



Socioeconomic Institute for Advanced Studies (SIAS)

*Pioneering Socioeconomic Solutions
& Development by Multidisciplinary Holistic Academic Programs*

(SIAS) Assets Management (Inventory List)

April 2023

<http://www.sias.rw/>

Building 16, KK19 Avenue, Niboyi Sector, Kicukiro District, Kigali City, Rwanda

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One- Introduction

Asset is defined as an item of property owned by the institute, regarded as having value and available to meet specific supply vs. demand, or capacity vs. demand. Therefore, the purpose of this policy is to ensure that SIAS property, equipment and facilities are controlled and managed effectively and efficiently. Both SIAS movable and non-movable assets are going to be monitored by this policy.

The policy make all the concerned SIAS staff more accountable to maintain the physical and natural assets so that they safeguard against inappropriate loss or utilization. This policy is highly related to the policies of Risk and Health & Safety, besides the financial and infrastructure policies. The policy helps also in accounting procedures, besides helps in managing the depreciation of the SIAS Assets and effective budget planning.

Following the law No 010/2021 of 16/02/2021 & the Ministerial Order No 001/MINEDUC/2021 of 20/10/2021, this policy and the list of the assets within it would be reviewed bi-annually to ensure the proper communication within SIAS staff about the assets status and type. The policy also helps in revaluation of SIAS assets, the annual physical verification of assets. More asset planning and life cycle management can be referred to in the financial policy.

Two – List of Assets

The following list carries the asset code (which represents the SIAS floor, the class, and the asset number). The table shows the location, the quantity and the status of the asset. Also, the value of each asset is available with SIAS accounts to ensure the proper depreciation.

Table (1) List of SIAS Asset

Code	Name	Location	Quantity	STATUS	Value
G C-001	Green chair	RECEPTION	1		
G C-002	Green chair	RECEPTION	1		
G C-003	Green chair	RECEPTION	1		
G C-004	Green chair	RECEPTION	1		
G C-005	Green chair	RECEPTION	1		
G C-006	Green chair	RECEPTION	1		
				6PCS	
R C-001	Red chair	Vice Chancellor Office	1		
R C-002	Red chair	Vice Chancellor Office	1		
				2PCS	

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WT-001 CL001	white table	CLASSROOM1	1		
WT-002 CL001	white table	CLASSROOM1	1		
WT003 CL001	white table	CLASSROOM1	1		
WT004 CL001	white table	CLASSROOM1	1		
WT005 CL001	white table	CLASSROOM1	1		
WT006 CL001	white table	CLASSROOM1	1		
				6PCS	
P T001CL001	Purple Chair	CLASSROOM1	1		
P T002CL001	Purple Chair	CLASSROOM1	1		
P T003CL001	Purple Chair	CLASSROOM1	1		
P T004CL001	Purple Chair	CLASSROOM1	1		
PT005CL001	Purple Chair	CLASSROOM1	1		
PT006CL001	Purple Chair	CLASSROOM1	1		
P T001CL002	Purple Chair	CLASSROOM1	1		
PT002CL002	Purple Chair	CLASSROOM2	1		
PT003CL002	Purple Chair	CLASSROOM2	1		
PT004CL002	Purple Chair	CLASSROOM2	1		
PT005CL002	Purple Chair	CLASSROOM2	1		
PT006CL002	Purple Chair	CLASSROOM2	1		
PT007CL002	Purple Chair	CLASSROOM2	1		
PT008CL002	Purple Chair	CLASSROOM2	1		
PT009CL002	Purple Chair	CLASSROOM2	1		
PT010CL002	Purple Chair	CLASSROOM2	1		
PT011CL002	Purple Chair	CLASSROOM2	1		
PT012CL002	Purple Chair	CLASSROOM2	1		
PT013CL002	Purple Chair	CLASSROOM2	1		
PT014CL002	Purple Chair	CLASSROOM2	1		
PT015CL002	Purple Chair	CLASSROOM2	1		
PT016CL002	Purple Chair	CLASSROOM2	1		
PT017CL002	Purple Chair	CLASSROOM2	1		
PT018CL002	Purple Chair	CLASSROOM2	1		
PT019CL002	Purple Chair	CLASSROOM2	1		
PT020CL002	Purple Chair	CLASSROOM2	1		
PT021CL002	Purple Chair	CLASSROOM2	1		
PT022CL002	Purple Chair	CLASSROOM2	1		
PT023CL002	Purple Chair	CLASSROOM2	1		
PT024CL002	Purple Chair	CLASSROOM2	1		
PT025CL002	Purple Chair	CLASSROOM2	1		

				25PCS	
WT001CL002	white table	CLASSROOM2	1		
WH002CL002	white table	CLASSROOM2	1		
WH003CL002	white table	CLASSROOM2	1		
WH004CL002	white table	CLASSROOM2	1		
WH005CL002	white table	CLASSROOM2	1		
WH006CL002	white table	CLASSROOM2	1		
WH007CL002	white table	CLASSROOM2	1		
WH008CL002	white table	CLASSROOM2	1		
WH009CL002	white table	CLASSROOM2	1		
WH010CL002	white table	CLASSROOM2	1		
WH011CL002	white table	CLASSROOM2	1		
WH012CL002	white table	CLASSROOM2	1		
WH013CL002	white table	CLASSROOM2	1		
WH014CL002	white table	CLASSROOM2	1		
WH015CL002	white table	CLASSROOM2	1		
WH016CL002	white table	CLASSROOM2	1		
WH017CL002	white table	CLASSROOM2	1		
WH018CL002	white table	CLASSROOM2	1		
WH019CL002	white table	CLASSROOM2	1		
WH020CL002	white table	CLASSROOM2	1		
WH021CL002	white table	CLASSROOM2	1		
WH022CL002	white table	CLASSROOM2	1		
WH023CL002	white table	CLASSROOM2	1		
WH024CL002	white table	CLASSROOM2	1		
WH025CL002	white table	CLASSROOM2	1		
				25PCS	
PT001CL003	Purple Chair	CLASSROOM3	1		
PT002CL003	Purple Chair	CLASSROOM3	1		
PT003CL003	Purple Chair	CLASSROOM3	1		
PT004CL003	Purple Chair	CLASSROOM3	1		
PT005CL003	Purple Chair	CLASSROOM3	1		
PT006CL003	Purple Chair	CLASSROOM3	1		
PT007CL003	Purple Chair	CLASSROOM3	1		
PT008CL003	Purple Chair	CLASSROOM3	1		
				8PCS	
WT001CL003	white table	CLASSROOM3	1		
WT002CL003	white table	CLASSROOM3	1		
WT003CL003	white table	CLASSROOM3	1		
WT004CL003	white table	CLASSROOM3	1		
WT005CL003	white table	CLASSROOM3	1		
WT006CL003	white table	CLASSROOM3	1		

