



















E-Books

Book code	Book name	Institute	Price
 A	Airline & Travel Management		
	International Travel Organisations, Travel Terminology, World Geography, Travel Guide, Travel Formalities, Air Travel Facilities, Baggage Handling, Reservation, Fare Construction & Ticketing, Travel Agency Management, Rail/Water Transport & Tours		
 AC	Air Cargo & Courier Management		
	Industry Organisations & Regulation, Aviation Geography, Use of Cargo Guide, Air Cargo Configuration & Unit Load Devices, IATA Cargo Agent & Cargo Agency Operation, Air Cargo Rates & Transportation Charges, Airway Bill Completion, Handling Facilities, Air Cargo acceptance & Operations, Cargo Automation, Courier Management		
 C	Customer Relation Management		
	Customer Relations, Communication Skills, Management Principles & Sales Techniques, Industry Overview, MS Window, Customer Relations, International Travel Organisations		
 EA	Computer Fundamentals & Applications		
	Introduction to Computers, Computer Hardware, Computer Software, Operating System, MS Window, MS-Office, Communications Network, Industry Automation, Introduction to Internet		
 ET	Tourism Management		
	Introduction to Tourism, Tourism Organisations, Tourism Planning, Importance of Tourism, Indian Heritage, India : The Tourist Destination, International Tourist Attractions, Future of Tourism		
 H	Hotel Management		
	Introduction to Hospitality, Front Office Management, House-keeping, Food & Beverage, Back Office Accounting, Automation, Sales & Marketing, Future Trends & Career Opportunities,		

E-Books

Book code	Book name	Institute	Price
 LM	Logistics Management		
	Origin & Evolution, Logistics, Transshipment, Express Cargo Introduction, Operations of Express Cargo, Export Cargo, Express Cargo System, Courier Operations (Domestic), Courier Operation Internationalv		
 AG	General Insurance		
	Introduction to Insurance, Fundamentals Of Agency Laws, Legislative And Regulatory Matters, Procedure For Becoming An Agent, Functions of An Agent, Company Profile, Fundamental Principles Of General Insurance, Financial Planning And Taxation, Client Needs And Analysis Traning (Insurance Salesmanship), Theory And Practice Of Rating, Insurance Documents, Fire Insurance, Marine Insurance, Motor Insurance, Personal Accident Insurance, Health Insurance, Liability Insurance, Engineering Insurance, Miscellaneous Insurance - I, Miscellaneous Insurance - II, Claims, Rural Insurances, Obligations of Insurers to the Social Sector, Risk Management		
 AL	Life Insurance		
	Introduction To Insurance, Fundamentals Of Agency Laws, Legislative And Regulatory Matters, Procedure For Becoming An Agent, Functions Of An Agent, Company Profile, Fundamental Principles Of Life Insurance, Financial Planning And Taxation, Insurance Salesmanship, Computation Of Premiums, Insurance Documents, Life Insurance Products, Options, Gurantees And Riders, Group Insurance And Pension Plans, Health Related Insurance, Obligations Of Insurers To Rural/Social Sectors, Claims, Agency Commission Structure, Personal Development, Behavioural Aspects		