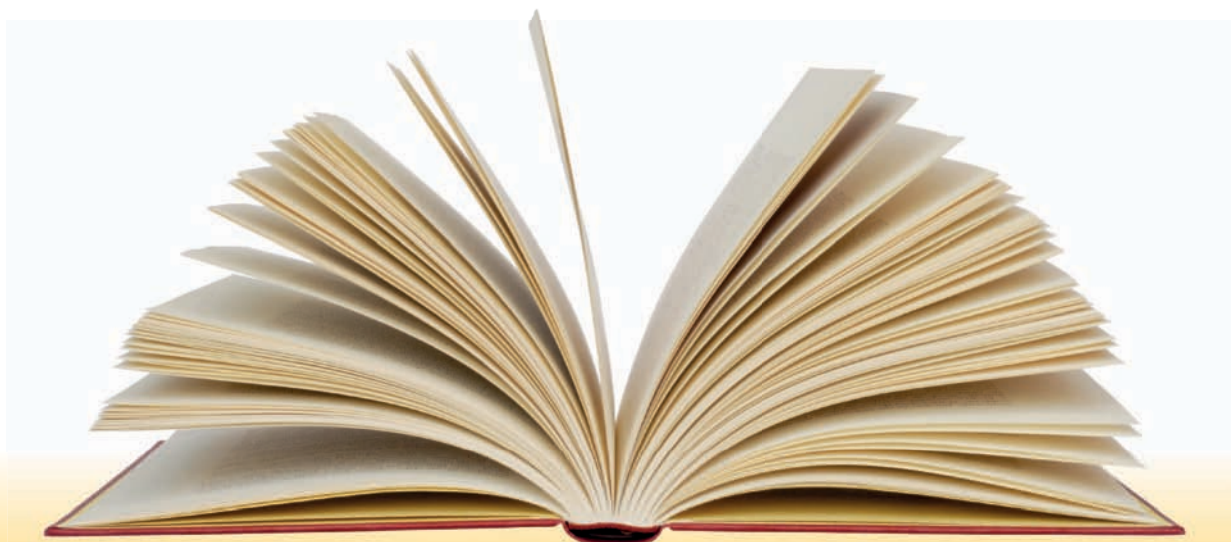




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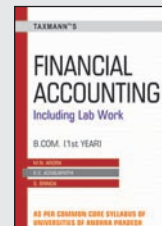
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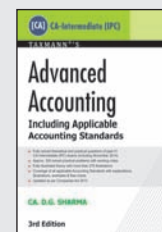
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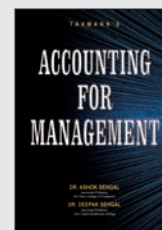
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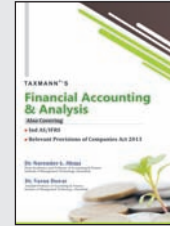
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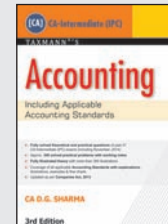
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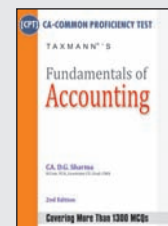
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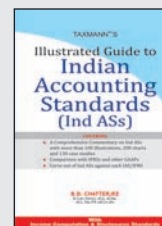
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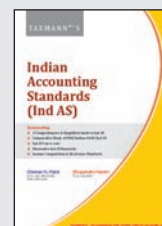
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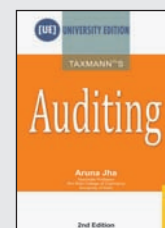
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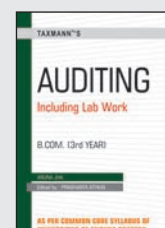
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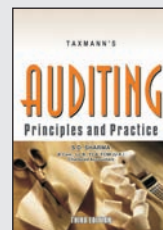
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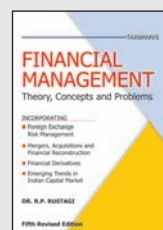
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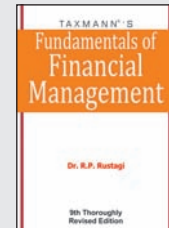
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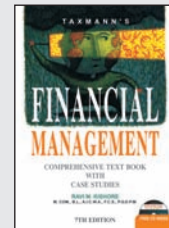
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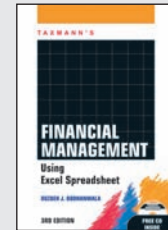
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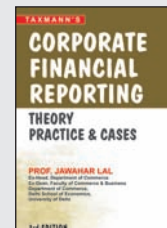
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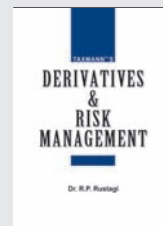
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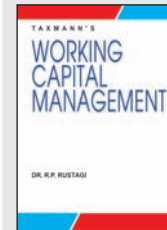
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MANAGEMENT ACCOUNTING

