

Recommended Book List 2023

Grade XII (Management)

| S N | Subject | Code | Course Books | Reference Books |
|-----|--------------------------------------|----------|--|---|
| 1 | Compulsory English | Eng. 004 | Government of Nepal, Ministry of Education, Science and Technology, Curriculum Development Center Janak Education Material Center Limited | 1. Dictionaries: (<i>any one</i>) <ul style="list-style-type: none"> Cambridge International Dictionary of English. Cambridge: CUP. Oxford Advanced Learner's Dictionary. Latest Edition. Oxford: OUP. 2. Swan, M. <i>Basic English Usage</i> . Oxford: OUP. |
| 2 | अनिवार्य नेपाली | Nep. 002 | नेपाल सरकार, शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय, पाठ्यक्रम विकास केन्द्र जनक शिक्षा सामग्री केन्द्र लिमिटेड | प्रयोगात्मक अनिवार्य नेपाली सम्पन्न प्रकाशन |
| 3 | सामाजिक अध्ययन तथा जीवनोपयोगी शिक्षा | Sol. 006 | नेपाल सरकार, शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय, पाठ्यक्रम विकास केन्द्र जनक शिक्षा सामग्री केन्द्र लि.) | सामाजिक अध्ययन तथा जीवनोपयोगी शिक्षा, Asmita Publication |
| 4 | Accounting | Acc. 104 | <i>Principles of Accounting</i> , Asmita Publication | <i>Principles of Accounting</i> Bench Mark Publication |
| 5 | Economics | Eco. 304 | <i>Principles of Economics</i> , Buddha Publication | <i>Principles of Economics</i> , Asmita Publication |
| 6 | Business Studies | Bus. 216 | <i>Business Studies</i> (Advance Saraswati Prakashan) – Prof. Dr. Santosh Raj Poudyal et. al | (Pant, Prem R., et.al. 2007, <i>Business Organization and Office Management</i> , Kathmandu: Buddha Academic Publishers and Distributors Pvt. Ltd. |
| 7 | Hotel Management | Hom. 440 | <i>Hotel Management</i> , Buddha publication | (i) Ghimire, Ananda and Shrestha, Surya Kiran, <i>An Introduction to Hotel Management XII</i> ; Ekta Book Distributors, Kathmandu. (ii) Sudhir Andrews, <i>Hotel Front Office Training Manual</i> ; Tata McGraw Hill Publishing Company Ltd. Twentieth re-print 1999. (iii) Sudhir Andrews, <i>Food & Beverage Service Training Manual</i> ; Tata McGraw Hill Publishing Company Ltd. Twentieth re-print 2000 (iv) Sudhir Andrews, <i>Hotel House Keeping Training Manual</i> ; Tata McGraw Hill Publishing Company Ltd. Twentieth re-print 1994 |
| 8 | Mathematics | Mat. 402 | <i>Basic Mathematics</i> , Sukunda Publication – Prof. Dr. Bhanu Chandra Bajracharya Grade XII | (i) <i>Comprehensive Mathematics</i> (Laxmi Publication) - Paramanand Gupta (ii) <i>Fundamentals of Mathematics</i> (Buddha Publication) - Bajracharya, P.M. et. Al (iii) <i>Pioneer Mathematics</i> , Dreamland Publication - Gopal Neupane |
| 9 | Computer Science | Com. 428 | <i>Computer Science</i> , Buddha Publication | Computer Science II, KEC Publications |
| 10 | Business Mathematics | Bmt. 406 | <i>Business Mathematics</i> , Pinnacle Publication | (i) Bajracharya, B.C. <i>Business Mathematics</i> , M.K. Publisher (ii) Chaudhary, A.K., <i>Business Mathematics</i> , Bhudi Puran Prakashan |

Note:

- The **Recommended Book List** is based on the new syllabi of Grade XII.
- Students require **Textbook(s)** of each subject for regular study.
- We also suggest students to study **Reference Books** and other relevant materials for further knowledge.