WT007CL003	white table	CLASSROOM3	1		
WT008CL003	white table	CLASSROOM3	1		
WT001CL004	White table	CLASSROOM4	1		
WT002CL004	White table	CLASSROOM4	1		
WT003CL004	White table	CLASSROOM4	1		
WT004CL004	White table	CLASSROOM4	1		
WT005CL004	White table	CLASSROOM4	1		
WT006CL004	White table	CLASSROOM4	1		
				6PCS	
PC001CL004	Purple Chair	CLASSROOM4	1		
PC002CL004	Purple Chair	CLASSROOM4	1		
PC003CL004	Purple Chair	CLASSROOM4	1		
PC004CL004	Purple Chair	CLASSROOM4	1		
PC005CL004	Purple Chair	CLASSROOM4	1		
PC006CL004	Purple Chair	CLASSROOM4	1		
PC007CL004	Purple Chair	CLASSROOM4	1		
PC008CL004	Purple Chair	CLASSROOM4	1		
PC009CL004	Purple Chair	CLASSROOM4	1		
PC010CL004	Purple Chair	CLASSROOM4	1		
				10PCS	
WT001CL005	white table	CLASSROOM5	1		
WT002CL005	white table	CLASSROOM5	1		
WT003CL005	white table	CLASSROOM5	1		
WT003CL005	white table	CLASSROOM5	1		
WT004CL005	white table	CLASSROOM5	1		
WT005CL005	white table	CLASSROOM5	1		
WT006CL005	white table	CLASSROOM5	1		
WT007CL005	white table	CLASSROOM5	1		
WT008CL005	white table	CLASSROOM5	1		
				8PCS	
PC001CL005	Purple Chair	CLASSROOM5	1		
PC002CL005	Purple Chair	CLASSROOM5	1		
PC003CL005	Purple Chair	CLASSROOM5	1		
PC004CL005	Purple Chair	CLASSROOM5	1		
PC005CL005	Purple Chair	CLASSROOM5	1		
PC006CL005	Purple Chair	CLASSROOM5	1		
PC007CL005	Purple Chair	CLASSROOM5	1		
PC008CL005	Purple Chair	CLASSROOM5	1		
				8PCS	
WT001CL006	white table	CLASSROOM6	1		
WT002CL006	white table	CLASSROOM6	1		
WT003CL006	white table	CLASSROOM6	1		

WT004CL006	white table	CLASSROOM6	1		
WT005CL006	white table	CLASSROOM6	1		
WT006CL006	white table	CLASSROOM6	1		
WT007CL006	white table	CLASSROOM6	1		
WT008CL006	white table	CLASSROOM6	1		
WT009CL006	white table	CLASSROOM6	1		
WT010CL006	white table	CLASSROOM6	1		
				10PCS	
PC001CL006	Purple Chair	CLASSROOM6	1		
PC002CL006	Purple Chair	CLASSROOM6	1		
PC003CL006	Purple Chair	CLASSROOM6	1		
PC004CL006	Purple Chair	CLASSROOM6	1		
PC005CL006	Purple Chair	CLASSROOM6	1		
PC006CL006	Purple Chair	CLASSROOM6	1		
PC007CL006	Purple Chair	CLASSROOM6	1		
PC008CL006	Purple Chair	CLASSROOM6	1		
PC009CL006	Purple Chair	CLASSROOM6	1		
PC010CL006	Purple Chair	CLASSROOM6	1		
PC011CL006	Purple Chair	CLASSROOM6	1		
PC012CL006	Purple Chair	CLASSROOM6	1		
PC013CL006	Purple Chair	CLASSROOM6	1		
PC014CL006	Purple Chair	CLASSROOM6	1		
PC015CL006	Purple Chair	CLASSROOM6	1		
PC016CL006	Purple Chair	CLASSROOM6	1		
PC017CL006	Purple Chair	CLASSROOM6	1		
PC018CL006	Purple Chair	CLASSROOM6	1		
				18PCS	
WT001CL007	white table	CLASSROOM7	1		
WT002CL007	white table	CLASSROOM7	1		
				2PCS	
PC001CL007	Purple Chair	CLASSROOM7	1		
PC002CL007	Purple Chair	CLASSROOM7	1		
PC003CL007	Purple Chair	CLASSROOM7	1		
PC004CL007	Purple Chair	CLASSROOM7	1		
PC005CL007	Purple Chair	CLASSROOM7	1		
				5PCS	
WT001CL008	white table	CLASSROOM8	1		
WT002CL008	white table	CLASSROOM8	1		
				2PCS	
PC001CL008	Purple Chair	CLASSROOM8	1		
PC002CL008	Purple Chair	CLASSROOM8	1		
PC003CL008	Purple Chair	CLASSROOM8	1		