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- ◆ Analysis of Financial Statements
- ◆ Statement of Change in Financial Position
- ◆ Financial Planning, Forecasting and External Funds Requirement

PART III : Cost Data Base for Management Accounting

- ◆ Cost : Concepts, Behaviour and Analysis
- ◆ Job Order and Contract Costing

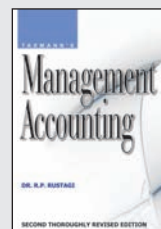
- ◆ Process Costing
- ◆ Absorption Costing and Variable Costing

PART IV : Cost Information and Decision Making

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

PART V : Planning, Control and Performance Measurement

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



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- ◆ 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
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- ◆ Responsibility Accounting

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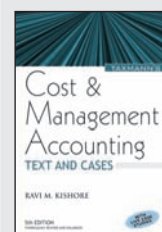
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- ◆ Cost Classification and Cost Behaviour
- ◆ Material Procurement Procedures
- ◆ Inventory Management
- ◆ Employee Remuneration Systems
- ◆ Employee Cost Accounting
- ◆ Overheads Accounting
- ◆ Treatment of Special Items of Overhead
- ◆ Activity Based Costing
- ◆ Cost Book-keeping
- ◆ Reconciliation of Cost and Financial Accounts
- ◆ Output Costing, Job Costing and Batch Costing
- ◆ Contract Costing
- ◆ Service Costing
- ◆ Process Costing and Equivalent Production
- ◆ Joint Products and By-products
- ◆ Uniform Costing and Interfirm Comparisons
- ◆ Cost Audit and Management Audit

PART TWO - Management Accounting

- ◆ Overview of Management Accounting
- ◆ Break-even and Cost-Volume-Profit Analysis
- ◆ Marginal Costing
- ◆ Budgeting and Budgetary Control
- ◆ Standard Costing and Variance Analysis
- ◆ Differential, Opportunity and Relevant Costing
- ◆ Responsibility Accounting
- ◆ Transfer Pricing Methods
- ◆ Cost Management, BPR and BPO
- ◆ Target Costing, Benchmarking and Balanced Scorecard
- ◆ Just-In-Time, Backflush and Throughput Accounting
- ◆ Supply Chain and Value Chain Management
- ◆ Product Life cycle Costing (PLC)
- ◆ Life Cycle Costing (LCC)
- ◆ Strategic Management Accounting and Value Chain Analysis
- ◆ MIS and Information Economics
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- ◆ Quality Management Systems
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- ◆ Productivity Management and Theory of Constraints
- ◆ Matching Statements
- ◆ Key to Short Answer Questions
- ◆ Mathematical Tables

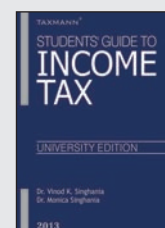
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- ◆ Basic concepts that one must know
- ◆ Residential status and its effect on tax incidence
- ◆ Income that is exempt from tax
- ◆ Income under the head "Salaries" and its computation
- ◆ Income under the head "Income from house property" and its 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



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STUDENTS' GUIDE TO INCOME TAX

