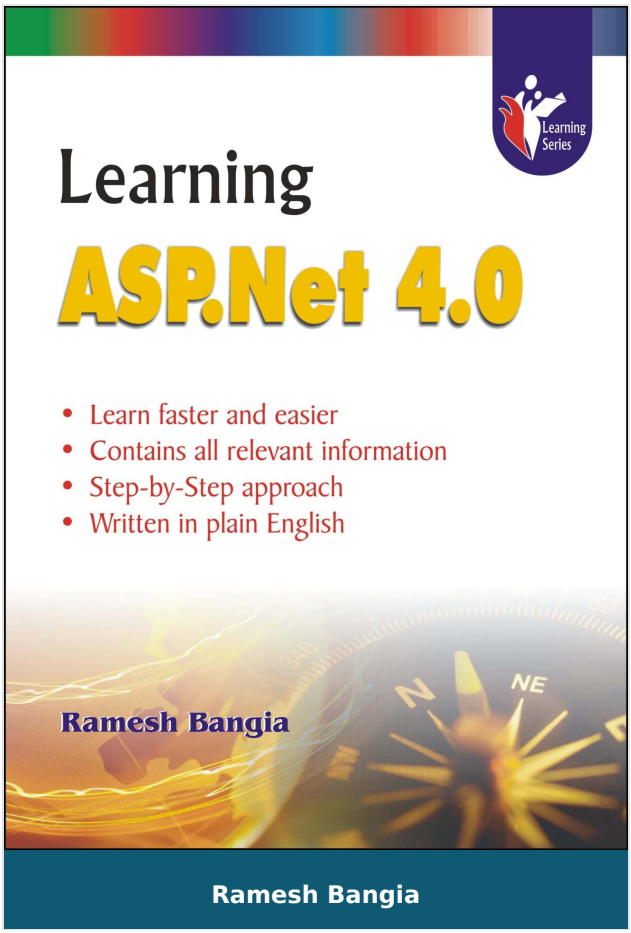


Learning ASP.Net 4.0

Author :	Ramesh Bangia
ISBN 13 :	978-93-81068-45-8
ISBN 10 :	9381068453
E-ISBN 13 :	978-93-81068-45-8
Edition :	1
Pages :	232
Type of book :	Physical
Year :	2012
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 225.00
Categories :	Book Store, Learning Series, BASIC COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

Product Description

The complete Learning Series has been designed in a very systematic and logical manner. Each topic has been developed from the basic concepts. Practically every major point in the text is illustrated with suitable examples and screen shots. This will help the students in understanding the basic theory and train them in solving every problem systematically, and confidently. A large number of unsolved as well as solved exercises have also been included in the book. The language of the text of the book is lucid, direct and easy-to understand. Each chapter is laced with various diagrams wherever possible. Functions has been explained in full and some of them have been explained in the form of examples. Tips for working faster using the keyboard shortcuts are also provided.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to ASP.NET
- Understanding standard controls
- Using the Navigation Controls
- Using Validation Controls
- Designing websites with Themes
- Overview of Data Access
- Questions

Author

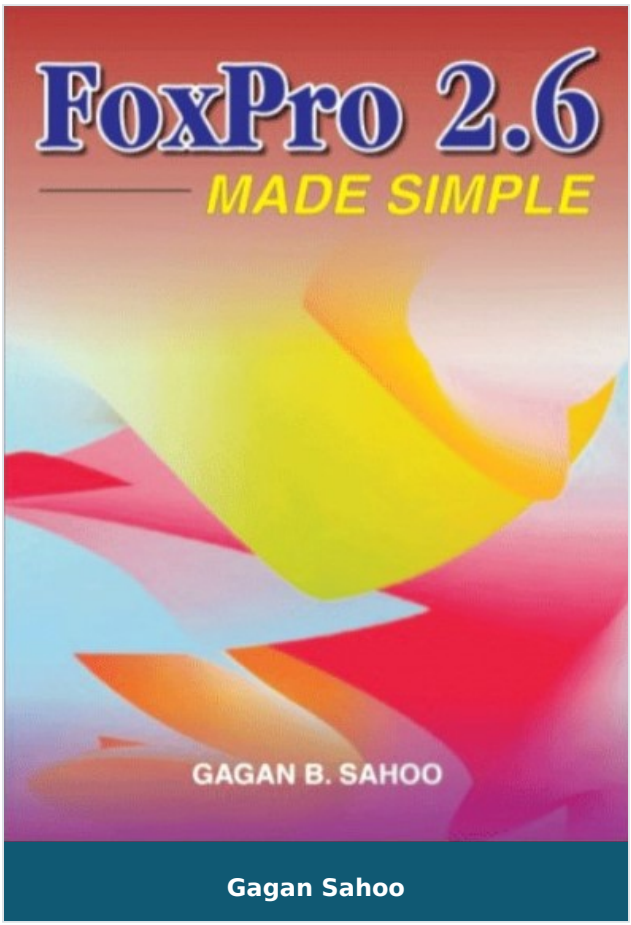
Ramesh Bangia

Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle Ease and African countries.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Gagan Sahoo