PC004CL008	Purple Chair	CLASSROOM8	1		
PC005CL008	Purple Chair	CLASSROOM8	1		
				5PCS	
OC001R001	blue chair	RECEPTION	1		
OC002R001	blue chair	RECEPTION	1		
OC003R001	blue chair	RECEPTION	1		
				3PCS	
OC004O	blue chair	OFFICE1	1		
OC005O	blue chair	OFFICE2	1		
OC006O	blue chair	OFFICE3	1		
OC007O	Black chair	OFFICE4	1		
				4PCS	
CN -WT001	White chair	CANTINE	1		
CN-WT002	White chair	CANTINE	1		
CN-WT003	White chair	CANTINE	1		
CN-WT004	White chair	CANTINE	1		
CN-WC001	White chair	CANTINE	1		
CN-WC002	White chair	CANTINE	1		
CN-WC003	White chair	CANTINE	1		
CN-WC004	White chair	CANTINE	1		
CN-WC005	White chair	CANTINE	1		
CN-WC006	White chair	CANTINE	1		
CN-WC007	White chair	CANTINE	1		
CN-WC008	White chair	CANTINE	1		
CN-WC009	White chair	CANTINE	1		
CN-WC010	White chair	CANTINE	1		
CN-WC011	White chair	CANTINE	1		
CN-WC012	White chair	CANTINE	1		
CN-WC013	White chair	CANTINE	1		
CN-WC014	White chair	CANTINE	1		
CN-WC015	White chair	CANTINE	1		
CN-WC016	White chair	CANTINE	1		
				16PCS	
TW-001	Table white	CANTINE	1		
TW-002	Table white	CANTINE	1		
TW-003	Table white	CANTINE	1		
TW-004	Table white	CANTINE	1		
				4PCS	
TO001O	office Table	Reception	1		
TO002O	office Table	Reception	1		
TO003O	office Table	Office	1		
TO004O	office Table	Office	1		

TO005O	office Table	Office	1		
TO006O	office Table	Office	1		
TO007O	office Table	Library	1		
				7PCS	
PC001L	Purple Chair	Library	1		
PC002L	Purple Chair	Library	1		
PC003L	Purple Chair	Library	1		
PC004L	Purple Chair	Library	1		
				4PCS	

ASSET MANAGEMENT FOR SIAS (DECORATION)			
Code	Items	quantity	
D001	Welcome Decoration	1	
D002	Flower Decoration	1	
D003	Catalogue	1	4PCS
D004	Flower Decoration	1	

ASSET MANAGEMENT FOR SIAS (FIRE EXTINGUISH)

CODE N	ITEMS	LOCATION	QUANTITY	
FE001P	POWDER EXTINGUISH	RECEPTION	1	
FE002P	POWDER EXTINGUISH	OFFICE	1	
FE003P	POWDER EXTINGUISH	M AISHA ROOM	1	
FE004P	POWDER EXTINGUISH	NEAR LIBRARY	1	
FE005P	POWDER EXTINGUISH	CLASSROOM 2	1	
FE006P	POWDER EXTINGUISH	NEAR TOILET	1	
FE007P	POWDER EXTINGUISH	OUTSIDE	1	
FE008P	POWDER EXTINGUISH	CANTINE	1	
FE009P	POWDER EXTINGUISH	BALCON	1	
FE010P	POWDER EXTINGUISH	OUTSIDE	1	
				10PCS

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FE001C	CO2	RECEPTION	1	
FE002C	CO2	OFFICE	1	
FE003C	CO2	CLASSROOM 2	1	
				3PCS

ASSET AMNAGEMENT FOR SIAS (Fire Smoke Detectors)

CODE N	ITEMS	LOCATION	QUANTITY	
FE001P		RECEPTION	1	
FE002P		OFFICE	1	
FE003P		M AISHA ROOM	1	
FE004P		NEAR LIBRARY	1	
FE005P		CLASSROOM 2	1	
FE006P		NEAR TOILET	1	
FE007P		OUTSIDE	1	
FE008P		CANTINE	1	
FE009P		BALCON	1	
FE010P		OUTSIDE	1	
				10PCS
FE001C		RECEPTION	1	
FE002C		OFFICE	1	
FE003C		CLASSROOM 2	1	
				3PCS

Code	Items	Place & Quantity

**ASSET MANAGEMENT FOR
SIAS(GAMES)**

CODE N	ITEMS	QUANTITY	
G001	Babyfoot Game	1	
G002	PING PONG Tennis Table	1	
G003	BASKETBALL	1	4PCS
G004	TENNIS Trainer	1	
G005	Badminton Set & Rockets	1	
G006	Dart & Arrows	1	
G007	Carom (Indian Chess)	1	

ASSET MANAGEMENT FOR SIAS(BOARD)			
CODE N	ITEMS	QUANTITY	
BS001	Board small	1	
BS002	Board small	1	8PCS
BS003	Board small	1	
BB001	Board big	1	
BB002	Board big	1	
BB003	Board big	1	
BB004	Board big	1	
BB005	Board big	1	6PCS
BB006	Board big	1	

**ASSET MANAGEMENT FOR SIAS
(CABINET)**

CODE N	ITEMS	QUANTITY	STATUS
D001	DROWERS	1	
D002	DROWERS	1	
D003	DROWERS	1	
D004	DROWERS	1	
D005	DROWERS	1	

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D006	DROWERS	1	
D007	DROWERS	1	
D008	DROWERS	1	
			8PCS

**ASSET AMNAGEMENT FOR
SIAS (FRIDGE & Air Coolers)**

Code	Items	Place & Quantity
F001	FRIDGE	Reception 1
F002	Air Cooler	Reception 1
F003	Air Cooler	Inspiration Hall 1
F004	Air Cooler	Founder Flat 1
F005	Air Cooler	Founder Flat 1
F006	Air Cooler	Founder Flat 1
F007	Air Cooler	Founder Flat 1
F008	Table Fan	Library 1
F009	Drinking Water Dispenser (Ground Floor)	Reception 1
F010	Drinking Water Dispenser (First Floor)	Stair Case 1