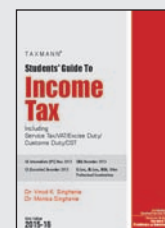
Unit 1 : Income-tax

- ◆ Basic concepts that one must know
- ◆ Residential status and its effect on tax incidence
- ◆ Income that is exempt from tax
- ◆ Income under the head "Salaries" and its computation
- ◆ 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

Unit 2 : Service tax

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



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- ◆ 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

Unit 4 : Central excise

- ◆ Law of excise duty in brief
- ◆ Definitions
- ◆ Valuation for central excise
- ◆ CENVAT
- ◆ Basic procedure
- ◆ Small scale industry and job work

Unit 5 : Customs Law

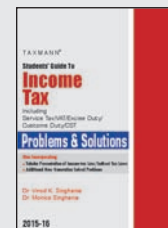
- ◆ Basic concepts of customs law
- ◆ Types of customs duty
- ◆ Valuation
- ◆ Customs procedures, baggage, exemptions

Unit 6 : Central sales tax

- ◆ Central sales tax

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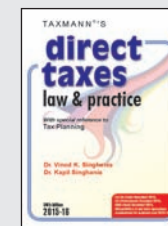
- ◆ Basic concepts that one must know
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- ◆ Income under the head "salaries" and its computation
- ◆ Income under the head "income from house property"
- ◆ Income under the head "profits and gains of business or profession" and its computation
- ◆ Income under the head "capital gains" and its computation
- ◆ Income under the head "income from other sources" and its computation
- ◆ Clubbing of income
- ◆ Set off and carried forward of losses
- ◆ Permissible deduction from gross total income
- ◆ Meaning of agricultural income and its tax treatment
- ◆ 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



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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
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- ◆ Miscellaneous
- ◆ ANNEXURES



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Unit I - Tax planning, tax management, tax avoidance, tax evasion

Unit II - Corporate tax in India

Unit III - Tax Planning With Reference to Specific Business Decisions

Unit IV - Non-resident

Unit V - Business Restructuring

Business tax procedure and management

Unit I - Advance tax, TDS and Interest

Unit II - Return, assessment, penalties, settlement commission and search

Unit III - Wealth-tax

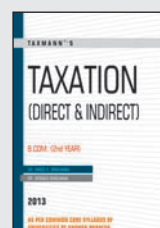


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TAXATION (DIRECT & INDIRECT)

- ◆ 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" 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
 - ◆ Tax management
 - ◆ Wealth-tax
 - ◆ Service tax
 - ◆ Value Added Tax (VAT)
 - ◆ Excise duty
 - ◆ Customs Duty
- Appendix 1 : Tax rates

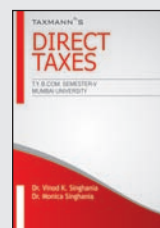


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DIRECT TAXES

- ◆ Basic concepts that one must know
- ◆ Residential status and its effect on tax incidence
- ◆ Heads of income
- ◆ Income under the head "Salaries" and its computation
- ◆ 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
- ◆ Permissible deductions from gross total income
- ◆ Individuals - Computation of taxable income
- ◆ Tax rates (for individuals)
- ◆ Answers to unsolved questions



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INDIRECT TAXATION

STUDENTS' GUIDE TO INDIRECT TAX LAWS

Unit 1 : service tax

- ◆ Nature of service tax
- ◆ Meaning of "service"
- ◆ Negative list
- ◆ Mega Exemption Notification
- ◆ Service provided in taxable territory
- ◆ 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 Credit

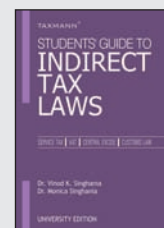
- ◆ Different modes of computation
- ◆ Procedures
- ◆ Problems on VAT

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
- ◆ Classification for customs and customs duty rate
- ◆ Valuation
- ◆ Customs procedures, baggage, exemptions



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INDIRECT TAXES

Division One : Basics of indirect tax & central excise

- ◆ Basic concepts of Indirect Taxes
- ◆ Basic Concepts in Central Excise
- ◆ Classification and Valuation of Goods
- ◆ SSI Exemption
- ◆ Basic procedures under Central Excise

