
Sample Offer Letter With Probationary Period

Dental Hygiene - E-Book

Business Communication Skills

The Nursing Assistant' 2005 Ed.2005 Edition

Mandated Benefits 2020 Compliance Guide

Mandated Benefits

Mandated Benefits 2017 Compliance Guide

Complete MBA For Dummies

Mandated Benefits 2018 Mid-Year Supplement Compliance Guide

101 Sample Write-ups for Documenting Employee Performance Problems

Human Resource Management

How to Write & Design a Professional Résumé to Get the Job

Medical Practice Management in the 21st Century

The Employer and the Employee

101 Sample Write-Ups for Documenting Employee Performance Problems

Sales Hiring Made Easy

Smart Hiring: A Guide for the Dental Office

Employment 2006

The Employer's Handbook 2012-13

Health Care Service Management

Cracking the Project Management Interview

A Survival Guide for New Faculty Members

Action Plan For Sales Management Success-Not just what to do but how to do it!

Compendium of Drafts of Employment Contracts and Appointment Letters

Small Business Kit For Dummies

How to Write: Successful CVs and Job Applications

The Employer's Handbook 2014-15

The Interviewer's Handbook
Advanced Business
The Employer's Handbook 2011-12
Staff Handbooks
The Employee Handbook
Mandated Benefits 2019 Compliance Guide (IL)
After You Graduate: Finding And Getting Work You Will Enjoy
Personnel Management in Government Agencies and Nonprofit Organizations
Ask a Manager
Mortgage Smarts
Personnel Management Manual
The Employer's Handbook 2015-16
DOT Ground Transportation R. & D. Programs
The Employer's Handbook 2017-2018

*Sample Offer Letter With
Probationary Period*

*Downloaded from
ftp.bonide.com by guest*

KAYLEY SANTOS

Dental Hygiene - E-Book Kogan Page
Publishers

Your guide to understanding the basics of an MBA
Want to get an MBA? The Complete MBA For Dummies, 2nd Edition, is the practical, plain-English guide that covers all the basics of a top-notch MBA program, helping you to navigate today's most innovative business strategies. From management to entrepreneurship to

strategic planning, you'll understand the hottest trends and get the latest techniques for motivating employees, building global partnerships, managing risk, and manufacturing. This fun, easy-to-access guide is full of useful information, tips, and checklists that will help you lead, manage, or participate in any business at a high level of competence. You'll find out how to use databases to your advantage, recognize and reward your employees, analyze financial statements, and understand the challenges of strategic planning in a global business environment.

You'll also learn the basic principals of accounting, get a grip on the concepts behind stocks and bonds, and find out how technology has revolutionized everything from manufacturing to marketing. Discover how to: Know and respond to your customers' needs Handle budgets and forecasts Recruit and retain top people Establish and run employee teams Use Sarbanes-Oxley to your company's advantage Negotiate with the best of them Build long-term relationships with clients Avoid common managerial mistakes Improve cash flow Market your products

and services Make the most of your advertising dollar Once you know what an MBA knows, the sky's the limit. Read *The Complete MBA For Dummies, 2nd Edition*, and watch your career take off!

Business Communication Skills Juta and Company Ltd

Mandated Benefits 2020 Compliance Guide is a comprehensive and practical reference manual that covers key federal regulatory issues which must be addressed by human resources managers, benefits specialists, and company executives in all industries. This comprehensive and practical guide clearly and concisely describes the essential requirements and administrative processes necessary to comply with employment and benefits-related regulations. *Mandated Benefits 2020 Compliance Guide* includes in-depth coverage of these and other major federal regulations and developments: HIPAA: Health Insurance Portability and Accountability Act Wellness Programs: ADA and GINA regulations Mental Health Parity Act, as amended by the 21st Century Cures Act Reporting Requirements with the Equal Employment