**ASSET MAGEMENT FOR SIAS
(First Aid)**

Code	Items	Place & Quantity
FA001	FIRST AID	Office Room (down floor)
FA002	FIRST AID	First Aid (up floor)

ASSET MAGEMENT FOR SIAS (Canteen)

Code	Items	Place & Quantity
M001	Microwave	1
B002	Blender	1
BM003	Bowel metallic	2
CP004	Coffee plate	1 set
CC005	Coffee cup	5set
BP006	Basket plate	
DC007	Drink cup	2set
FO08	Flask	4
HF009	Heat flask	1(in first aid room)
HF010	Heat flask	1(in canteen)

ASSET AMNAGEMENT FOR SIAS (Store)

Code	Items	Place & Quantity
MT001	MEETING TABLE	1
OC002	OFFICE CHAIR	11
M003	TAILOR MACHINE	1
WH004	WHITE CHAIR	6
CC005	COFFE CUP	24
To06	TOASTE	1
WP007	WHITE PLATE	12
AP008	ALUMIUM PLATE	24
B009	BOWEL	5
S010	SUGAR BOWEL	8
R011	RADIO	1

ASSET MAGEMENT FOR SIAS (Meeting Tables)

Code	Items	Place & Quantity
MT001	MEETING TABLE	In vice chancellor office first floor
MT002	MEETING TABLE	In meeting room second floor

ASSET MAGEMENT FOR SIAS (Electronics)

Code	Items	Place & Quantity
LH0001	LAPTOP HP with the charge	1(LIBRAY)
LL0002	LAPTOPLENOVO with the charge	1(LIBRAY)
LI0003	LAPTOPIBUS with the charge	1(LIBRAY)
AC0004	Air Conditioner	1 (Reception) 1(Hall room) 1(First Aid room) 1(library)
P0005	Projector	3 (in library)
V0006	Vacuum cleaning	1(in library)
TV0007	Television	1(Big hall) 2(Reception) 3(cctv room)
H0008	Holder camera	1(library)
EX0009	EXTETION	7(In library) 1(cctv room)
HDM0010	HDM	6(library) 1(library)
SP0011	SPEAKER	8(MAIN HALL)

ASSET MAGEMENT FOR SIAS (Bools Available in the Library till May 2023)

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	BOOKS TITLES	AUTHOR'S NAME	PUBLISHER	PRICE(RWF)	QUANTITY
1	Advertising promotion	Terense A Shimo	Dryden,2000	45000	1
2	Organization theory and design	Richard R. Daft	Daft, 2000	60000	1
3	Welfare theory	Tony Fitzpatrick	Palgrave, 2001	45000	1
4	Mental health policy and practice	Helen Lester &John Grasby	Palgrave, 2006	37000	1
5	Practical social investigation	Christopher pole &	Prentise Hall, 2002	23000	1
					1
6	Always rich	Nader Aschi	Prentise Hall, 2010	61000	1
7	Mahatma Gandhi	M.K Gandhi	Navajivan Publishing House, 2017	19000	1
8	Handbook for practice learning in social work and social care	Joyce Lishman	Jessica Kingsley Publishers,1991	21000	1
9	An autobiography	M.K Gandhi	Nehru center, 2000	30000	1
10	Science in India	Nehru centre	Nehru centre, 1994		1
				41000	
11	Using the law in social work	Robert Johns	Learning Matters Ltd, 2003	39000	1
12	Three thousand stitches	Sudha Murty	Penguin Publishers, 2007	41000	1
13	Disability	Deborah Marks	Routledge, 1999	45000	1
14	Management in social work	Veronica Coulshed& Audrey Mullender	Palgrave,2001	49000	1
15	Social work for practice	Veronica Coulshed & Joan Orme	Macmillan, 1988	52000	1
16	Visual impairment handbook	Bhushani & Lawal	Ashish Publishing House, 2000	51000	1
17	Social work, themes, issues and critical debates	Loma Domineli, Malcom Payne	Palgrave in association with the Open university, 2002	61000	1
18	Promoting equality	Neil Thompson	Palgrave, 1998	31000	1
19	Social work with disabled people	Michael Oliva & Bob Sapey	Macmilan, 1999	120000	1

20	Disabled children and the law	Janet Read& Luke Clement	Jessica Kingsley Publishers, 2001	90000	1
21	Essential manager's manual	Robert Heller & Tim Hindle	DK, 1998	120000	1
22	Innovation management	Paul Trott	Prentice Hall, 2012	78000	1
23	Understanding data	H. Erickson	Open University Press, 1988	51000	
		T.A Mosanchuk			1
24	Statistics, first course	Freund	Prentice Hall, 1981	62000	1
25	Environmental management in the hospitality industry	Kathryn Webster	Kassell, 2000	71000	1
26	Proudly Singaporean	Alain Vandenborre	SNP Editions, 2002	320000	1
27	Everybody's business	David Grayson, Adrian Hodges	DK, 2001	31000	1
28	Globalization: Attain and sustain excellence	The Bahrain Society of Engineers	The Bahrain Society of Engineers, 2005	31000	1
29	Quality on trial	Howe, Gaeddert,	MC Grawhill, 1989	22000	1
30	Global cases on benchmarking	Robert C. Camp	ASQ, 1998	41000	1
31	Mastering strategy	University of Chicago- College of business	FT Prentise hall, 2000	37000	1
32	Innovation	Kanto Kao Wiersema	Harper Business,	25000	
					1
33	Strategic management& Information systems	Robson	FT Prentice hall,1997	19000	1
34	Consulting for dummies	Nelson & Economy	IDG Books, 2008	31000	1
35	Effective management& Management systems	Robert Thierrauf	Merril, 2007hy	14000	1
36	Religion in contemporary world	Aldridge	Polity, 2000	16000	1
37	The gift (New writing for NHS)	David Morley	Stride, 2002	19000	1
38	Creating customer loyalty	Musatova Zhanna Borisovna, Ivashkova Natalia Ivanovna	MET, 2019	88000	1
39	Understanding social work	Neil Thomson	JPalgrave, 2003	25000	1
40	Doing a Literature	Hart Chris Hart	Sage Publications, 2001	21000	1
41	Making learning happen	Phil Race	Sage Publications,2007	22000	1