Division Two : Cenvat credit

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

Division Three : Customs

- ◆ Customs : Basics and Charge of Duty
- ◆ Customs : Valuation of Goods
- ◆ Customs : Classification and various types of duties
- ◆ Import and export procedures

Division Four : Service tax

- ◆ Charge of Service Tax & Person
- ◆ Service

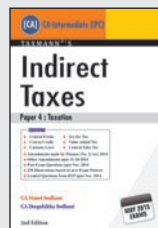
- ◆ Relevant date for taxation [point of taxation]
- ◆ Valuation of services, interpretation and bundled services
- ◆ Services used for Export and SEZs
- ◆ Exemption to Small Service Providers, Charities & UN
- ◆ Taxability of services (Negative list, exemptions and abatements)
- ◆ Procedures under Service Tax
- ◆ Revisionary Questions and Illustrations

Division Five : Value added tax (VAT)

- ◆ Value Added Tax (vat) - Basics and taxonomy
- ◆ Value Added Tax (vat) - input credit and scheme for small dealers
- ◆ Procedures under Value Added Tax (VAT)
- ◆ VAT in special transactions

Division six : Central Sales Tax (CST)

- ◆ Central Sales Tax - Basic concepts and definitions
- ◆ Central Sales Tax - Charge of
- ◆ Central Sales Tax - Rates & turnover

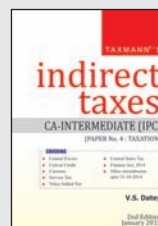


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INDIRECT TAXES

- ◆ Introduction to Indirect Taxes
- ◆ Basic aspects of service tax
- ◆ Negative list of services
- ◆ Exemptions from service tax
- ◆ Abatements and composition schemes
- ◆ Value of taxable service
- ◆ Point of Taxation
- ◆ Some Taxable Services
- ◆ Introduction to Cenvat

- ◆ Eligibility of Cenvat Credit
- ◆ Availment and Utilisation of Cenvat Credit
- ◆ Exempted goods/Exempted output services
- ◆ Other provisions relating to Cenvat
- ◆ Procedures in Service Tax
- ◆ Basics of Central Excise Duty
- ◆ Introduction to Customs Duty
- ◆ Basics of Central Sales Tax Act
- ◆ State Level VAT



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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
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- ◆ Customs : Confiscation and Penalties

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- ◆ FTP — EOUs, EHTPs, STPs, BTPs, SEZs and FTWZs

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- ◆ Indirect Tax Laws (IDTL) : Circular, Exemption & Refund
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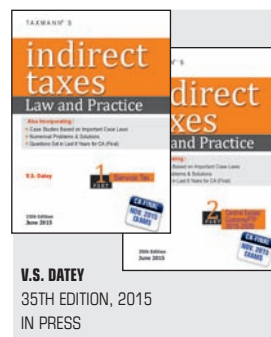
Module 4

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

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 Related 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



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- ◆ Demand and Recovery
- ◆ Refund of service tax and interest
- ◆ Penalties under Service tax
- ◆ Appeals and Revision
- ◆ Prosecution and Compounding
- ◆ Miscellaneous Provisions

Module 2

- ◆ Liability of Central Excise Duty
- ◆ Manufacture and Production
- ◆ Classification of Goods

- ◆ 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

INDIRECT TAXES LAW & PRACTICE

Division 1 : Introduction

- ◆ Basic Aspects of Indirect Taxes
- ◆ State Vat
- ◆ Other Aspects of Vat
- ◆ Sale, goods and dealer

Division 2 : Service Tax

- ◆ 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
- ◆ Basic procedures of service tax
- ◆ Payment of tax and filing of returns
- ◆ Assessments and Adjudication
- ◆ Demand, recovery and refunds
- ◆ Penalties under service tax
- ◆ Prosecution and Compounding
- ◆ Miscellaneous Provisions