FoxPro 2.6 Made Simple

Author :	Gagan Sahoo
ISBN 13 :	978-81-87325-04-8
ISBN 10 :	8187325046
E-ISBN 13 :	978-81-87325-04-8
Edition :	1
Pages :	640
Type of book :	Physical
Year :	2010
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 250.00
Categories :	Computer Science Engineering, Book Store
Condition Type :	New
Country Origin :	India

Product Description

FoxPro for windows is a program that runs on IBM and other IBM-compatible PCs and operates under microsoft windows. FoxPro for window is a database management system(DBMS) with which you can: Create and maintain a list of data called a table or database files, such as library list, member list, inventory, etc. Maintain any collection of information using FoxPro for MS-DOS and windows, sort and organize tables. Search for/retrieve information within a table. Generate reports, input forms, and mailing label from tables. Organize information in multiple tables and retrieve data simultaneously from any of the tables. Alter existing tables and arrange the structure.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Concepts and Database
- Starting FoxPro
- FoxPro Data Types
- Record Manipulation Commands
- Data Ordering and Searching
- Importing and Exporting Data
- Operators and Expressions
- Reports and Mailing Labels
- Functions in FoxPro
- Input Output Commands
- Full Screen Data Editing
- Control Flow
- Environment Set Commands
- Windows Menus and Popups
- Reporting Through Programming
- Structural and Procedural Programming
- Event Trapping
- Case Studies Admission System
- Appendix

Author

Gagan Sahoo

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

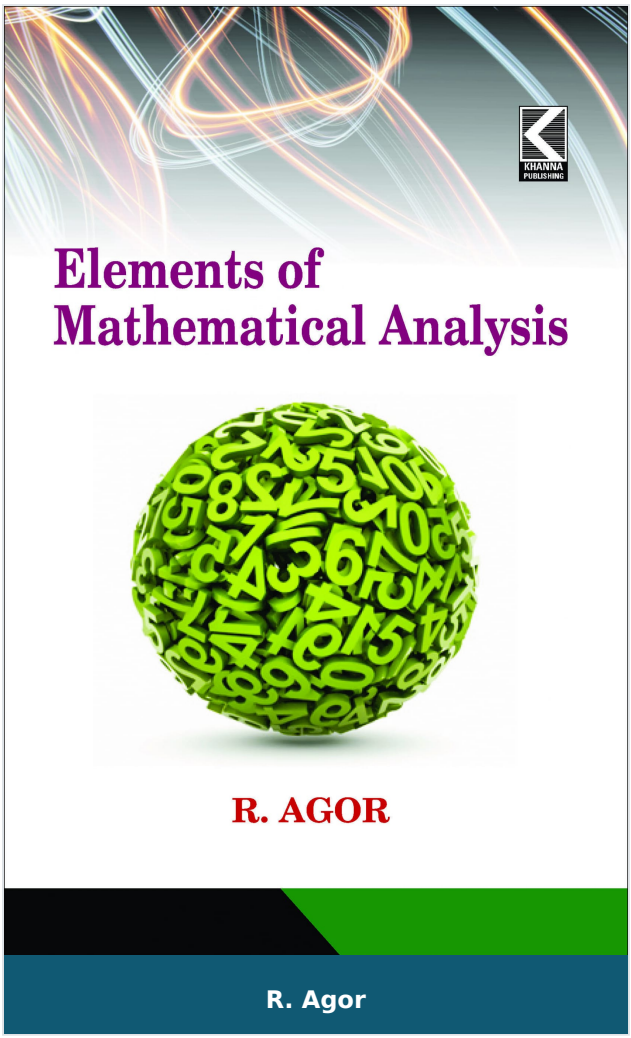
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Gagan Sahoo This well -organized and comprehensive book offers a detailed coverage on Visual Basic Programming concept. It contains a rich collection of examples, exercises and project based concepts. This book concentrates on the principles of good software engineering and stresses program clarity. without assuming and background knowlwdge of programming, this book teaches VB language using carefully graded approach. The book covers easy-to understand steps, from simple programs to sophisticated ones that demonstrate VBs power for programming development. Using this book you can create different application statring from desktop application; database Handling to Internet based programming. The book contains 100's source codes in different chapters in CD. He has more that 15 Years of experience in the computer field working as a software developer, director of software development. He is a well-known author of various computer books including, VB, C++, Java. Since last 10 years, he has lots of experience in different computer project works. He has written number of project books including Foxpro, C, C++, Vb, etc. He associates Mr. Arvind Kumar working as co-author in various technical projects in .NET technology. He has been Programming in various .NET project and tested so many code on Microsoft's .NET environment. His prime development of Beginner's Guide to VB, C# 2005 (with.NET 3.0), ASP.NET, VB.NET, etc. Which was written to fullfil the need and development guide for the students and developers.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Elements of Mathematical Analysis