42	Self-advocacy in the lives of people with learning difficulties	Dan Goodley	St. Edmundsbury Press Ltd, 2000	36000	1
43	Synergy of values , missions, visions in companies	Valerij Dermol, Kristijan Musek Lesnik, Suzana Kosir, Mitja Gorenak	Toknow Press, 2011	24000	1
44	Strategic management, Methodological approach	Rowe Mason Dickel, Synder	Addison Wesley, 2010	27000	1
45	Management	Robbins Coulter, Sidani Jamal	Pearson, 2011	5000	1
46	Disability, culture and identity	Riddell& Watson	Pearson Prentice hall,2003	49000	1
47	Statistics (6 th edition) first course	Freund and Simon	Prentice Hall, 1995	35000	1
48	Rebooting India	Nandai Nilekani	Penguin Allen Lane,2015	31000	1
49	In search of excellence in project management	Kerzner Harlord	VNR,1998	31000	1
50	Driving change	Wind& Main	Kogan Page, 1998	25000	1
51	Business excellence	Pravin Rajpal	OM, 2007	32000	1
52	Marketing (2 nd edition)	David Jobeber	Mc Graw Hill, 2012	41000	1
53	The handbook for managing change in health	Caldwell	ASQ, 1998	80000	1
54	Operations research	Taha Hamdy	Pearson,2011	19000	1
55	Questionnaire design, interviewing and attitude measurements	A.N Oppenheim	Pinter Publishers,1992	63000	1
56	How to get PhD?	Philips and Pugh	Open University Press, 2000	42000	1
57	Something happened on the way to heaven	Sidha Murity	Penguin Publishers, 2014	14000	1
58	Assessment on social work	Judith Milner& Patrick O Byrne	Palgrave, 1998	25000	1
59	Disability	Barner&Mercer	Polity,2003	41000	1
60	Six of the best	Hodder Arnold	Chartered management institute, 2007	27000	1
61	Social work with indigenous communities	Briskman	WP,2007	48000	1
62	Social theories, social change and social work	Nigel Parton	Routledge & Tylor and Francis group, 1996	24000	1
63	Anti-discrimination practice	Neil Thompson	Palgrave, 2001	29000	1

64	Ethics and values in social work	Sarah Banks	Palgrave, 2001	81000	1
65	The politics of disablement	Michael Oliver	Macmilan, 1990	31000	1
66	Preparing to teach	Graham Gibs,Trevor	Technical and educational services LTD, 2001	42000	1
67	Gender segregation and social change	Macewen Scott	Oxford, 2000	21000	1
68	Empowerment in everyday life	Paul Ramchran	JKP,2002	45000	1
69	Critical practice in social work	Robert Adams	Palgrave, 2002	16000	1
70	The laws of spirit world	Khorshid Bawanagri	Jaico book Ltd, 2018	21000	1
71	Originals	Adam Grant	WH Allen, 2005	11000	1
72	My spiritual experience with PramukhSwamiji	Abdul Kalam & Tiwari	Harper Element, 2015	12000	1
73	Frugal innovation	Navi Radjou & Djaidip Prabu	Hachette India, 2015	26000	1
74	Organizational behavior	Luthans	MC Graw Hill,2009	85000	1
75	Advantage of India	A.P.J Abdul Kalam	Harper Collins,2012	24000	1
76	Super happiness	Muhammad Yunnus	Subarna, 1998	46000	
77	A common sense , Low-cost approach to management	Gemba Kaizen	MC Graw Hill, 2004	19000	1
78	Handbook of quality management	Christian N. Madu	Springer, Boston, 2013	120000	1
79	The labor law for the private sector, 1976 state of Bahrain	State of Bahrain	State of Bahrain, 1986	13000	1
80	Images of organization	Morgan	Sage	14000	1
81	The performance edge	Robert Copper	Houghton Mifflin, 1991	25000	1
82	A Manager's complete guide to financial techniques	George Aragon	Free Press	27000	1
83	Quality in totality	Parag Diwan	Deep & Deep publications Ltd, 2001	27000	1
84	Strategic choices	Kenneth Primoz, Edward Primozic, Joe Leben	MC Graw Hill,2000	32000	1
85	Toyota talent management theory & practice	Jeffrey K. Liker, David P. Meier	MC Graw Hill, 2007	25000	1

86	Process innovation management	Muhammed Zairi	Butterworth Heinemann, 1999	23000	1
87	Gower Handbook of customer service	Peter Murley	Gower, 1997	34000	1
88	World class in India	Sumantra Goshal, Gita Piramal, Sudeep Budhiraja	Penguin, 2001	14000	1
89	Customer satisfaction measurement simplified	Terry G. Vavra	ASQ Quality Press, 2002	19000	1
90	Benchmarking & Performance	Peter Bogetoft and edited by Muhammad Zairi	Springer, Boston, MA, 2009	21000	1
91	Banker to the poor	Muhammad Yunnus	The University Press LTD, 1991	23000	1
92	Give us credit	Alex Counts	Times books, 1996	51000	
93	A World of three zeros	Muhammad Yunnus	The University Press, 2017	47000	1
94	Changing behavior in organizations	Arnold S. Judson	Blackwell Pub,1991		
				32000	1
95	ISO 14000 Environmental system handbook	Ken Whitelaw	Butterworth Heinemann Ltd, 1997	52000	1
96	Public policy and poverty reduction in arab region	Ali Abdel Gadir and Shenggen Fan	IFPRI, 2007	34000	1
97	The trust effect	Larry Reynolds	Nicholas Brealy Publishing,1997	25000	1
98	An action guide to making quality happen	Robert Damalio	Springer, 1995	21000	1
99	Cloning grameen bank	Helen Todd	IT Publications, 1996	36000	1
100	I can make you smarter	Paul Mckenna	International	14000	1
			Edition,2012		1
101	Poor but strong	Karl Osner	Packages Coorporations LTD	19000	1
102	Banking on the rural poor	David S. Gibbons and Sukor Kasim	Grameen Bank, 1991	21000	1
103	Smart change	David Firth	Capstone, 2000	10000	1
104	Primary greatness	Stephen R. Covey	Napoleon Hill,2019	14000	1
105	Patterns of highly effective entrepreneurs	Brent Bowers	Simon Chuster,2007	75000	1
106	Think and grow big	Arthur R. Perl	Napoleon Hill, 1937	25000	1