Division 3 : Central excise

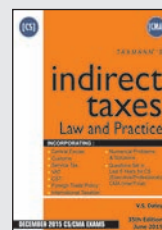
- ◆ Liability of Central Excise Duty
- ◆ Manufacture and Production
- ◆ Classification of Goods
- ◆ Transaction Value in Excise
- ◆ Valuation Rules
- ◆ MRP Based Valuation
- ◆ Other modes of Valuation of a product
- ◆ Basic Procedures in Excise
- ◆ Other Procedures in Central Excise
- ◆ Excise concession to SSI
- ◆ Exemption from Duty
- ◆ Refund of Duty
- ◆ Demands of Duty
- ◆ Captive consumption and Job work in Excise
- ◆ Other Topics in Central Excise

Division 4 : CENVAT

- ◆ 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

Division 5 : CUSTOMS

- ◆ Introduction to Customs Duty
- ◆ Valuation for Customs Duty
- ◆ Customs Procedures



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- ◆ Baggage, Courier and Post
- ◆ Exemptions, Remission and Demands in Customs
- ◆ Other provisions in customs
- ◆ Foreign Trade Policy - 2015-2020
- ◆ Export promotional measures
- ◆ Duty exemption/remission schemes
- ◆ EOU and SEZ

Division 6 : Common Topics in Indirect Taxes

- ◆ Assessment and Adjudication
- ◆ Appeals in indirect taxes
- ◆ Settlement Commission and Advance Ruling
- ◆ Enforcement Powers of Revenue Officers
- ◆ Penalties and Confiscation
- ◆ Criminal Offences
- ◆ International taxation
- ◆ Subject Index

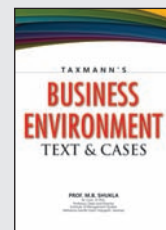
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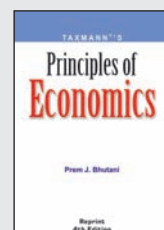
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- ◆ Elasticity of demand: price, income and cross
- ◆ Supply, Elasticity of supply and Market Equilibrium

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

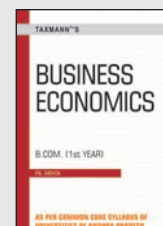
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- ◆ Economic System
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- ◆ Demand Analysis II : Ordinal Utility Indifference Curve
- ◆ Budget Line and Consumer Equilibrium
- ◆ Income and Price Consumption Curve
- ◆ Engels Curve
- ◆ Decomposition of Price Effect into Income and Substitution Effect
- ◆ Applications and Numericals of Indifference Curve

- ◆ Revealed Preference Theory

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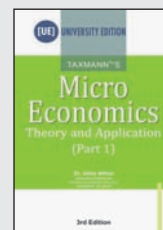
- ◆ Production Decisions of Firms in Short Run
- ◆ Isoquants
- ◆ Isoquants/Equal Product Curves
- ◆ Numericals on Isoquants
- ◆ Production Decision of Firms in the long run
- ◆ Long Run Law of Production

UNIT IV : Cost

- ◆ Short Run Cost
- ◆ Cost Curves in the Long Run
- ◆ Derivation of Cost Curves
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- ◆ Large Scale Industries
- ◆ Small Scale Industries
- ◆ Foreign Trade in India
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- ◆ Fiscal Policy in India
- ◆ Indian Public Finance
- ◆ Economic Reforms in India
- ◆ Planning and Economic Development in India
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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

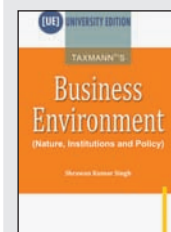
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- ◆ Corporate Social Responsibility and Sustainable Business

Unit IV : Political Environment

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

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- ◆ Technological Environment
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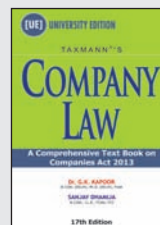
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BUSINESS LAWS/COMPANY LAW

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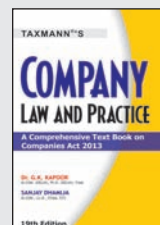
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- ◆ Kinds of Companies
- ◆ Formation and Incorporation of a Company
- ◆ Memorandum of Association
- ◆ Articles of Association
- ◆ Prospectus
- ◆ Acceptance of Public Deposits
- ◆ Share and Share Capital
- ◆ Membership
- ◆ Registers and returns
- ◆ 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