Author :	R. Agor
ISBN 13 :	978-93-82609-59-9
ISBN 10 :	9382609598
E-ISBN 13 :	978-93-82609-59-9
Edition :	1
Pages :	292
Type of book :	Physical
Year :	2015
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 195.00
Categories :	Book Store, APPPLIED SCIENCES & HUMANITIES
Condition Type :	New
Country Origin :	India

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

This book is intended to serve as a basic text book for the students who attempt to pursue studies at various stages in Scientific and Engineering fields of various Indian Universities. The main aim of this book is to discuss the theory of mathematical analysis and to treat the subject matter rigorously to the beginners, keeping in view of the modern trends of examinations.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Number System
- Determinants
- Matrices
- Eigen Values and Eigen Vectors
- Numerical Analysis
- Linear Programming

Author

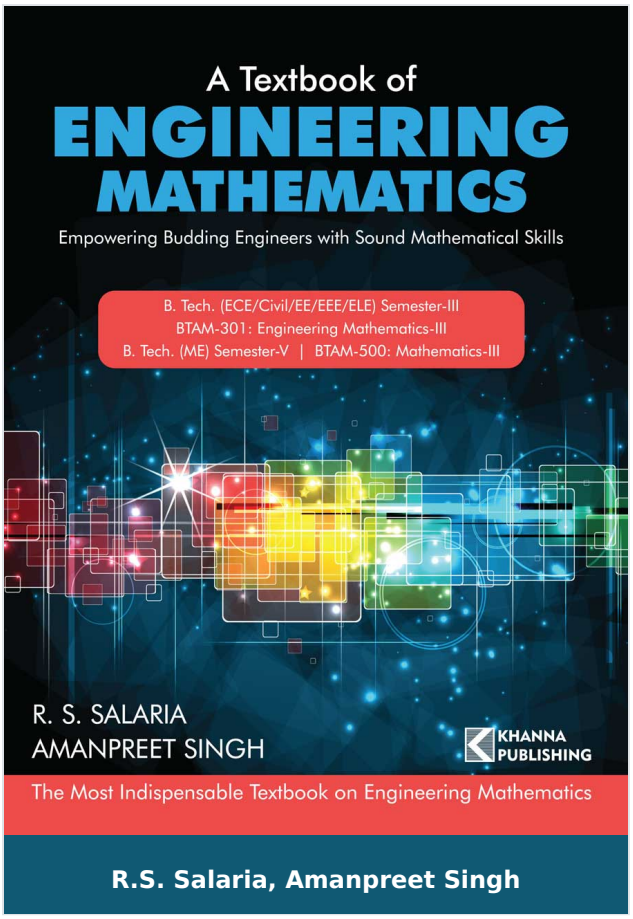
R. Agor

R. Agor Lecturer in Civil Engineering (Retd.) Technical Education, Delhi.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



A Textbook of Engineering Mathematics-III (ECE/Civil/EE/EEE/ELE)

Author :	R.S. Salaria, Amanpreet Singh
ISBN 13 :	978-93-82609-89-6
ISBN 10 :	938260989X
E-ISBN 13 :	978-93-82609-89-6
Edition :	1
Pages :	520
Type of book :	Physical
Year :	2016
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 350.00
Categories :	APPPLIED SCIENCES & HUMANITIES, Book Store, APPPLIED SCIENCES & HUMANITIES
Condition Type :	New
Country Origin :	India

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

The Subject of Engineering Mathematics is an integral part of the course curriculum of Bachelor of Engineering/Technology (B.E./B.Tech) program of all Indian Universities, and is taught in firs and/or second semester(s). The present state of teaching and learning of Mathematics is not that encouraging. A lot has to be done on both the fronts.

The book in your hand is another step of our commitment to uplift the standard of teaching and learning of Mathematics. We assure you that in our continuous journey in this endeavor and with your whole hearted support, we hope to make significant contribution in the teaching and learning of Mathematics. We hope to see that day when we hear from our students that Mathematics is wonderful subject and your all are relishing it. This book is designed to serve as a textbook for the students of B.Tech. (ECE/Civil/EE/EEE/ELE)Semester-III and B.Tech.

(ME) Semester-V of Punjab Technical University, Jalandhar

While writing, due care is taken to present the subject matter in a simple and illustrative manner so that a reader can grasp it with quite ease and can built bad=sic and conceptual knowledge in the subject.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Useful Formulae, Theorems and Results
- Fourier Series
- Laplace Transformations
- Special Functions
- Partial Differential Equations
- Applications of Partial Differential Equations
- Functions of Complex Variables

Author

R.S. Salaria

Prof. R.S. Salaria is a superior teacher, a prolific author and a great motivator. He is an alumnus of IIT, Delhi. He is a Certified Software Quality professional by Ministry of Information Technology, Govt. of India: Sun Certified Programmer as well as Sun Certified Trainer by SUN Microsystems. He is a life member of computer society of India, Mumbai: Institution of Electronics and Telecommunication Engineers, New Delhi: Indian Society for Technical Education, New Delhi: Punjab Academy of Sciences, Patiala. Presently, he is talking initiatives to Sensitize the citizens of this great country about their fundamental responsibilities towards society and seeking their contributions to make the society a wonderful place for happy and peaceful living. </p