107	You are more creative than you think	E.D Gasman	Colins Harper,2016	25000	1
108	The spirit to serve	J.W Mariot JR & Kath Brown	Harper colins, 2997	21000	1
109	Poor Dad, Rich Dad	Robert Kiyosaki	Plata, 1997	23000	1
110	What they don't teach you at Harvard business	Mark H.	Penguin press, 1984	21000	1
111	What the dog saw	Malcolm Gladwell	Brown and Company,2009	11000	1
112	Eat, play, love	Elizabeth Gilbert	Brumsburry,2006	7000	1
113	Funk&Wagnalls Standard desk dictionary	Funk&Wagnalls	Funk&Wagnalls ,1977	95000	2
114	Funk&Wagnalls Encyclopedia	Funk&Wagnalls	Funk&Wagnalls 1912-	95000	9
115	Funk &Wagnalls Science yearbook	Funk &Wagnalls	Funk &Wagnalls, 1999	91000	1
116	Elizabethan Drama	Shakespeare	Grolier Enterprises Corp ,1593	43000	1
117	Apology, Phaedo and Crito of Plato	Plato	Grolier Enterprises Corp ,1593	42000	1
118	Science and Invention	Lisa Genova	Harper Colins, 2000	41000	1
119	Minerals, rocks and precious stones	Book sales	Reissue Edition, 1992	21000	1
120	Developing reading skills	Hilasawa	Newbury House Pub, 1983	14000	1
121	Living English for the Arab World	Sllen, William Stannard	Prentise Hall Press,1999	21000	1
122	New method English Dictionary	James Gareth Endicot	Harper colins, 1941	43000	1
123	Freedom at Midnight	Larry Colins	William Colins (UK),1975	23000	1
124	Louvre Museum	Annie Caubet	Imprimerie Dermas, 1978	6000	1
125	Architecture on Island	Ronald Lewcock ,Barbara Sansoni	Macmilan, 2000	5000	1
126	The American Mission hospital Bahrain	State of Bahrain	State of Bahrain, 2004	4000	1
127	The Report Bahrain 2008	State of Bahrain	State of Bahrain, 2008	5000	1
128	Kernel Lesson plus	Robert O Neil	Kingsbury] ,1973	41000	1

129	Marcella	Mrs Humphreys ward	Watson and Viney Limited, 1984	23000	1
130	University Physics	Young Fredman	Pearson, 2004	23000	2
131	A short history of the American nation	Garatty John	Longman,1865	21000	1
132	British Museum guide	British Museum	British museum publications, 1976	26000	1
134	Democracy under pressure	Militons C. Cummings, JR.	Harcourt Brace Jovanovich, In.1981	37000	1
135	Automation, production system and CIM	Mikell P. Groover	Pearson, 2014	24000	1
136	Longman First English Dictionary	AW Frisby	Longman group Ltd, 1968	35000	2
137	Machine design	Holowenko,	Mc Graw-Hill, 1961	25000	1
		Lauglin			1
138	National Geography	Gilbert Hovey Grosvenor	National Geographic society ,1982	33000	1
139	Beautiful Scotland	Marray W.H	Batsford Ltd, 1976	46000	1
140	The life of Torah	Jackob Neusmer	Wadsworth Publishing Company, 1979	35000	1
141	New Indian vegetarian cookery	Tarla Dalal	Ebury Press, 1986	23000	1
142	Encyclopedia of natural history	Joyce Pope	Sundia books Ltd, 2021	42000	1
143	College chemistry	Jerome L. Rosenberg	McGrow Hill Company, 1949	33000	1
144	Our Bahrain	State of Bahrain	State of Bahrain	14000	1
145	General Chemistry (Third edition)	Petrucci	MacmillanPublishers , 1977	36000	1
145	The living White house	Lionelle Aikman	The Whitehouse Historical Association, 1982	13000	1
147	Our universe	Roy Gallant	Palgrave, 2001	24000	1
148	National Geographic book	National geography society	National geography society, 2014	26000	1
149	Encounters	Berger&Rnslew	Macmilan, 2000	26000	1
150	National geographic February 1980	National Geographic Society	National Geographic Society,1954	47000	1