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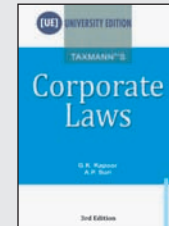
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- ◆ Meaning and Nature of a Company
- ◆ Kinds of Companies
- ◆ Formation and Incorporation of a Company
- ◆ Memorandum of Association
- ◆ Articles of Association
- ◆ Prospectus
- ◆ Acceptance of Public Deposits
- ◆ Share and Share Capital
- ◆ Membership
- ◆ 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



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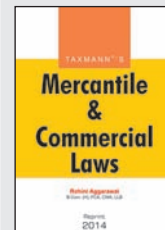
- ◆ History of Company Legislation
- ◆ Meaning and Nature of a Company
- ◆ Formation and Incorporation of a Company
- ◆ Classification/Kinds of Companies
- ◆ Memorandum of Association
- ◆ Articles of Association
- ◆ Prospectus
- ◆ Shares, share capital and allotment of shares
- ◆ Calls on shares and 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



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- ◆ 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
- ◆ Banker and Customer
- ◆ Some Important Provisions
- ◆ Consumer Protection Act : A much needed legislation



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- ◆ Consumer protection councils
- ◆ Consumer Forums
- ◆ 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

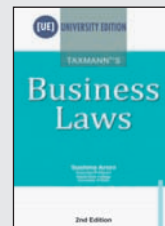
- ◆ Conditions and Warranties
- ◆ Transfer of Property (Ownership) in Goods
- ◆ Transfer of Title by non-owners
- ◆ Performance of Contract of Sale
- ◆ Rights of Unpaid Seller
- ◆ Miscellaneous

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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- ◆ Duties of Subscribers
- ◆ Penalties and Adjudication
- ◆ The Cyber Regulations Appellate Tribunal
- ◆ Offences

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Unit I - Indian Contract Act, 1872

- ◆ 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

Unit II - Sale of Goods Act, 1930

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

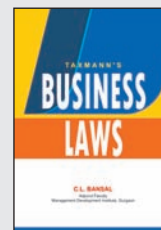
Unit III - Limited Liability Partnership Act, 2008

- ◆ Introduction to LLP : Nature and scope
- ◆ Formation and incorporation of LLP
- ◆ Partners and their relations in LLP
- ◆ Financial disclosures and taxation of LLP
- ◆ Conversion to LLP
- ◆ Winding up and Dissolution of LLP

Unit IV - Information Technology Act, 2000

- ◆ Introduction to IT Act : Scope and application
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- ◆ Attribution, Acknowledgement and despatch of Electronic Records
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- ◆ Competency of the parties to contract
- ◆ Free Consent
- ◆ Void Agreements
- ◆ Discharge of Contract
- ◆ Quasi Contracts
- ◆ Remedies for Breach of Contract
- ◆ Indemnity and Guarantee
- ◆ Contract of Bailment
- ◆ Contract of Agency

Unit II : Sale of Goods Act, 1930

- ◆ Nature and Formation of Contract of Sale
- ◆ Conditions and Warranties

- ◆ Transfer of Property
- ◆ Unpaid Seller and His Rights

Unit III : Limited Liability Partnership Act, 2008

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- ◆ Partners and Their Relations in LLP
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Unit IV : Payment of Wages Act, 1936

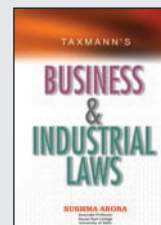
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- ◆ Payment of Bonus Act, 1965

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- ◆ Payment of Gratuity Act, 1972



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Part I : Indian Contract Act, 1872

- ◆ Basics
- ◆ Essential elements of a valid contract
- ◆ Essentials of a Valid Offer
- ◆ Essentials of a Valid Acceptance
- ◆ Essentials of a Valid Consideration
- ◆ Capacity to Contract
- ◆ Free Consent

