

VIRUDHUNAGAR S.VELLAICHAMY NADAR POLYTECHNIC COLLEGE,
(AUTONOMOUS)

(Affiliated to Directorate of Technical Education, Chennai)

VIRUDHUNAGAR - 626001.

DEPARTMENT OF MODERN OFFICE PRACTICE

Department Library

S.No.	Name of the Book	Author
1	Advanced Accounts	M.C.SHUKLA, T.S.GREWAL, S.C.GUPTA
2	Advanced Accounts (Volume-1)	M.C.SHUKLA, T.S.GREWAL, S.C.GUPTA
3	Salesmanship and Advertising	RUSTOM.S.DAVAR, SOHRABR.DAVAR, NURLI R.DAVAR
4	Banking Theory Law and Practice	S.M.SUNDARAM
5	COBOL- The Language of Business	ERIC.P.BLOOM
6	Computer Made Easy	J.FRANK REUBAN.J
7	Essentials of Organization and Management	T.A.SIVASUBRAMANIAN
8	A Practical Course in Touch Typewriting	CHARLES E.SMITH
9	Introduction to shorthand speed	G.SNODGRASS
10	Elements of Commerce	L.S., L.C
11	Shorthand made easy	O.P.KUTHIALA
12	Miscellaneous correspondence in Pitman Shorthand	PITMAN
13	A Hand Book of High Speed Contractions	EDGAR S.K.THORPE, F.I.S
14	New Current Phrase Book	O.P.KUTHIALA
15	Business Management	VASUDEVAN, GHOSH
16	English shorthand Junior Grade Tamilnadu G.T.E papers	PITMAN
17	Economics	W.H.LOCKE ANDERSON, ANN PUTALLAZ
18	Management	JAMES A.F.STONER, R.EDWARD FREEMAN
19	Written Communication in English	SARAH FREEMAN
20	Business Organization and Management	M.C.SHUKLA
21	Double Entry Book-Keeping	T.S.GREWAL
22	Advanced Accountancy	S.N.MAHESWARI
23	Principles of Economics	V.LOKANATHAN
24	Mercantile Law	M.C.SHUKLA
25	Modern Economics	H.L.AHUJA

S.No.	Name of the Book	Author
26	Organization and Management	R.D.AGARWAL
27	Business Law (Including Company Law)	S.S.GULSAN, G.K.KAPOOR
28	Book Keeping & Accounts	J.N.VAISH, M.N.ARORA
29	Commercial Application Development using Oracle Developer –2000	IVAN BAY ROSS
30	Business Organization and Management	C.R.BALU
31	Commercial Correspondence and Official Management	R.S.N.PILLAI, BAGAVATHI
32	Advanced Accountancy	R.L.GUPTA, M.RADHASWAMY
33	Business Law	P.C.TULSIAN
34	Essentials of Management	HAROLD KOONTZ, HEINZWEIHRICH
35	Economics	WILLIAM SHEPHERD, SAMUELSON, NORDHAUS
36	MS-OFFICE-2000	SANJAY SAXENA
37	Business Law	N.D.KAPOOR
38	Banking Theory Law and Practice	SUNDHARAM & VARSHNEY
39	Business Organization and Management	C.B.GUPTA
40	Office Management	PRASANTA K.GHOSH
41	Double Entry Book-Keeping	T.S.GREWAL
42	Elements of Business Laws	G.K.KAPOOR
43	Fundamentals of Accounting	T.P.GHOSH
44	Dictionary of Commerce	O.P.GUPTA, P.N.ABROL
45	Working with 'C'	YASHEVANT KANETKAR
46	Essentials of Business Communication	RAJENDRA PAL J.S.KORLAHALLI
47	A Text Book of Business Law	ASWATHAPPA, RAGHAVENDRA, RAMACHANDRA
48	Business Law	R.S.N.PILLAI, BAGAVATHI
49	Test your skills in 'C'	S.THAMARAI SELVI, R.MURUGESAN
50	Entrepreneurship	ROBERT D.HISRICH MICHAEL P.PETERS

S.No.	Name of the Book	Author
51	Statistical Methods	S.P.GUPTA
52	Principles of Management	R.N.GUPTA
53	Statistics	R.S.N PILLAI
54	Service marketing	S.M.JHA
55	Elements of Company Law	N.D.KAPOOR
56	Cost Accounting	R.S.N. PILLAI
57	Modern Marketing	R.S.N. PILLAI
58	Professional Communication Skills	ALOK JAIN
59	Modern Commercial Correspondence	R.S.N. PILLAI
60	Insurance Principles & Practice	M.N.MISHRA
61	Entrepreneurial Development	C.B.GUPTA
62	Marketing	DR.N.RAJAN NAIR
63	Business Law	N.D.KAPOOR
64	Business Statistics	S.P.GUPTA
65	Banking Theory & Practice	DR. P.K. SRIVASTAVA
66	Advanced Accountancy (Part – I)	M.A.ARULANANDAM
67	A Hand book of Practical Auditing	B.N. TANDON
68	Business Communication	URMILA RAI
69	Marketing Management	S.A.SHERTEKAR
70	Office Management	R.K.CHOPRA
71	Modern Marketing	R.S.N. PILLAI
72	Advanced Accountancy	DR.M.A.ARULANANDAM
73	Investment Management	DR.L.NATARAJAN
74	Principles of Management	R.K.SHARMA
75	Management Accounting	R.S.N. PILLAI
76	Indian Banking	S.NATARAJAN
77	Practical Costing	I.M. PANDEY
78	Banking Law & Practice	P.N. VARSHNEY
79	Elements of Mathematical Statistics	S.C.GUPTA
80	Management Accounting	A.MURTHY
81	Business Law	V.BALACHANDRAN
82	BMA's Hand Book of Mathematics	BRAIN MAPPING ACADEMY
83	Materials Management	P.GOPALAKRISHNAN
84	Electronic Commerce	BHARAT BHASTER
85	Internet & E-Commerce	C.NELLAI KANNAN

S.No.	Name of the Book	Author
86	Internet & E-Commerce	C.NELLAI KANNAN
87	Corel Draw X4 – Commerce	KONGENT SOLUTIONS INC
88	Programming with Visual Basic 6.0	MOHAMMED AZAM
89	Visual Basic 6 from the ground up	GARY CORNELL
90	Environmental Studies	BENNY JOSEPH
91	Research Methodology	C.R.KOTHARI
92	Corel Draw X4	GARY DAVUD BOUTON
93	Comdex DTP (with CD)	VIKAS GUPTA
94	Computer fundamentals & C Programming	E.BALAGURUSAMY
95	Implementing Tally 9	A.K.NANDHANI