

kasneb

eLibrary Reading List CERTIFIED SECRETARIES - CS

SECTION 1			
CS11 ORGANISATIONAL BEHAVIOUR			
	TITLE	AUTHOR(S)	LINK
1.	Organisational Behaviour	B. Hiriyappa	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=414236
2.	Management and Organisational Behaviour	P. Subba Rao	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=618260
3.	Organisational Behaviour	K. Aswathappa	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011153
CS12 COMMERCIAL LAW			
	TITLE	AUTHOR(S)	LINK
1.	Business Law	Steven Judge and Marise Cremona	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=296502
2.	Business Law	James Marson	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=1591412
CS13 BUSINESS COMMUNICATION			
	TITLE	AUTHOR(S)	LINK
1.	Business Communication	Namita Gopal	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3017396
2.	Communication Skills : Stepladders to success for the professional	Richard Ellis	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=283012
3.	Business Communication	Urmila Rai and S.M. Rai	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=588016

SECTION 2			
CS21 ECONOMICS			
	TITLE	AUTHOR(S)	LINK
1.	Economic Literacy : Basic Economics with an Attitude	Frederick S. Weaver	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=662301
2.	Introductory Economics (Micro and Macro) : For Class XII	Subhendu Dutta	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=346118
3.	Economics for Investment Decision Makers : Micro, Macro, and International Economics	Christopher D. Piros, Jerald E. Pinto,	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=1144063
4.	Economic Theory and the Ancient Mediterranean	Donald W. Jones	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=1699531
CS22 PRINCIPLES OF ACCOUNTING			
	TITLE	AUTHOR(S)	LINK
1.	Introduction to Accounting	Pru Marriott, J R Edwards, and Howard J	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=370508
2.	Financial Accounting	John Stittle and Robert T Wearing	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=420915
3.	Introductory Financial Accounting	Barry Smith	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=650331
4.	Financial Accounting	Guruprasad Murthy	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011255
CS23 PUBLIC FINANCE AND TAXATION			
	TITLE	AUTHOR(S)	LINK
1.	Local Public Financial Management	Anwar Shah	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=459688
2.	Principles of Public Finance	Hugh Dalton	https://ebookcentral.proquest.com/lib/kasneb-

			ebooks/detail.action?docID=1542735
3.	Financial Management in the Public Sector : Tools, Applications, and Cases	Xiao Hu Wang	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=302441
4.	Taxation in Developing Countries : Six Case Studies and Policy Implications	Roger Gordon	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=908765

CS31 COMPANY LAW

	TITLE	AUTHOR(S)	LINK
1.	Briefcase on Company Law	Michael Ottley	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3061231
2.	Corporate Reporting and Company Law	Charlotte Villiers and Barry Rider	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=261106

CS32 FINANCIAL MANAGEMENT

	TITLE	AUTHOR(S)	LINK
1.	Financial Management	C. Paramasivan and T. Subramanian	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=437705
2.	Financial Management	C. Ramagopal	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=442140
3.	An Introduction to Accounting and Managerial Finance : A Merger of Equals	Harold , JR Bierman	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=731271

CS33 PRINCIPLES AND PRACTICE OF MANAGEMENT

	TITLE	AUTHOR(S)	LINK
1.	Management Theory and Practice : (Text & Cases)	P. Subba Rao and Venkatram Tej Kumar	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=618174
2.	Principles and Practice of Management	P. Subba Rao and Hari Shankar Pande	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011383
3.	Principles of Management	T. Ramasamy	https://ebookcentral.proquest.com/lib/kasneb-

			ebooks/detail.action?docID=3011168
SECTION 4			
CS41 CORPORATE SECRETARIAL PRACTICE			
	TITLE	AUTHOR(S)	LINK
1.	Corporate Governance : How To Add Value To Your Company: A Practical Implementation Guide	Alex Knell	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=294063
2.	The Handbook of Nonprofit Governance	BoardSource, Lastboardsource, and John Wiley & Sons	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=529975
3.	The Handbook of Board Governance : A Comprehensive Guide for Public, Private and Not for Profit Board Members	Richard Leblanc and John Fraser	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=4529031
4.	Handbook on Emerging Issues in Corporate Governance	Alireza Tourani-Rad and Coral Ingley	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=731158
CS42 MANAGEMENT INFORMATION SYSTEMS			
	TITLE	AUTHOR(S)	LINK
1.	Management Information Systems	S. Shajahan and R. Priyadharshni	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3017402
2.	Management Information Systems	M. Sarngadharan and M.C. Minimol	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011311
CS43 LAW AND PROCEDURE OF MEETINGS			
	TITLE	AUTHOR(S)	LINK
1.	Meetings Handbook : Formal Rules and Informal Processes	Ronald D. Francis and A.F. Armstrong	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=981585

SECTION 5
CS51 HUMAN RESOURCE MANAGEMENT

	TITLE	AUTHOR(S)	LINK
1.	Human Resource Management	D. Shivarudrappa, K. Ramachandra	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011329
2.	Human Resource Management : Principles and Practices	K. K. Chaudhuri	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=588051
3.	Human Resource Management : Text and Cases	P. Subba Rao	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011493

CS52 FINANCIAL MARKETS LAW

	TITLE	AUTHOR(S)	LINK
1.	Regulating Competition in Stock Markets : Antitrust Measures to Promote Fairness and Transparency through Investor Protection and Crisis Prevention	Lawrence R. Klein, Viktoria Dalko, and Michael H. Wang	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=821794
2.	Money Laundering Prevention : Deterring, Detecting, and Resolving Financial Fraud	Jonathan E. Turner	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=693490

CS53 GOVERNANCE AND ETHICS

	TITLE	AUTHOR(S)	LINK
1.	Corporate Governance	Emerald Group	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=282892
2.	Corporate Governance : A Synthesis of Theory, Research, and Practice	H. Kent Baker, Ronald Anderson	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=589109
3.	Corporate Social Responsibility, Governance and Corporate Reputation	Petter Gottschalk	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=840566
4.	Business Ethics	A.K. Gavai	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011220
5.	Corporate Governance in Less Developed and	Matthew Tsamenyi and	https://ebookcentral.proquest.com/lib/kasneb-

	Emerging Economies	Shazad Uddin	ebooks/detail.action?docID=453319
6.	Textbook on Professional Ethics and Human Values	R.S. Naagarazan	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=351920

CS61 STRATEGIC MANAGEMENT

	TITLE	AUTHOR(S)	LINK
1.	Strategic Management	M. Jeyarathmm	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011305
2.	Strategic Management	P. Subba Rao	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=3011189

CS62 PUBLIC POLICY AND ADMINISTRATION

	TITLE	AUTHOR(S)	LINK
1.	Handbook of Public Administration	James Perry & Robert Christensen	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=1895898
2.	Implementing Public Policy : Governance in Theory and in Practice	Michael Hill and Peter, Dr Hupe	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=254738
3.	Public Administration and Law	Julia Beckett and Heidi O. Koenig	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=1974440

CS63 GOVERNANCE AND SECRETARIAL AUDIT

	TITLE	AUTHOR(S)	LINK
1.	Handbook on Emerging Issues in Corporate Governance	Alireza Tourani-Rad and Coral Ingley	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=731158
2.	Global Perspectives on Ethics of Corporate Governance	G. Rossouw and A. Sison	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=307823
3.	Evolutions in Corporate Governance : Towards an Ethical Framework for Business Conduct	Alison L. Dempsey	https://ebookcentral.proquest.com/lib/kasneb-ebooks/detail.action?docID=1741641