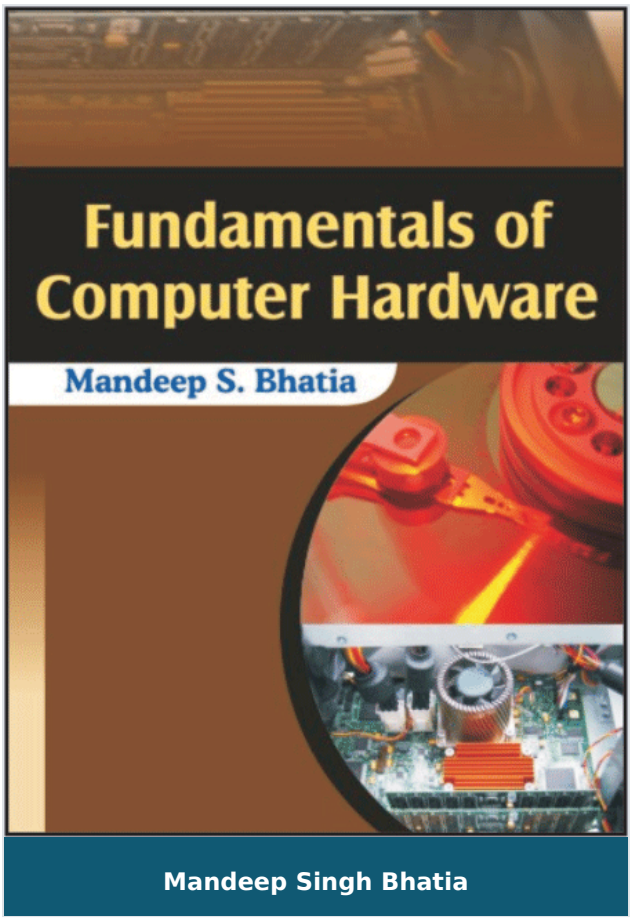
Amanpreet Singh

Amanpreet Singh Amanpreet Singh SGTB Khalsha College, Anandpur Sahib, Formerly with Rayat-Bahra Institute of Engineering& Nano Technology, Hoshiarpur.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Mandeep Singh Bhatia

Fundamentals of Computer Hardware

Author :	Mandeep Singh Bhatia
ISBN 13 :	978-81-87325-68-0
ISBN 10 :	8187325682
E-ISBN 13 :	978-81-87325-68-0
Edition :	First
Pages :	612
Type of book :	Physical
Year :	2013
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 295.00
Categories :	Computer Science Engineering, Book Store
Condition Type :	New
Country Origin :	India

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

This book written in simple language. You can get technical training regarding assembling, disassembling, maintenance, troubleshooting and upgrading PC's with the help of this book. This book covers everything from introduction of computer hardware to the advanced repairing techniques. You can learn regarding preventive maintenance of PC, which is a necessary part of every PC, because it insures that a PC operates for longer time periods and it involves fixing problems before they occur. The idea given behind preventive maintenance is to set aside some time to routinely open the computer, inspect it, clean it, and fix any items that may need attention.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Introduction to PC
- Assembling and Disassembling a PC
- Preventive Maintenance of a PC
- Troubleshooting General PC Problems
- Hard Disk
- Floppy Disk
- CD and DVD Drives
- Central Processing Unit (CPU)
- Motherboards
- Memory
- Peripheral Devices
- Modems
- Adapter Cards
- The PC Buses
- Basic Input/ Output System (BIOS)
- Buying a Computer
- Appendix A : Glossary of Terms
- Beep Codes

Author

Mandeep Singh Bhatia

Mr. Mandeep Singh Bhatia is presently working as Lecturer in Department of Computer Science & IT, Lyallpur Khansa College, Jalandhar. He is Master in Information Technology

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

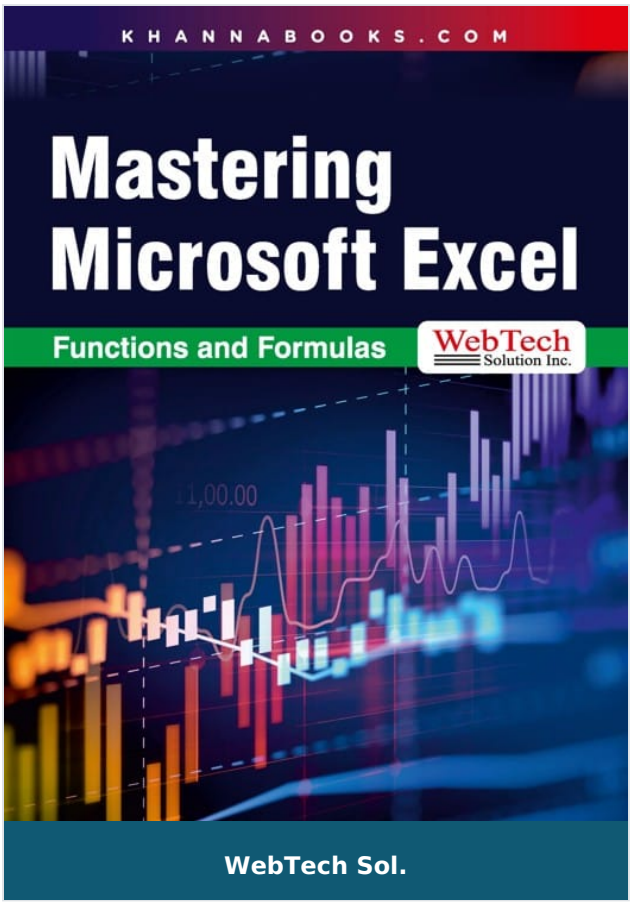
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