Opportunity Commission AAPs: final rules Pay Transparency Act Mandated Benefits 2020 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation. It offers suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems. Throughout the Guide are numerous exhibits, useful checklists and forms, and do's and don'ts. A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company's level of regulatory compliance. In addition, *Mandated Benefits 2020 Compliance Guide* provides the latest information on: Family and Medical Leave Substance Abuse in the Workplace Workplace Health and Safety Recordkeeping and Documentation Integrating ADA, FMLA, Workers' Compensation, and Related Requirements Significant Developments at the EEOC Affirmative Action Plans Retirement Savings Plans and Pensions

Pay Practices and Administration Health, Life, and Disability Insurance Managing the Welfare Benefits Package Human Resources Risk Management And much more! Previous Edition: *Mandated Benefits 2019 Compliance Guide*, ISBN 9781543800449

The Nursing Assistant' 2005 Ed.2005 Edition Amacom Books

This book/CD-ROM guide arms job seekers with advice on writing and formatting different types of resumes and surviving the interview process. It tells how to construct a resume in difficult situations such as a recent layoff, spotty work history, or criminal record, and offers tips on specialty resumes for IT professionals, self-employed job seekers, students, executives, and military personnel. Worksheets, case histories, examples, and a glossary are included. The companion CD-ROM contains about 30 real-life resumes in Microsoft Word format so that readers can edit them to fit their needs. [Mandated Benefits 2020 Compliance Guide](#) Juta and Company Ltd *State-by-State Guide to Human Resources Law* is the most comprehensive, authoritative guide to the employment

laws of the 50 states and the District of Columbia. It is designed to provide quick access to each state's laws on the expanding number of issues and concerns facing business executives and their advisors--the professionals in HR, compensation, and employee benefits who work in multijurisdictional environments. This #1 guide to HR law in every state will help you to: Find accurate answers - fast - with our easy-to-use format and full citation to authority Compare and contrast employment laws between states Ensure full regulatory compliance - and avoid legal entanglements Get instant access to clear coverage of key topics, including state health care reform initiatives, FMLA, same-sex unions, workers' comp - and much more! And much more! State by State Guide to Human Resources Law, 2018 Edition has been updated to include: In-depth coverage of the Supreme Court's recent same-sex marriage decision and its implications for employment law Discussion of three important Title VII cases involving pregnancy discrimination, religious discrimination, and the EEOC's statutory conciliation obligation Analysis of private sector employment discrimination

charges filed with the EEOC during FY 2014, including charge statistics, with a breakdown by type of discrimination alleged Coverage of recent state and federal legislative efforts to prohibit employers from requiring employees and job applicants to disclose their passwords to social media and private e-mail accounts as a condition of employment Discussion of the Supreme Court's recent PPACA decision and its effect on the federal and state health insurance exchanges Update on the Domestic Workers' Bill of Rights, now enacted in six states Coverage of the growing trend to raise state minimum wage rates and to increase penalties for violations of wage and hour laws Update on workplace violence prevention efforts and related issues Coverage of state laws requiring employers to provide pregnant workers with reasonable accommodations, including longer or more frequent rest periods And much more Previous Edition: State by State Guide to Human Resources Law, 2018 Edition, ISBN 9781454883722

Mandated Benefits Wolters Kluwer Mortgage Smarts is a thorough and

thoughtful guide to mortgages and house buying across Canada. Each province or territory has different rules and the authors explain the requirements for each, laid out in tables for ease of use. The authors candidly say: "We provide usable information on issues which most of you don't research when you are thinking about applying for a mortgage." Mortgage Smarts is organized to provide information in the order that a house buyer would need it, from a history of mortgages through the process of buying a house (application and closing process), the sale and end of the mortgage, and then covering cases that are not the norm. The book contains useful checklists and warning notes, references and definitions. The authors suggest that this useful book can be dipped into at any part of the mortgage process; it doesn't need to be read from page one to the end. The extensive table of contents and index will guide you to what you need. For the reader's convenience, all government and official internet links and all the checklists appear in the appropriate chapters and then they are grouped together in separate appendixes. Numerous case

studies describe the omissions and pitfalls that face a homebuyer who is blinded by enthusiasm or given “good advice” by friends and relatives. Once you have digested and applied the information in *Mortgage Smarts* your search for a home should not have any unpleasant financial surprises, but a happy ending.