Part II : Discharge of a contract

- ◆ Legality of Object and Consideration
- ◆ Expressly declared void agreements
- ◆ Discharge of contract
- ◆ Remedies for breach of contract

Part III : Sale of Goods Act

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

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

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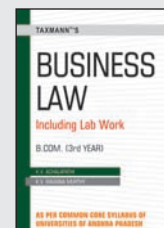
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- ◆ Intellectual Property rights
- ◆ Information Technology Act, 2000

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- ◆ Fundamentals of Company Law
- ◆ Company Management
- ◆ Meetings and Resolutions
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Part VI : MISCELLANEOUS

- ◆ Indemnity and Guarantee
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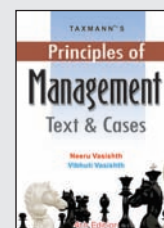
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- ◆ Perception
- ◆ Individual Decision-Making
- ◆ Learning
- ◆ Motivation
- ◆ Interpersonal Behaviour
- ◆ Communication
- ◆ Leadership
- ◆ Group Dynamics
- ◆ Work Teams and Group Decision-Making
- ◆ Conflict Management
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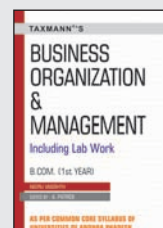
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 - ◆ Entrepreneurship (Concept and Nature)
 - ◆ Sources of Finance
 - ◆ Forms of Business Organisations
 - ◆ Choice of form of Organisation
 - ◆ Formation of A Company
 - ◆ Management : Concept and Nature
 - ◆ Management Theories
 - ◆ Fundamentals of Planning
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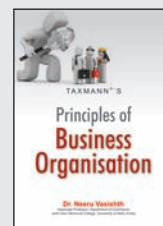
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- ◆ Entrepreneurship (Concept and Nature)
- ◆ Setting up a Business Enterprise
- ◆ Formation of A Company
- ◆ Location of Business Enterprise
- ◆ Plant Layout and Business Size
- ◆ Forms of Business Organisations
- ◆ Choice of a form of Organisation
- ◆ Business Combinations
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- ◆ Stock Exchange



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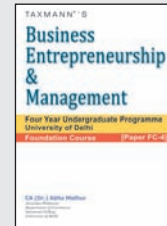
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- ◆ Project II : Dalit entrepreneurs in India
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Case Study Method

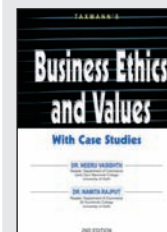
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- ◆ Listening : A Communication Tool
- ◆ Some Possible Barriers and Tips to Effective Communication
- ◆ Group Communication
- ◆ Meetings
- ◆ Internal Communication in an Organization
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- ◆ Different Kinds of Business Letters
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- ◆ Management : An Introduction
- ◆ Management : Theoretical Perspectives
- ◆ Decision Making
- ◆ Planning : Basic Managerial Activity
- ◆ Policy and Strategy : Special Plans
- ◆ Understanding Organizations
- ◆ Organization Structure
- ◆ Organization Environment, Culture and Social Responsibility
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- ◆ Happiness
- ◆ Living in Harmony

DIVISION TWO : Self Harmony

- ◆ Human Body
- ◆ Mind
- ◆ Intellect
- ◆ Self, sukh, suvidha, sanyam and swasthya
- ◆ Living in Self-Harmony

DIVISION THREE : Relationship Harmony

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- ◆ 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
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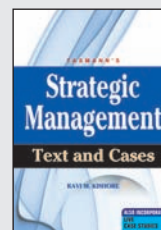
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- ◆ Internal Organization Analysis
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- ◆ Strategy Formulation
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- ◆ Strategy Implementation and Control
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- ◆ Reaching Strategic Edge
- ◆ Marketing Management Strategies
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- ◆ Answers

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- ◆ 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
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- ◆ Presentations and Interviews
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- ◆ Communication for Public Relations
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- ◆ Ethics and Values in Business Communication
- ◆ Barriers and Breakdowns in Communication
- ◆ Guidelines for Effective Communication