151	New English course	Oxford University	Oxford University Press, 1999	35000	3
152	Methods, standards, and work design	Fleivalks	BHR, 2000	26000	1
153	The way of Torah	Neusner	Neusner	17000	1
154	Harriet Martineau's autobiography	Harriet Martineau,	Cambridge University, 1877.	19000	1
155	The UN and Arab-Israel conflict	Surendhra Bhutani	The Academic Press, 1977	13000	1
156	The social enterprise	Dennis R. Young		26000	1
		Elizabeth Sealing	Hyper colins, 2017		1
157	Entrepreneurial neighborhoods	Martin Van Ham			1
		Colin Masson	Elgar, 2017	36000	1
158	The distribution of wealth	Mike Potinger	Hardback Edition, 2003	24000	1
159	Experimental economics	Arthur Shram	Elgar, 2000	120000	1
160	Empowering young people in disempowering times	Valerie Edger	Elgar, 2007	220000	
161	Happiness and quality of life	Luigino Bruni	Elgar, 1989	100000	1
162	Inspiring economics	Bruno S. Frey	Elgar, 2010	59000	1
163	What do entrepreneurs create?	Michael H. Horis	Elgar, 2019	69000	
164	Creative destruction and the sharing economy	Henrique Shneider	Elgar, 2020	74000	1
165	Innovation and culture in public services	Steven Demello	Elgar, 2017	35000	1
166	Theories of organizational resilience	Luca Giunstiniano	Elgar, 2013	79000	1
167	Institutional case studies on necessity entrepreneurship	Jeremy Brewer	Elgar, 2018	100000	1
168	Entrepreneurship, innovation and regional development	David Smallbone	Elgar, 2012	460000	1
169	Entrepreneurial intention	Evan Douglas	Elgar,	80000	1
170	Entrepreneurship and context	William B. Gartner	Elgar	70000	1
171	Personnel economics in sports	Neil Longley	Elgar	92000	1
172	The evolutionary complexity of indigenous innovation	Gustiano Antoneli	Elgar	880000	1
173	Rethinking economic evolution	Ulrich Witt	Elgar	82000	2
174	How economics should be done	David C Collander	Elgar	100000	1

175	Handbook of research on Entrepreneurship and Aging	MikaelaBackman	Elgar	110000	1
176	A new model of socialism	Bruno Jossa	Elgar	110000	1
177	High-growth women's entrepreneurship	Amanda Bullough	Elgar	97000	1
178	The economics of climate-resilient development	Sam Fankhauser	Elgar	80000	1
179	Theories of social innovation	Danielle Logne	Elgar	70000	1
180	Critical studies of innovation	Benoit Godim	Elgar	59000	1
181	Globalization, international spillovers and sectorial changes	Charlie Karlson	Elgar Elgar	104000	1
182	Sustainable innovation and regional development	Leila Kebir	Elgar	200000	1
183	Poverty and Entrepreneurship in developed economics	Michael Moriss	Elgar	100000	1
184	Family firms and institutional contexts	Andrea Golli	Elgar	100000	1
185	Social innovation and sustainable entrepreneurship	Marta Espina	Elgar	79000	1
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187	Resilience, crisis and innovation dynamics	TuzinBayçan	Elgar	100000	1
188	International perspectives on business innovation and disruption design	Robert Defilippi	Elgar	59000	1
189	Entrepreneurship and the shadow economy	ArnishShauka	Elgar	108000	1
190	Handbook of measures for international entrepreneurship research	Nicole Coviello	Elgar	120000	1
191	Law and economics from an evolutionary perspective	Greno Atitso	Elgar	200000	1
192	The changing global economy and its impacts to international entrepreneurship	Hamid Etemad	Elgar	180000	1
193	Negotiating early job insecurity	Bjorn Hyinden	Elgar	107000	1
194	Handbook on the economy of internet	Johannes Bauer	Elgar	109000	1
195	Handbook of research on economic and social wellbeing	GonshitaDambrosso	Elgar	110000	1

196	Handbook of behavioral economics and smart decision-making	Moriss Altman	Elgar, 2000	121000	1
197	Handbook of sharing economy	Russel W. Belk	Elgar, 1999	130000	1
198	Innovation on developing and transition countries	Marcela Suarez	Elgar, 2004	100000	1
199	Research handbook of disability and entrepreneurship	ShumaildYousufzai	Elgar, 1994	89000	1
200	Capitalism, Macroeconomics and reality	James Clotly	Elgar,2017	100000	1
201	Fast firms in a slow growth economy	Francesca Vinsitin	Elgar,1996	60000	1
202	Entrepreneurial process and social networks	Alain Fayole	Elgar,2009	76000	1
203	The Asian poverty miracle	Jacques Silber	Elgar, 2017	81000	1
204	Entrepreneurial ecosystem.	Ben Spigel	Elgar, 2007	170000	1
205	Behavioral economics	John Tomer	Elgar, 2012	37000	1
206	Measures of international entrepreneurship research	Nicole Covielo	Elgar, 1999	189000	1
207	Alternative theories of economic development	Eric Renert	Elgar,2012	73000	1
208	Handbook of Youth Economy	Dr. Muhammad Buheji	NPS,2016	29000	45
209	Inspiring governments	Dr. Muhammad Buheji	NPS, 2016	49000	26
210	Behavioral economics	Dr. Muhammad Buheji& Dunia Ahmed, 2020	Authorhouse	43000	21
211	Breaking the Shield	Dr. Muhammad Buheji & Dr Dunia Ahmed	Archway publishing,2017	45000	14
212	Exploring Inspiration Economy	Dr. Muhammad Buheji	Authorhouse, 2018	45000	11
213	Visualizing Resilient Communities	Dr. Muhammad Buheji	Authorhouse, 2020	43000	9
214	Physiology of inspiring life	Dr. Muhammad Buheji	Westwood books, 2021	19000	9
215	The defiance	Dr. Muhammad Buheji & Dunia Ahmed	Authorhouse, 2019	21000	7