Mandated Benefits 2017 Compliance Guide John Wiley & Sons

Millions of Americans own their own businesses, and millions more dream of doing the same. But starting your own business is a pretty complicated matter, especially with all the legal issues and paperwork. This updated edition of the top-selling small business resource is chock-full of information, resources, and helpful hints on making the transition from a great idea to a great business. If you’ve got a great idea for your own business, you need the kind of straightforward advice you’ll find here — the kind of advice you’d normally only get from business schools and MBA courses. *Small Business Kit For Dummies, Second Edition* covers all the basics on: Recent tax law changes Balancing your finances Hiring and keeping employees Effective

management strategies Accounting fundamentals In addition to the basics of business, you’ll also find top-class advice on more advanced business basics, like business plans, the ins and outs of contracts, and using the Internet to expand your business. For entrepreneurs large and small, this comprehensive resource offers authoritative guidance on all your biggest business concerns, and offers unbeatable advice on such topics as: Choosing your business structure — from LLCs to S corps How to develop and write a standard business proposal Going public, issuing stock, and keeping a stock ledger Raising capital and understanding securities laws Bookkeeping standard practices Tax basics for small businesses Handling the paperwork for new hires Designing employee compensation plans Working with independent contractors and consultants Patent and copyright protections Dealing with the Press In addition, the book includes a CD-ROM full of helpful resources — forms, contracts, and even sample versions of the most popular software for small businesses. With *Small Business Kit For Dummies* you’ll find all the tools you need to get

your small business up and running — and keep it running for years and years to come.

Complete MBA For Dummies Charles C Thomas Publisher

Whether you’re addressing an initial infraction or handling termination-worthy transgressions, you need to be 100 percent confident that every employee encounter is clear, fair, and most importantly, legal. Thankfully, HR expert Paul Falcone has provided this wide-ranging resource that explains in detail the disciplinary process and provides ready-to-use documents that eliminate stress and second-guessing about what to do and say. Revised to reflect the latest developments in employment law, the third edition of *101 Sample Write-Ups for Documenting Employee Performance Problems* includes expertly crafted, easily customizable write-ups that address: sexual harassment, absenteeism, insubordination, drug or alcohol abuse, substandard work, email and phone misuse, teamwork issues, managerial misconduct, confidentiality breaches, social media abuse, and more! With each sample document also including a

performance improvement plan, outcomes and consequences, and a section of employee rebuttal, it's easy to see why over 100,000 copies have already been sold, making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues.

Mandated Benefits 2018 Mid-Year Supplement Compliance Guide

Ballantine Books

Includes coverage of issues relating to every level of government (federal, state, and local agencies) as well as in nonprofit organizations Examines the latest management theories (such as employee engagement and motivation) and current issues including disability and LGBT inclusivity, privatization, merit systems, and family and medical leave The discussion is rooted in public policy issues, providing students with a better understanding of the actors involved and the broader context of personnel administration The focus on the human resource issues is important to the work of all managers--not just personnel specialists Abundant pedagogical tools, including learning objectives, summaries,

and discussion questions, guide student understanding and foster critical thinking Exercises and case studies throughout the book can be assigned for individual or group work, helping students apply public personnel management concepts to real world situations.

101 Sample Write-ups for Documenting Employee Performance Problems Wolters Kluwer

The Employer's Handbook has established itself as a source of reliable, unambiguous guidance for all small- to medium-sized employers, clearly identifying the legal essentials and best-practice guidelines for effective people management. The book is a comprehensive source of hands-on advice on the increasingly complex legal framework now governing UK employment law, including guidelines on age discrimination legislation and the latest employment tribunal procedures. Coverage includes: recruitment, contracts, benefits, performance management, maternity and paternity rights, personnel records and data protection, terminating employment, and ensuring the health, safety and welfare of employees and pension obligations. It also provides

access to a unique set of downloadable templates, forms and policy documents for dealing with key employment issues.