and has appropriate knowledge of Computer Software and Hardware. He is proficient in applying Data Mining Techniques in various fields. His subjects of interest are Data Warehousing, Data Mining, Computer Networks and Computer Hardware. His total teaching experience is of 5 years. He has written one research paper which has been published in the proceedings of international conference held at Austria. Other books by authore are: "Fundamentals of Computer Hardware" and "A Beginner's Guide to Visual Bsaic 6".

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Mastering Microsoft Excel Functions and Formulas

Author :	WebTech Sol.
ISBN 13 :	978-93-80016-56-6
ISBN 10 :	9380016565
E-ISBN 13 :	978-93-80016-56-6
Edition :	1
Pages :	416
Type of book :	Physical
Year :	2025
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 295.00
Categories :	Book Store, Mastering Series, Best Sellers, ADVANCE COMPUTER BOOKS
Condition Type :	New
Country Origin :	India

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

Every effort has been made to supply complete and accurate information. However, the publishers and the author assume no responsibility for its use, for any infringement of the intellectual property rights of third parties, errors or omissions. Nor is any liability assumed for damages resulting out of the information contained herein.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Spreadsheet Basics
- Advanced Techniques of Excel
- Charts in Excel
- Database Functions in Excel
- Text Functions in Excel
- Financial Function in Excel
- Information Functions in Excel
- Logical Functions in Excel
- Lookup and Reference Functions in Excel
- Math and Trigonometric Functions in Excel
- Logical Functions in Excel
- Data and Time Functions in Excel
- Keyboard Shortcuts in Excel

Author

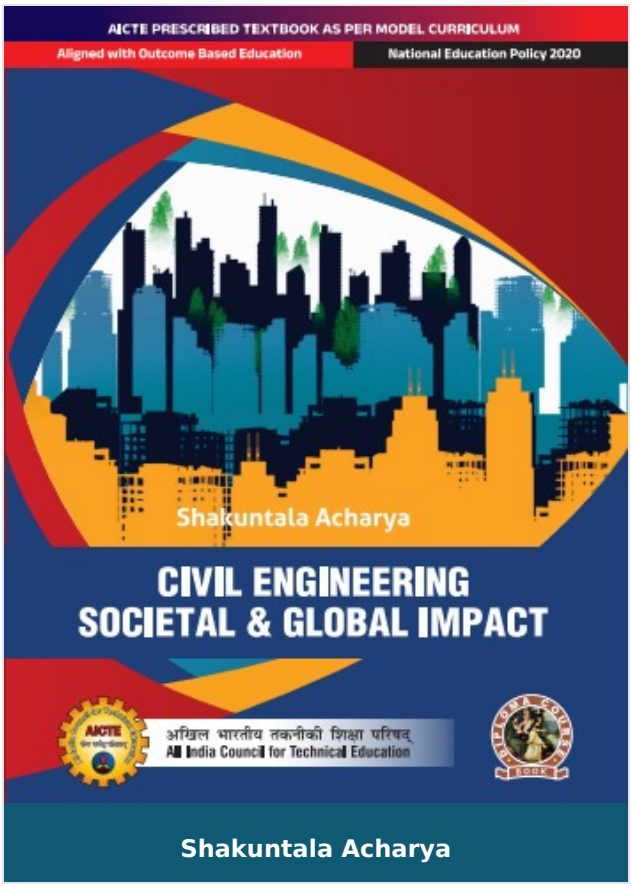
WebTech Sol.

WebTech Sol. WebTech Solutions Inc. is one of the pioneers of the technology industry. Webtech Solution Inc. is a leading IT development company bringing the latest technologies in a short span of time. Its professional research team aims to deliver the latest information on the best ways to analyze, develop, test, debug and tune best development skills including technical coding and theoretical concepts of IT. Its main aim is committed to excellence: excellence in its range and quality of publishing; excellence in dedication to its authors and excellence in the service it provides to the readers.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Civil Engineering Societal and Global Impact

Author :	Shakuntala Acharya
ISBN 13 :	978-93-55384-84-3
ISBN 10 :	935538484X
E-ISBN 13 :	978-93-55384-84-3
Edition :	First
Pages :	176
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 348.00
Categories :	AICTE Prescribed Textbooks, English Books, Book Store
Condition Type :	New
Country Origin :	India

Product Description

Civil Engineering Societal and Global Impact

This book familiarizes the students with the concept of sustainability in the context of Civil Engineering. This book includes fundamentals of sustainable development and impact of civil engineering in total of six units, as impact of Civil Engineering: An Introduction, Importance of Civil Engineering, Infrastructure, Environment, Built Environment, and Civil Engineering Projects. Main purpose of this book is to help under graduate civil engineering students to understand and apply the concepts of sustainability to applications in engineering problems. The content of this book is aligned with the model curriculum of AICTE followed by concept of outcome-based education as per National Education Policy (NEP) 2020.

