART ONE : Communication - A Brief Survey**

- ◆ What is Communication ?
- ◆ Some Important Models of Communication
- ◆ Business Communication : Its Functions and Importance
- ◆ Dimensions or Directions of The Flow of Communication
- ◆ Formal and Informal Communication - Communication Networks and Grapevine Chains
- ◆ Verbal and Non-verbal Communication
- ◆ Principles of Effective Communication and The Seven C's of Communication
- ◆ Barriers to Communication
- ◆ Corporate Communication
- ◆ The Art of Listening and Silence
- ◆ Group Discussion, Conferences, Seminars and Workshops
- ◆ Presentations and Interviews
- ◆ Making Speeches
- ◆ Culture and Communication
- ◆ Some Important Concepts For Communication

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- ◆ Essentials of Effective Correspondence
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- ◆ Placing and Fulfilling Orders

- ◆ Complaints and Follow Up
- ◆ Collection or Dunning Letters
- ◆ Sales Letters or Offers
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- ◆ Applications for Employment
- ◆ Correspondence With Banks
- ◆ Insurance Correspondence
- ◆ Correspondence With Government Authorities

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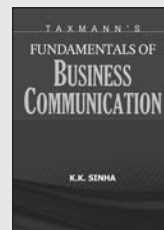
- ◆ Memoranda
- ◆ Notices, Circulars and Orders
- ◆ Agenda and Minutes
- ◆ Report Writing
- ◆ Proposal Writing

PART FOUR : Modes of Quick Transmission of Messages

- ◆ Technology of Business Communication
- ◆ Telegram, Telex, Fax Messages, Cellphone, SMS, Electronic Mail, Blog And Twitter

PART FIVE : Appendices

- ◆ Appendix A : Tips For Clear Writing
- ◆ Appendix B : Avoiding Ungrammatical Writing
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- ◆ Importance and objectives of Technical Communication
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- ◆ Guidelines for effective communication

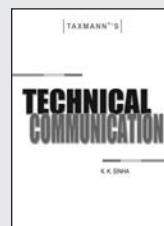
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- ◆ EST (English for Science and Technology) - A Distinct Variety of English

- ◆ A Rapid Review of English Grammar
- ◆ Avoiding Ungrammatical Writing
- ◆ Punctuation
- ◆ Ways to Enrich Vocabulary
- ◆ English Spelling
- ◆ A look at the Emerging Lingo
- ◆ Numerals

Part 3 : Listening Skills For Technical Communication

- ◆ Importance of Listening
- ◆ Listening for scientific/Technical information and the art of note taking
- ◆ Barriers to listening and their remedies

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Part 5 : Reading Skills for Technical Communication

- ◆ The importance, nature and functions of Reading
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- ◆ Reading strategies for scientific/Technical Materials
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- ◆ Report Writing - 2
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- ◆ Essentials of Effective Correspondence
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- ◆ Sales Letters or Offers
- ◆ Goodwill Letters, Greetings, Etc.
- ◆ Circular Letters
- ◆ Applications for Employment
- ◆ Employment Related Correspondence (other than application)
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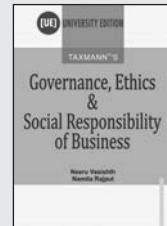
- ◆ Major Corporate Governance Failures

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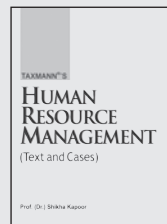
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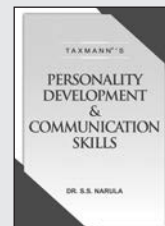
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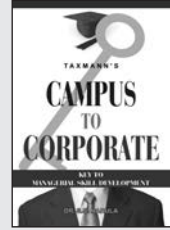
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- ◆ Weekly Holidays Act, 1942

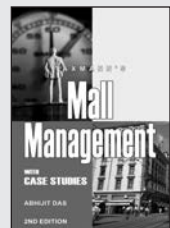


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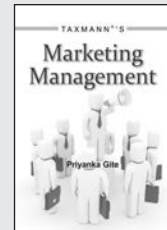
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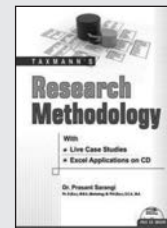
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- ◆ Regression Analysis

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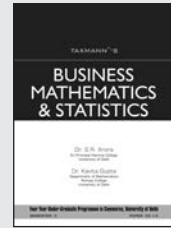
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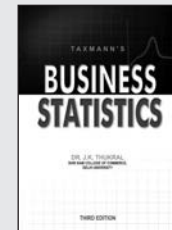


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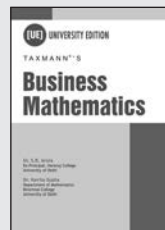
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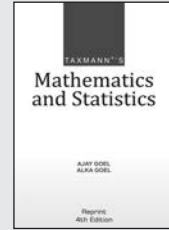
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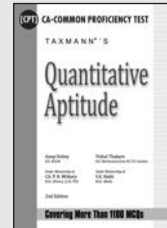
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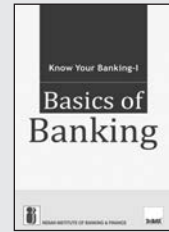
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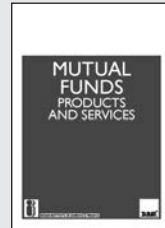
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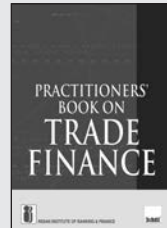
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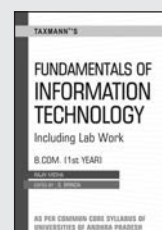


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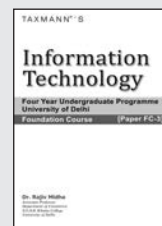
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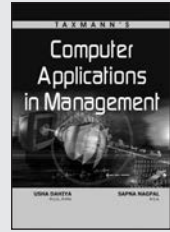
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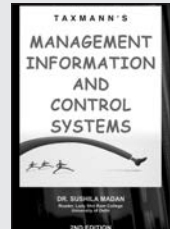
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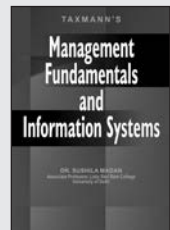
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CRIMINAL MAJOR ACTS	TAXMANN	978-93-5071-184-2	475	27	2013 EDITION
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