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- ◆ Business English or English for Business?
- ◆ Tips for Clear Writing
- ◆ Tips for Persuasive Writing
- ◆ Avoiding Substandard Writing
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- ◆ Some Foreign Words and Phrases
- ◆ American English and Some Recent Additions to English Vocabulary
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- ◆ Numerals

- ◆ Documentation and Research Tools

PART 3 : The Art of Business Letter Writing

- ◆ Essentials of Effective Correspondence
- ◆ The Layout of a Business Letter
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- ◆ Correspondence with Banks
- ◆ Import-Export Correspondence
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- ◆ Agency Correspondence
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- ◆ Representations to Public Authorities, Trade Associations and Chambers of Commerce

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- ◆ 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.
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- ◆ Media in Advertising
- ◆ Tackling the Problem of Unemployment
- ◆ Public Relations In India Today
- ◆ The Problem of Unaccounted Money
- ◆ Suggested Reading
- ◆ Index

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

- ◆ What is Communication ?
- ◆ Some Important Models of Communication
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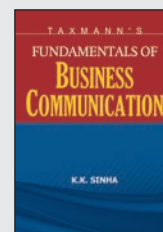
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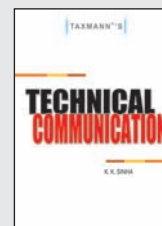
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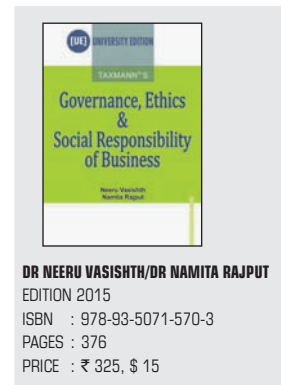
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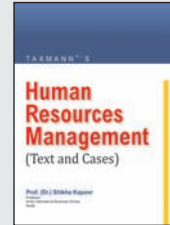
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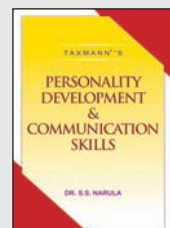


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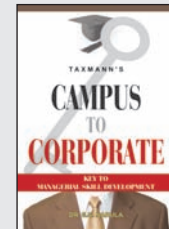
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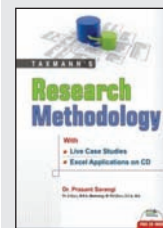
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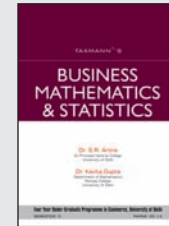
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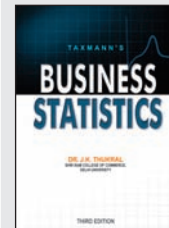
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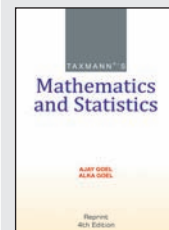
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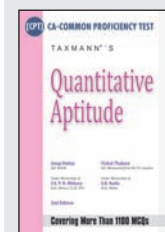
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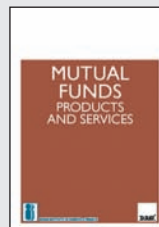
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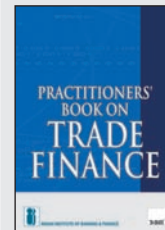
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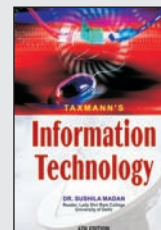
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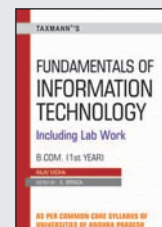
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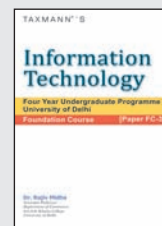
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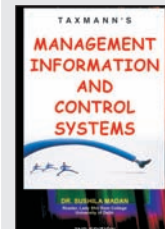
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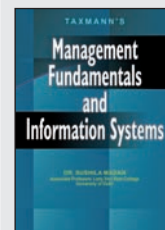
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