Salient features:

- Content of the book aligned with the mapping course outcomes, programs and Units Outcomes.
- In the beginning of each unit learning outcomes are listed to make the student understand what is expected out of him/her after completing that unit.
- Book provides lots of recent information, interesting facts, QR code for E-resources, QR code for use of ICT, projects, group discussion etc.
- Student and teacher centric subject materials included in book with balanced and chronological manner.
- Figures, tables, and software screen shots are inserted to improve clarity of the topics.
- Apart from essential information a ‘know more’ section is also provided in each unit to extend the learning beyond syllabus.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- Short questions, objective questions and long answer exercises are given for practice of students after every chapter.
- Solved and unsolved problems including numerical examples are solved with systematic steps.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Foreword
- Acknowledgement
- Preface
- Outcome Based Education
- Course Outcomes
- Guidelines for Teachers
- Guidelines for Students
- Abbreviations and Symbols
- List of Figures
- List of Tables
- Impact of Civil Engineering: An Introduction
- Importance of Civil Engineering
- Infrastructure
- Environment
- Built Environment
- Civil Engineering Projects
- References for Further Learning
- Index

Author

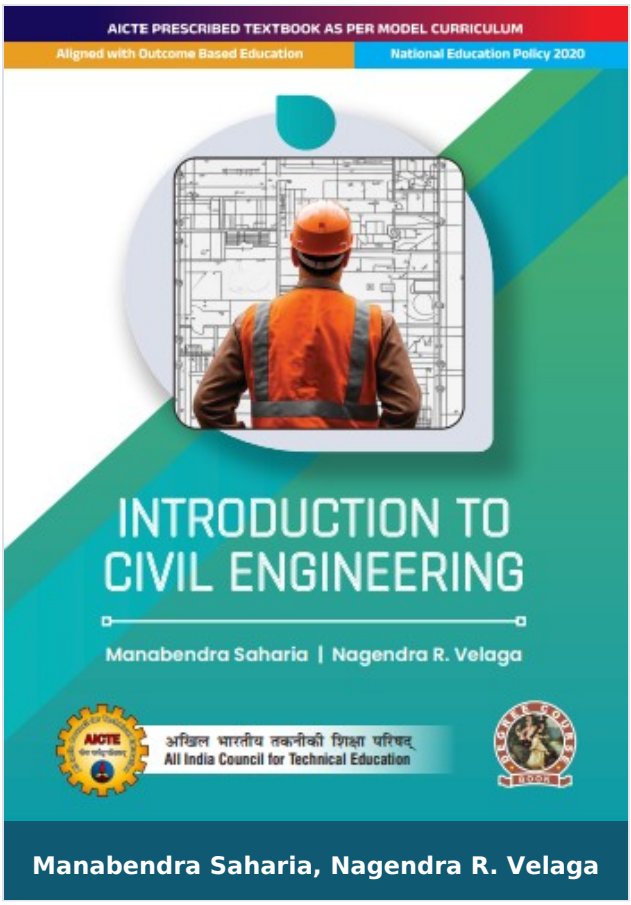
Shakuntala Acharya

Dr. Shakuntala Acharya Assistant Professor, IIT Guwahati, Assam

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Introduction to Civil Engineering

Author :	Manabendra Saharia, Nagendra R. Velaga
ISBN 13 :	978-93-55387-04-2
ISBN 10 :	9355387040
E-ISBN 13 :	978-93-55387-04-2
Edition :	First
Pages :	196
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 358.00
Categories :	AICTE Prescribed Textbooks, English Books, Book Store
Condition Type :	New
Country Origin :	India

Product Description

Introduction to Civil Engineering

This book has been written to provide a broad overview of Civil Engineering second year undergraduate students. Syllabus of this book is aligned with the AICTE model curriculum as per the National Education Policy (NEP) 2020. Each topic has been written in an easy and lucid manner with ample examples and QR code links to online resources.