Human Resource Management

AuthorHouse

About the book This all-inclusive, well delved into book is a one stop solution pertaining to the drafting nightmares of the legal professionals, HR professionals and the students. The book has been so designed that it caters to their everyday requirements. With an aim to be a remedy to all the possible pitfalls while drafting the contracts, service rules, appointment letters etc., this book is extensive but to the point. The language is coherent and well suited to the content of the book. Measures have been taken to carefully examine and include all the important points while drafting the samples for the reference of the readers. A large numbers of sample drafts included in the book make the day to day working of the professionals easy and hassle free. All in all, it is a go to book for professionals in search of a scrupulous yet relevantly put together book of draft appointment letters and service rules. "the book stands true to its name". Key features ? Covering: -

Appointment Letter with policy of Work from Home. - Samples of appointment letters along with guidelines for drafting. - Common Formats of Leave, TA, DA, LFC, Housing Loan and Furniture Loan application. - Guidelines for drafting Service manual. - Samples of Probation, Transfer, Resignation, Retirement, Exit Interview and Relieving Letter. - Different types of Memorandum, Show Cause Notices & Chargesheet. ? Detailed coverage of The Industrial Employment (Standing Orders) Act, 1946. ? Meticulously integrated. ? Simple and crisp language. ? Sample draft for various letters/contracts. ? Eye for every minute detail. ? Covers common concerns in the industry. ? Highlights the common pitfalls while drafting the letters/contracts. ? New Chapter on Force Majeure. ? New Chapter on Force Majeure.

How to Write & Design a Professional Résumé to Get the Job Walter de Gruyter GmbH & Co KG

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice!

There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense

writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together* Medical Practice Management in the 21st Century John Wiley & Sons As much as the Employer key to the growth of an organization, the Employee is critical to the success or failure of the business. Owners and Managers of businesses must acknowledge this fact. Like a living organism, businesses grow and as they do, more and more issues

arise which must be strictly, promptly and properly addressed. This book examines some of these potential issues in turn and their practical implication o the business. It contains practical examples on how to overcome labour problems using systems and model letters developed for businesses. These systems and model letters include: - Hiring of Staff - Drawing up contract of employment - Payment of Staff - Training of Staff - Parting with Staff - Development and application of people-management skills for individuals. You will learn so much in this book!

The Employer and the Employee

FriesenPress

Fact: 25% of sales representatives produce 90 to 95% of all sales. Clearly, most of the members on your sales team are not selling up to their potential and therefore not generating the revenues they could. That means neither of you are making the incomes you could! Why is this case? It's not that the job can't be done because 25 percent are doing it, and doing it well. It's because the other 75 percent either are not in the right sales position or they truly don't know how to sell. Until now, most sales managers have not had

access to effective, affordable sales training. Action Plan For Sales Management Success is a proven, turn key program that will become the foundation of your sales management process. Action Plan For Sales Success will improve your sales management skills so that you and your team can achieve your true sales potential. What You Will Learn 1. The B2B Sales Process - The Sales Manager's Role: Before you can lead, you must know the right direction! 2. Eagles or Turkeys? - Recruiting and Hiring The Right Sales Professional: Hiring the wrong sales person will cost you 3 to 5 times their annual compensation plan! We'll show you how to recruit and hire right! 3. It All Starts Here! - Your 90 Day Sales Rep Success Plan!: "Welcome to the company, here's your price book, now go and sell!" will not make your sales team successful. We'll show you what will! 4. You Are The Coach! - Ongoing Management Tools: Properly managing your team is critical so that they produce results today and in the future. We will give you the proper coaching and reporting tools to make that happen! "Susan ...understands the sales process intimately and is able to create a

