



**The Institute of Corporate Secretaries of Pakistan**  
**List of Recommended Books**

Module A		Group 1	Code 111
<b>Economics Environment</b>			
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
<b>Introduction to Accounting</b>			
S. No.	Books	Author	Estimated Price
1.	Accounting - For Section 1	Meig & Meig ( 9 <sup>th</sup> 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
<b>Business Mathematics and Statistics</b>			
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
<b>Commercial and Industrial Laws</b>			
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
<b>Information Technology</b>			
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
<b>Human Resource Management</b>			
S. No.	Books	Author	Estimated Price
1.	Human Resource Management 10 <sup>th</sup> Ed	Gary Dessler	
2.	Human Resource Management Study Manual, MCQ's Cases	Waqar Ahmed Qadri Publisher: Petiwala	

Module B		Group 3	Code 232
<b>Business Finance</b>			
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 <sup>th</sup> Edition	Published by: Petiwela	120/- to 150/-

Module B		Group 4	Code 241
<b>Financial Accounting And Reporting</b>			
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
<b>Corporate Tax Management</b>			
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
<b>Company Law And Allied Rules</b>			
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
<b>Meeting Law And Procedure</b>			
S. No.	Books	Author	Estimated Price
1.	The Administration of Company Meetings	G. Nizamuddin	

Module C		Group 6	Code 361
<b>Secretarial Practices and Audit</b>			
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
<b>Corporate Laws And Practices</b>			
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		