Salient Features:

- Content of the book aligned with the mapping of Course Outcomes, Programs Outcomes and Unit Outcomes.
- In the beginning of each unit learning outcomes are listed to make the student understand what is expected out of him/her after completing that unit.
- Book provides lots of recent information, interesting facts, QR Code for E-resources, QR Code for use of ICT, projects, group discussion etc.
- Student and teacher centric subject materials included in book with balanced and chronological manner.
- Figures, tables, and software screen shots are inserted to improve clarity of the topics.
- Apart from essential information a ‘Know More’ section is also provided in each unit to extend the learning beyond syllabus.
- Short questions, objective questions and long answer exercises are given for practice of students after every chapter.
- Solved and unsolved problems including numerical examples are solved with systematic steps

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Foreword
- Acknowledgement
- Preface
- Outcome Based Education
- Course Outcomes
- Guidelines for Teachers
- Guidelines for Students
- Abbreviations and Symbols
- List of Figures
- List of Tables
- OVERVIEW OF CIVIL ENGINEERING
- STRUCTURAL ENGINEERING
- GEOTECHNICAL ENGINEERING
- WATER RESOURCES ENGINEERING AND SUSTAINABILITY
- TRAFFIC AND TRANSPORTATION ENGINEERING
- PRACTICAL ACTIVITIES
- References
- Dynamic QR Code for Further Reading

Author

Manabendra Saharia

Prof. Manabendra Saharia Assistant Professor, Department of Civil Engineering Prof.

Nagendra R. Velaga

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

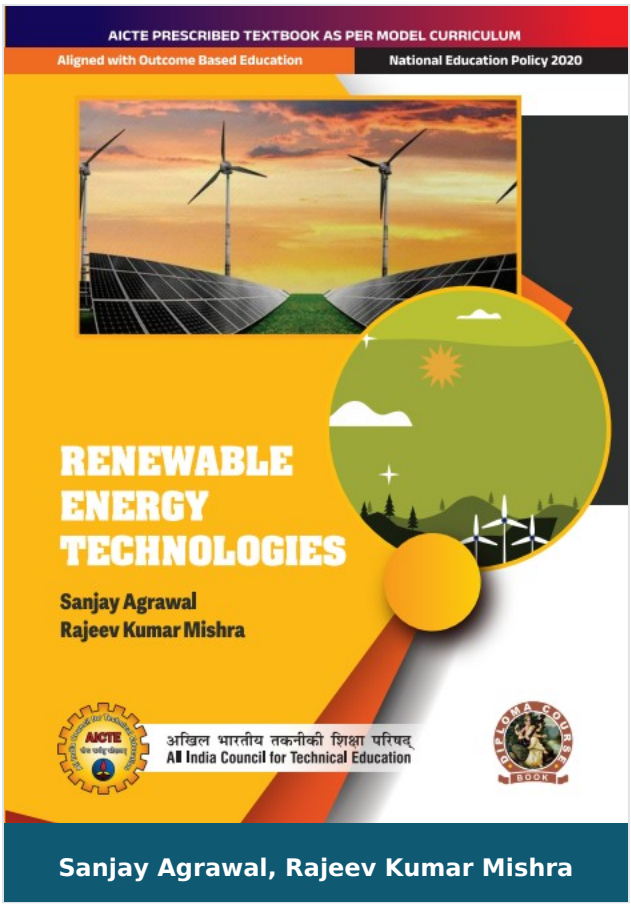
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Prof. Nagendra R. Velaga Professor, Department of Civil Engineering

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Renewable Energy Technologies

Author :	Sanjay Agrawal, Rajeev Kumar Mishra
ISBN 13 :	978-93-55387-18-9
ISBN 10 :	9355387180
E-ISBN 13 :	978-93-55387-18-9
Edition :	First
Pages :	156
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 290.00
Categories :	AICTE Prescribed Textbooks, English Books, Book Store
Condition Type :	New
Country Origin :	India

Product Description

Renewable Energy Technologies

The Book “Renewable Energy Technologies” is an up-to-date textbook based on the latest syllabus provided by AICTE. The book begins with the present status of conventional and renewable energy availability and consumption in India and World. It then goes on discussing different types of renewable energy resources like solar PV and concentrated solar power, wind power generation, hydropower plants and biomass-based power plants. Other renewable energy sources such as tidal energy, wave energy, OTEC, geothermal energy, hydrogen energy and fuel cell are also introduced. Practical based on the chapter is also provided at the of every chapter.

Salient features:

- Content of the book aligned with the mapping course outcomes, programs and Units Outcomes.
- In the beginning of each unit learning outcomes are listed to make the student understand what is expected out of him/her after completing that unit.
- Book provides lots of recent information, interesting facts, QR code for E-resources, QR code for use of ICT, projects, group discussion etc.
- Student and teacher centric subject materials included in book with balanced and chronological manner.
- Figures, tables, and software screen shots are inserted to improve clarity of the topics.
- Apart from essential information a ‘know more’ section is also provided in each unit to extend the learning beyond syllabus.
- Short questions, objective questions and long answer exercises are given for practice of students after every chapter.

