



The Institute of Corporate Secretaries of Pakistan

List of Recommended Books

Module A		Group 1	Code 111
Economics Environment			
S. No.	Books	Author	Estimated Price
1.	Economics (For B.Com)	Abdullah Khan	120/- to 150/-
	Micro & Macro Economics	Paul Samuelsons	
2.	Economic Problems of Pakistan.	Saeed Nasir – Publisher Ilmi Lahore	150/- to 210/-
	The Economy of Pakistan	Khawaja Amjad Saeed Publisher Oxford University Press	Rs. 295
3.	1500 MCQ's on Economics	Akther Mirza	150/- to 250/-

Module A		Group 1	Code 112
Introduction to Accounting			
S. No.	Books	Author	Estimated Price
1.	Accounting - For Section 1	Meig & Meig (9 th edition)	
2.	Company Accounts	Javid H. Zubuir	200/-
3.	Ratio Analysis	Javid H. Zubuir	100/-
4.	Cash Flow Status	Javid H. Zubuir	150/-

Module A		Group 1	Code 113
Business Mathematics and Statistics			
S. No.	Books	Author	Estimated Price
1.	Business Mathematics	Mirza & Mirza (Mirza Muhammad Hassan & Muhammad Ali Mirza) Publisher Farooq Kitab Ghar	137/- to 150/-
2.	Introduction to Statistics	Khursheed Alam	135/- to 150/-
3.	3000 MCQ's on Math and Statistics	Kamran Khan	100/- to 175/-

Module A		Group 2	Code 121
Commercial and Industrial Laws			
S. No.	Books	Author	Estimated Price
1.	Mercantile Law (for MBA, BBA and M.Com) Study Manual, MCQ's,	Luqman Baig and Saleh Abbas	280/- to 350/-
2.	Commercial and Industrial Laws	A.G. Chaudhary	

Module A		Group 2	Code 122
Information Technology			
S. No.	Books	Author	Estimated Price
1.	Information Technology	Zahir Ali Quettawala	280/- to 350/-
2.	MCQ's on Information Technology	Zahir Ali Quettawala	150/- to 250/-

Module B		Group 3	Code 231
Human Resource Management			
S. No.	Books	Author	Estimated Price
1.	Human Resource Management 10 th Ed	Gary Dessler	
2.	Human Resource Management Study Manual, MCQ's Cases	Waqar Ahmed Qadri Publisher: Petiwala	

Module B		Group 3	Code 232
Business Finance			
S. No.	Books	Author	Estimated Price
1.	Financial Management	Muhammad Saleem	330/- to 410/-
2.	800 MCQ's on Financial Management	Dr. Asim Mehboob Siddiqui	100/- to 150/-
3.	Financial Management 12 th Edition	Published by: Petiwela	120/- to 150/-

Module B		Group 4	Code 241
Financial Accounting And Reporting			
S. No.	Books	Author	Estimated Price
1.	Cash Flow Statement,	Javid H. Zubri	140/-
2.	Lease Accounting	Javid H. Zubri	152/-
3.	Ratio Analysis	Javid H. Zubri	100/-
4.	Company Accounts	Javid H. Zubri	196/-
5.	Consolidated Finance Statement	Javid H. Zubri	140/-

Module B		Group 4	Code 242
Corporate Tax Management			
S. No.	Books	Author	Estimated Price
1.	Income Tax	Khalid Petiwala	400/- to 500/-
2.	Sales Tax and FED	Khalid Petiwala	140/- to 175/-

Module C		Group 5	Code 351
Company Law And Allied Rules			
S. No.	Books	Author	Estimated Price
1.	Corporate Law of Secretarial Practices	Nazeer A. Shaheen	750/-
2.	Notes On Company Law	Khalid Petiwala	320/- to 400/-

Module C		Group 5	Code 352
Meeting Law And Procedure			
S. No.	Books	Author	Estimated Price
1.	The Administration of Company Meetings	G. Nizamuddin	

Module C		Group 6	Code 361
Secretarial Practices and Audit			
S. No.	Books	Author	Estimated Price
1.	Secretarial Guide For Section I	By ICSP	350/-
2.	Corporate Law of Secretarial Practices	Nazeer A. Shaheen	750/-

Module C		Group 6	Code 362
Corporate Laws And Practices			
S. No.	Books	Author	Estimated Price
1.	Corporate Law of Secretarial Practices	Nazeer A. Shaheen	750/-
2.	Foreign Exchange Manual by SBP		
3.	Modaraba Companies and Modaraba (Floatation and Control) Ordinance, 1980		