management process around it that drives sales people to accomplish their goals." Action Plan For Sales Management Success - Proven Methods That Produce Measurable Results "Susan ...understands the sales process intimately and is able to create a management process around it that drives sales people to accomplish their goals." - Rob M. "Susan knows her stuff. She brings many years of great sales experience and success to anyone who wished to improve their skills in sales. She is very personable, and is not afraid to tell it like it is. I would recommend anyone (and I have) to Susan, her website, her books if you want to become a better sales person." - Fred B. "Your content, delivery and practical examples provided the students an excellent foundation to understand the complex topic of sales recruitment and socialization" - Jim N. "Susan really knows the selling world. She's honest, articulate, bright, giving, highly competent, personable and a top professional. Welcome her. It's the right thing to do." - Allan S.

101 Sample Write-Ups for Documenting Employee Performance Problems Kogan Page Publishers

Mandated Benefits 2014 Compliance Guide is a comprehensive and practical reference manual covering key federal regulatory issues that must be addressed by human resources managers, benefits specialists, and company executives in all industries. Mandated Benefits 2014 Compliance Guide includes in-depth coverage of these and other major federal regulations: Patient Protection and Affordable Care Act (PPACA) Health Information Technology for Economic and Clinical Health (HITECH) Act Mental Health Parity and Addiction Equity Act (MHPAEA) Genetic Information Nondiscrimination Act (GINA) Americans with Disabilities Act (ADA) Employee Retirement Income Security Act (ERISA) Health Insurance Portability and Accountability Act (HIPAA) Heroes Earnings Assistance and Relief Tax Act (HEART Act) Consolidated Omnibus Budget Reconciliation Act (COBRA) Mandated Benefits 2014 Compliance Guide helps take the guesswork out of managing employee benefits and human resources by clearly and concisely describing the essential requirements and administrative processes necessary to comply with each regulation. It offers

suggestions for protecting employers against the most common litigation threats and recommendations for handling various types of employee problems. Throughout the Guide are numerous exhibits, useful checklists and forms, and do's and don'ts. A list of HR audit questions at the beginning of each chapter serves as an aid in evaluating your company's level of regulatory compliance. The Mandated Benefits 2014 Compliance Guide has been updated to include: Updated best practices for organizing the human resources department Information on Federal Insurance Contributions Act (FICA) and severance pay New regulations and guidelines for health care reform as mandated by the Patient Protection and Affordable Care Act (PPACA) New information on de-identified protected health information (PHI) and the effect of the omnibus final rules on business associates and notification requirements in case of a breach of PHI Information on the revised model election notice as required under PPACA A completely revised section on the final rules implementing HIPAA's nondiscrimination requirements for wellness programs and updated

information on providing employee benefits to legally married same-sex couples based on the Supreme Court's decision in United States v. Windsor A new section on the ADA's direct threat provisions Updated information on caregiver leave under military family leave and survey data regarding the FMLA's impact Updated information on completing the newest Form I-9 and the E-Verify system The OFCCP's final rules for developing and implementing AAPs for veterans and individuals with disabilities and new policy directive for compensation compliance evaluations A new section on bring your own device to work and its impact on employee privacy Information on the final rule revising the hazard communication standard, and the requirements for safety data sheets, which will replace material safety data sheets New information on medical marijuana in the workplace **Sales Hiring Made Easy** Bloomsbury Publishing The Employer's Handbook has established itself as a source of reliable, unambiguous guidance for for all small- to medium-sized employers, clearly identifying the legal

essentials and best-practice guidelines for effective people management. The book is a comprehensive source of hands-on advice on the increasingly complex legal framework now governing UK employment law, including guidelines on age discrimination legislation and the latest employment tribunal procedures. Coverage includes: recruitment, contracts, benefits, performance management, maternity and paternity rights, personnel records and data protection, terminating employment, and ensuring the health, safety and welfare of employees. It also provides access to downloadable templates, forms and policy documents for dealing with key employment issues.