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- Solved and unsolved problems including numerical examples are solved with systematic steps.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Foreword
- Acknowledgement
- Preface
- Outcome Based Education
- Course Outcomes
- Guidelines for Teachers
- Guidelines for Students
- Abbreviations and Symbols
- List of Figures
- List of Tables
- Introduction
- Solar PV and Concentrated Solar Power Plants
- Large Wind Power Plants
- Small Wind Turbines
- Micro-Hydro Power Plants
- Biomass-Based Power Plants
- Other Renewable Energy Sources
- CO and PO Attainment Table

Author

Sanjay Agrawal

Prof. Sanjay Agrawal Vice Chancellor and Professor Department of Electrical Engineering, Swami Vivekanand Technical University, Bhilai, Chhattisgarh Dr.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

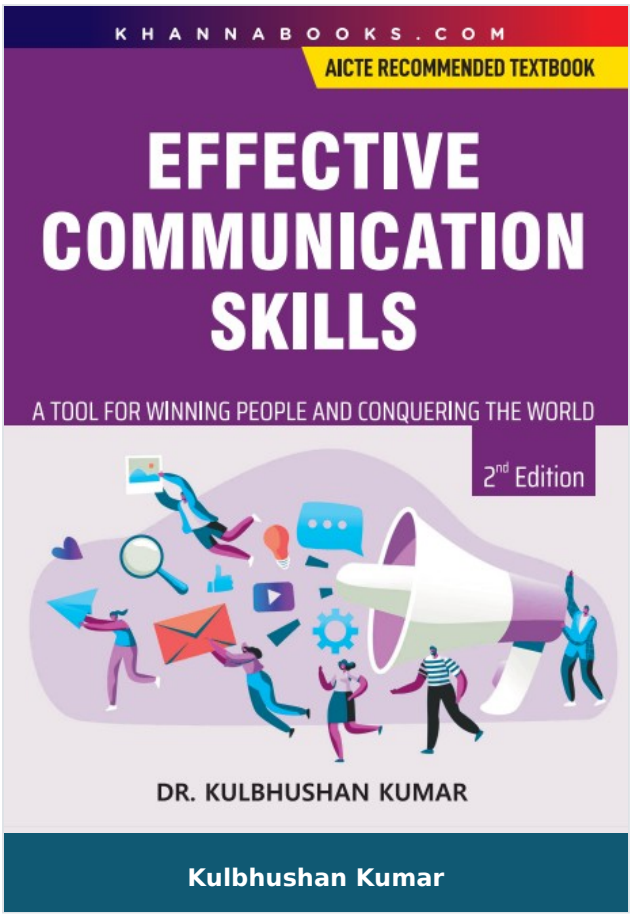
Rajeev Kumar Mishra

Dr. Rajeev Kumar Mishra Associate Professor, Department of Applied Sciences (Physics), Galgotias College of Engineering and Technology, Greater Noida, Uttar Pradesh

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Effective Communication Skills | AICTE Recommended

Author :	Kulbhushan Kumar
ISBN 13 :	978-93-55387-93-6
ISBN 10 :	9355387938
E-ISBN 13 :	978-93-55387-93-6
Edition :	Second
Pages :	464
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 495.00
Categories :	New Arrivals, UNIVERSITY RECOMMENDED, APPPLIED SCIENCES & HUMANITIES, Book Store, APPPLIED SCIENCES & HUMANITIES
Condition Type :	New
Country Origin :	India

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

Effective Communication Skills | AICTE Recommended

This is a comprehensive guide to mastering the indispensable art of communication. The book explores the vast importance of English, offering a practical, holistic approach to various aspects of business communication. Divided into sixteen chapters, including a new one on linguistics, it covers everything from the fundamentals of Listening, Speaking, Reading, and Writing (LSRW) to advanced topics.

Readers will find actionable strategies for impactful oral presentations, professional guidance for business correspondence like emails, reports and templates for standout resume. The book also hones skills essential for group discussions, meetings and interviews, ensuring readers can articulate their ideas with confidence.

This book is envisioned as a textbook for BBA, BCA, MBA, MCA, Engineering and for various other academic courses to meet the growing academic and professional needs of learners from diverse streams. Whether preparing for job interviews, internships, group discussions, or leadership roles, students will find in these pages the guidance they need to communicate with clarity, confidence and impact.

With a strong foundation in grammar and a simple, accessible language, the book includes real-world examples, case studies and practical exercises. It follows and Outcome Based Education approach, empowering students with the language and life skills needed to succeed in academic and professional landscapes. This book is a timely and thoughtfully curated resource for success in the 21st century.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Preface
- Acknowledgement
- About the book
- Guidelines for students
- Guidelines for teachers
- Introduction To Communication
- Types Of Communication
- Listening Skills
- Speaking Skills
- Reading Skills
- Writing Skills
- Presentation Skills
- Business Correspondence Planning A Business Letter
- Business Correspondence Reports, Tenders, Orders, Proposals, Memorandums, Notices, Circulars.
- Business Correspondence Resume And Cover Letters
- Group Discussion
- Meeting Skills
- Professional Tele-Communication Skills
- Interview Skills
- Linguistics
- English Grammar

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Author

Kulbhushan Kumar

Kulbhushan Kumar Former Head, Department of English and Communication Studies and Former Chief Editor and Coordinator. EU Voice University Magazine, Eternal University, Baru Sahib (Himachal Pradesh).

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320