

# kasneb

## eLibrary Reading List CERTIFIED SECRETARIES - CS

<b>SECTION 1</b>			
<b>CS11 ORGANISATIONAL BEHAVIOUR</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Organisational Behaviour	B. Hiriappa	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=414236">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=414236</a>
2.	Management and Organisational Behaviour	P. Subba Rao	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=618260">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=618260</a>
3.	Organisational Behaviour	K. Aswathappa	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011153">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011153</a>
<b>CS12 COMMERCIAL LAW</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Economic Principles of Law	Cento G. Veljanovski	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=311270">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=311270</a>
2.	Business Law	James Marson	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=1591412">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=1591412</a>

<b>CS13 BUSINESS COMMUNICATION</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Business Communication	Namita Gopal	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=3017396">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=3017396</a>
2.	Communication Skills : Stepladders to success for the professional	Richard Ellis	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=283012">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=283012</a>
3.	Business Communication	Urmila Rai and S.M. Rai	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=588016">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=588016</a>
<b>SECTION 2 CS21 ECONOMICS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Economic Literacy : Basic Economics with an Attitude	Frederick S. Weaver	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=662301">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=662301</a>
2.	Introductory Economics (Micro and Macro) : For Class XII	Subhendu Dutta	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=346118">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=346118</a>
3.	Economics for Investment Decision Makers : Micro, Macro, and International Economics	Christopher D. Piros, Jerald E. Pinto,	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=1144063">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=1144063</a>
4.	Economic Theory and the Ancient Mediterranean	Donald W. Jones	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=1699531">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=1699531</a>

<b>CS22 PRINCIPLES OF ACCOUNTING</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Introduction to Accounting	Pru Marriott, J R Edwards, and Howard J	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=370508">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=370508</a>
2.	Financial Accounting	John Stittle and Robert T Wearing	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=420915">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=420915</a>
3.	Introductory Financial Accounting	Barry Smith	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=650331">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=650331</a>
4.	Financial Accounting	Guruprasad Murthy	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011255">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011255</a>
<b>CS23 PUBLIC FINANCE AND TAXATION</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Local Public Financial Management	Anwar Shah	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=459688">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=459688</a>
2.	Principles of Public Finance	Hugh Dalton	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1542735">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1542735</a>
3.	Financial Management in the Public Sector : Tools, Applications, and Cases	Xiao Hu Wang	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=302441">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=302441</a>
4.	Taxation in Developing Countries : Six Case Studies and Policy Implications	Roger Gordon	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=908765">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=908765</a>

<b>CS31 COMPANY LAW</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Briefcase on Company Law	Michael Ottley	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=3061231">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=3061231</a>
2.	Corporate Reporting and Company Law	Charlotte Villiers and Barry Rider	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=261106">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=261106</a>
<b>CS32 FINANCIAL MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Financial Management	C. Paramasivan and T. Subramanian	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=437705">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=437705</a>
2.	Financial Management	C. Ramagopal	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=442140">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=442140</a>
3.	An Introduction to Accounting and Managerial Finance : A Merger of Equals	Harold , JR Bierman	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=731271">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=731271</a>
<b>CS33 PRINCIPLES AND PRACTICE OF MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Management Theory and Practice : (Text & Cases)	P. Subba Rao and Venkatram Tej Kumar	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=618174">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=618174</a>
2.	Principles and Practice of Management	P. Subba Rao and Hari Shankar Pande	<a href="http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=3011383">http://ebookcentral.proquest.com/kasneb/remotexs.co/lib/kasneb-ebooks/detail.action?docID=3011383</a>

3.	Principles of Management	T. Ramasamy	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011168">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011168</a>

**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	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=294063">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=294063</a>
2.	The Handbook of Nonprofit Governance	BoardSource, Lastboardsource, and John Wiley & Sons	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=529975">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=529975</a>
3.	The Handbook of Board Governance : A Comprehensive Guide for Public, Private and Not for Profit Board Members	Richard Leblanc and John Fraser	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=4529031">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=4529031</a>
4.	Handbook on Emerging Issues in Corporate Governance	Alireza Tourani-Rad and Coral Ingley	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=731158">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=731158</a>

**CS42 MANAGEMENT INFORMATION SYSTEMS**

	TITLE	AUTHOR(S)	LINK
1.	Management Information Systems	S. Shajahan and R. Priyadharshni	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3017402">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3017402</a>
2.	Management Information Systems	M. Sarngadharan and M.C. Minimol	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011311">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011311</a>

<b>CS43 LAW AND PROCEDURE OF MEETINGS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Meetings Handbook : Formal Rules and Informal Processes	Ronald D. Francis and A.F. Armstrong	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=981585">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=981585</a>
<b>SECTION 5</b>			
<b>CS51 HUMAN RESOURCE MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Human Resource Management	D. Shivarudrappa, K. Ramachandra	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011329">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011329</a>
2.	Human Resource Management : Principles and Practices	K. K. Chaudhuri	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=588051">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=588051</a>
3.	Human Resource Management : Text and Cases	P. Subba Rao	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011493">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=3011493</a>
<b>CS52 FINANCIAL MARKETS LAW</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
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	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=821794">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=821794</a>
2.	Money Laundering Prevention : Detering, Detecting, and Resolving Financial Fraud	Jonathan E. Turner	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=693490">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=693490</a>

<b>CS53 GOVERNANCE AND ETHICS</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Corporate Governance	Emerald Group	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=282892">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=282892</a>
2.	Corporate Governance : A Synthesis of Theory, Research, and Practice	H. Kent Baker, Ronald Anderson	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=589109">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=589109</a>
3.	Corporate Social Responsibility, Governance and Corporate Reputation	Petter Gottschalk	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=840566">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=840566</a>
4.	Business Ethics	A.K. Gavai	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011220">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011220</a>
5.	Corporate Governance in Less Developed and Emerging Economies	Matthew Tsamenyi and Shazad Uddin	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=453319">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=453319</a>
6.	Textbook on Professional Ethics and Human Values	R.S. Naagarazan	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=351920">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=351920</a>
<b>CS61 STRATEGIC MANAGEMENT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Strategic Management	M. Jeyarathmm	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011305">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011305</a>
2.	Strategic Management	P. Subba Rao	<a href="http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011189">http://ebookcentral.proquest.com/kasneb/remotex/s.co/lib/kasneb-ebooks/detail.action?docID=3011189</a>

<b>CS62 PUBLIC POLICY AND ADMINISTRATION</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Handbook of Public Administration	James Perry & Robert Christensen	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1895898">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1895898</a>
2.	Public Administration and Law	Julia Beckett and Heidi O. Koenig	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1974440">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1974440</a>
<b>CS63 GOVERNANCE AND SECRETARIAL AUDIT</b>			
	<b>TITLE</b>	<b>AUTHOR(S)</b>	<b>LINK</b>
1.	Handbook on Emerging Issues in Corporate Governance	Alireza Tourani-Rad and Coral Ingley	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=731158">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=731158</a>
2.	Global Perspectives on Ethics of Corporate Governance	G. Rossouw and A. Sison	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=307823">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=307823</a>
3.	Evolutions in Corporate Governance : Towards an Ethical Framework for Business Conduct	Alison L. Dempsey	<a href="http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1741641">http://ebookcentral.proquest.com.kasneb.remotex.s.co/lib/kasneb-ebooks/detail.action?docID=1741641</a>