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In writing this book entitled “Teaching of Geography (Fundamentals, Principles and Methods)”, the authors have been driven by two important parameters. The first one is that a person who wants to get training in the teaching of geography, he/she must know the fundamentals of the subject. The B.Ed.

students come from different academic backgrounds and have no basic understanding of the discipline. With this in mind, we have incorporated many chapters in this book concerning with the basic concepts, nature and scope of the subject of geography. Secondly, many of the books written so far contain inadequate methodologies and evaluation schemes used in the discipline of teaching of geography. In this connection, also some topics have been set to deal with the selection of teaching objectives, teaching methodologies, teaching plans, paper setting and evaluation schemes. There may also be a number of other factors that prompted us to take

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EDUCATIONAL ADMINISTRATION AND MANAGEMENT

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Spirituality in the workplace has been studied for more than two decades and it is yet to achieve the status as an implementable solution for corporate issues. India is at the center of the corporate growth story. However, without acknowledging and accommodating the spiritual side of employees, their most

vital and hidden potential would be missed at the workplace. The management in the Indian Corporate is facing rampant instability due to rapidly changing external and internal environments. The employees are preoccupied with a constant search for new avenues and are performing tasks only to complete the to-do list. The psychological contract between the employer and employee is broken and the employee is not ready to go beyond the minimum expectations. The corporate workforce is desperately seeking extended support for their personal, social, and work-related issues. The current HR practices seem to have

limited impact/solution to the current scenario. Therefore, 'The Spiritual Indian Corporate' proposes a fresh paradigm, "Workplace Spirituality", to manage the current scenario.

MANAGEMENT ACCOUNTING Thakur Publication Private Limited

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the appropriate human and material resources that are made available and made effective for achieving the purposes of a programme of an educational institution. The term 'Administration' doesn't refer to any single process or act. It is like a broad umbrella encompassing a number of processes such as: planning, organizing, directing, coordinating, controlling and evaluating the performance. The same situation occurs in the field of educational administration. The concept of educational administration is applicable in case of an educational organisation which has certain purposes or goals to fulfill.

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This book has been designed comprehensively to cover the whole syllabus and important topics of the subject. This book has been developed with an emphasis on quality and contemporary content. KEY FEATURES

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business field succeed
in their roles. These
skills can be soft skills
that help business
professionals or the

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with relevant examples and diagrams to make it interesting for the readers. However, it is implicit that these are exam-oriented Study Material and students are advised to attend regular class room classes in the Institute and utilize reference books available in the library for In-depth knowledge. We owe to many websites and their free contents; we would like to specially acknowledge contents of website of IGNOU www.egyankosh.ac.in, www.wikipedia.com and various authors whose writings formed the basis for this book. We acknowledge our thanks to them. At the end we would like to say that there is always a room for improvement in whatever we do. We would appreciate any

suggestions regarding this study material from the readers so that the contents can be made more interesting and meaningful. Readers can email their queries and doubts to our authors on tmcnagpur@gmail.com. We shall be glad to help you immediately. Authors: Dr. Ajay Pethe & Dr. Padmakar Shahare
Manpower Development and Training Program
Ashok Yakkaldevi
The repeated appeal from the academic community to prepare a simple textbook of Fiscal Economics to meet the requirements of the undergraduate community has been the motivation to prepare the present textbook of Fiscal. The text has been carefully

prepared to incorporate all that is relevant from the examination point of view as based on our thorough assessment of the past question papers and the emerging trends.
FINANCIAL ACCOUNTING
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Basic Accounting: Service Business Study Guide is designed as a reference material in introductory accounting that can be used by readers, especially students, taking basic accounting for service business. Presentations and discussions of various accounting concepts and frameworks are simplified to provide the reader with an initial working knowledge on the different steps of the

accounting cycle for a service business. Emphasis is given to various accounting concepts, at the same time, the development of the procedural accounting skills. Different basic accounting frameworks and forms are used to assist readers in understanding seemingly complex accounting subject matters. The authors would like to inform the users of this study guide that this was written for readers, especially students, who would want to read a quick guide for the rubrics of basic accounting for service business. Each unit is prefaced with learning objectives to serve as guide to readers. Discussion questions and problem exercises are not included in this

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