Smart Hiring: A Guide for the Dental Office
Wolters Kluwer

Comprehensive and up to date, Dental Hygiene, 3rd Edition offers complete coverage of today's dental hygiene skills and theories -- all based on the Human Needs Model for better hygienist/patient communication. With a strong focus on clinical application, each section closely follows the critical thinking and clinical assessment approach that a hygienist must use in the classroom, clinic, and

practice. Clinical competencies at the beginning of each chapter provide a clear, quick overview of exactly what you need to know, and procedure boxes with detailed steps and rationales ensure that you understand the reasoning behind each step in the competencies. In addition, new chapters on caries risk assessment and the oral-systemic health connection keep you up to date with today's major areas of research. Each section takes you from conceptual foundations of dental hygiene through patient assessment, treatment, and evaluation. Scenario boxes challenge you to integrate complex information as you assess, diagnose, plan care, and evaluate the outcome of care. Client Education Issues and Legal, Ethical and Safety Issues boxes inform you of the latest information in these important areas. Critical Thinking exercises provide opportunities for independent thought and problem solving. Tables and boxes build upon and simplify information from the text, making study and review quick and easy. Evolve website contains free online resources, including weblinks, self-assessment quizzes, and professional development worksheets for student

review. A reorganized section for Individuals with Special Needs includes chapters on Cleft Palate, Physical Abuse, Blood Diseases, and Mental Illness, all reflecting evidence-based research now available in these areas. New chapters on caries risk assessment and the oral-systemic health connection -- hot topics in today's dental sciences. New anesthesia guidelines keep you up to date with what's new in pain and anxiety control. Essential resources and websites are now included at the end of each chapter for easy reference. New illustrations provide a fresh, reader-friendly design. Self-assessment quizzes are available online, all case-based to follow the NBDH format. Free online access to the Legal and Ethical Decision Making chapter, including an 'asset center' to assist you with clinical skills.

Employment 2006 Kavya Publications

Write a successful CV, cover letter, and job application following the advice in this practical guide. It offers clear, step-by-step guidance on all these matters, and whether you are seeking your first job, coming back to work after a break, aiming to progress in your chosen career, or

changing careers altogether, this book takes you through the process that's right for your situation. This new edition has been thoroughly revised and updated, and its structure has been overhauled to make it even easier to find the information you are looking for, plus chapters now include helpful end-of-chapter summaries to recap the key points. New to this edition is a list of 'FAQs', with answers directing you straight to the sections you need. From the building blocks of CV-writing to tweaking your cover letter, from speculative applications to applying for jobs online, *How to Write: Successful CVs and Job Applications* gives you practical advice and helpful tips, checklists, dos and don'ts, and examples to ensure that you get the job that's right for you.

The Employer's Handbook 2012-13 Oxford University Press

Unlock the secrets to building a champion sales team with 'Sales Hiring Made Easy.' This comprehensive guide takes you step by step, through the entire hiring process, from sourcing top talent to onboarding your new sales champions. With expert strategies, interview techniques, and practical templates, you'll be equipped to find and hire the best salespeople for your business. Whether you are a seasoned HR professional or a small business owner, this book is your ultimate resource for creating a winning sales team that drives success.

Health Care Service Management Atlantic Publishing Company

The Interviewer's Handbook advises on interview techniques for a variety of workplace situations including recruitment interviews, performance appraisals, attendance and absence management,

discipline and grievance management and accident investigation. This book offers essential advice on the use of effective questioning techniques and how to get the most out of an interviewee. It provides in-depth guidance on the role that body language plays and examines the significance of listening techniques. The Interviewer's Handbook also shows how to encourage dialogue and avoid conflict in sensitive situations. Case studies and scenarios are provided throughout to illustrate these vital techniques and how they get the best out of the interviewee and interviewer.

Cracking the Project Management Interview Rex Bookstore, Inc.

Buy Latest BUSINESS COMMUNICATION SKILLS e-Book as per NEP-2020 in English Language for BBA 1st Semester University of Rajasthan, Jaipur By Thakur publication.