216	Understanding the power of Resilience Economy	Dr. Muhammad Buheji	Authorhouse, 2018	47000	1
217	Covid-19 the untapped solutions	Dr. Muhammad Buheji	Westwood books publishing, 2020	21000	2
218	You and the new normal	Dr. Muhammad Buheji & Chet W. Sisk	Authorhouse, 2020	25000	6
219	Designing a curious life	Dr. Muhammad Buheji	Authorhouse, 2019	41000	2
220	Youthineering	Dr. Muhammad Buheji	Authorhouse, 2019	39000	13
221	The intent	Dr. Muhammad Buheji	Authorhouse, 2019	47000	1
222	Handbook of Youth Economy	Dr. Muhammad Buheji	Authorhouse, 2019	45000	9
223	Re-inventing our lives	Dr. Muhammad Buheji	Authorhouse	45000	9
224	To all my mother	Dr. Muhammad Buheji	Westwood Publishing, 2022	19000	10
225	Havard business review on measuring corporae performance	Harvard University	Harvard Business Review Press, 2010	21000	1
225	Strange but true	Timothey Badley	TM Publications, 2016	32000	1
227	Human zero zones	Shakras, Meridians, Shiatsu	MK Publications, 2011	24000	1
228	Introduction to economics	Stephen Dobson	Oxford Press,1999	80000	1
229	With global date sets	Stephen William	Oxford Press, 2000	28000	1
230	Management in the public sector	Shawn wang	Routledge, 2007	26000	1
231	The spirit to serve	J.W Marriott's	Harper Prerennial, 1997	50000	1
232	101 Ways to get great publicity	Timothy R. V Foster	UBS Publishers,1994	31000	1
233	Chronicles of a quality detective	Shrinivas Gondhalekar payal sheth	Pitman Publishing, 1998	45000	1
234	Textbook of commerce	Hughes& Loveridge	Butterworths,1973	78000	1
235	Delivery outstanding custonmer services	Hughes& Loveridge	Butterworths,1973	29000	1

236	Voice of management	Susan& Derek Nash	UBS Publishers' distributors Ltd, 2003	70000	1
237	Portable MBA	Malaysian Institute of management	Aura Productions Sdn, 2000	37000	1
238	Quality progress	Robert F. Bruner	Wiley, 1998	26000	1
239	The strategy process	ASQ	ASQ, 2003	24000	1
240	Economics 6 th EDITION	Henry Mintzberg	Prentice Hall, 1995	50000	1
241	Quality beyond 2000	Dolan & Lindsey	The Dryen Press, 1991	41000	1
242	Successful training	The Bahrain society of Engineer	The Bahrain society of Engineer, 2000	31000	1
243	Successful flexible working	Cathy Smith	Hodder & Stoughton, 1998	52000	1
		Fiona Mc Williams			
244	Successful customer care	John Wellemin	Hodder & Stoughton, 2004	31000	1
245	Modern business management	Dr. Khaliq Ahmed	Leeds Publications, 2000	51000	1
244	Public relations	Michael Greer	AJAICO book, 2002	61000	1
245	Student dictionary	Mark H. McCormack	Jarir Bookstore, 1998	30000	1
246	Successful project management	Frank Jefkins	ME Handbooks, 1991	91000	1
247	Planning your own career	Merriam Websters,	Merriam Websters, 2000	79000	1
248	Understanding business on the Internet	Mark Brown	Hodder & Stoughton, 2006	61000	1
249	The 3 RD Alternative	Wendy Hirsh & Charles Jackson,	Hodder & Stoughton, 1998	60000	1
250	World class manufacturing	Bob Norton and Cathy Smith	Hodder & Stoughton, 2003	60000	1
251	Effective comprehension	Stephen R. Covey	Simon&Schuster, 2012	52000	1
252	Understanding business on the Internet	Bob Norton and Cathy Smith	Hodder & Stoughton, 2003	60000	1
253	The 3 RD Alternative	Stephen R. Covey	Simon&Schuster, 2012	52000	1
254	World class manufacturing	Bs sahay, KBS Saxena, Ashish Kumar	Macmilan, 2000	29000	1
255	Effective comprehension	J.B Heaton	Longman, 1999	21000	1

256	International business	John J. Wild,Kenneth L. Wild,Jerry c. Y. Han	Pearson, 2010	45000	1
257	Training manual on TQM	Girdhar J. Gyani	Raj Publishing House,2000	45000	1
258	Leading people	Dr. Shirley Lim	Research Communication International ,2004	12000	1
259	The customer centered strategy	Mary Jenkins	Pitman Publishing, 1997	27000	1
260	Teach yourself books	Kathleen Speight	David McKay Company, 1978	39000	1
261	The happiness advantage	Shawn Achor	Virgin Books, 2010	18000	
262	Outliers	Malcolm Gladwell	Penguin books,2008	29000	1
263	Evaluation systematic approach	Peter H. Rossi ,Howard E. Freeman	Sage Publications, 1993	27000	1
264	GEMBA KAIZER Commonsense, Low-cost approach to management	Masaaki Imaai	Palgrave, 2000	60000	1
265	INTERMEDIATE ACCOUNTING	Donald E,Jerry J,Weyganut, Terry D. Warfield	Wiley,2005	59000	1
266	Quality health care theory, application, and evaluation	Nancy O. Graham	An aspen Punlication, 1995	49000	1
267	Upstream	Dan Healthy	Avid Reader/ Simon & Schuster,2020	25000	1
268	Statistics for management	Gerald Keller	Cencage Learning, 2017	45000	1
269	The audit handbook improving health car through clinical audit	I.K Crombie	British Library Cataloguing, 1993	30000	1
270	Managing organizational change A	Ian Palmer,Richard Dunford,Gib Akin	Mc Graw Hill International Edition, 2008	31000	1
271	Best practices	Arthur Andersen	Simon& Schuster, 1998	87000	1
272	Service operation management	Neville D. Harris	Cassell, 1994	120000	1
273	Management	Stephen Robins, Mary Coulter	Prentice hall of india, 1998	64000	3
274	Can six sigmas keep you on track ?	Chowdury	Palgrave, 2014	57000	1

275	Cases in strategic management and business	Lawrence R. Jauch	Mc Grawhill International Editions, 1990	42000	
276	Stress and the art of biofeedback	Barbara B. Brown	Harper,1977	39000	1
277	Roads to success	Wareen Buffett,Stephen Covey,Peter Drucker,Tom Peters	Dorling Kindsley Book,2001	79000	2
278	Management accounting	Muhammad S. Sahaf	Pearson, 2018	90000	1
279	Happiness advantage	Shawn Achor	Virgin books,2010	49000	1
280	Public relations	Frank Jefkins	ME, 1990		1
281	Deliver outstanding customer services	Susan & Derek Nash	UBS Publishers Ltd,2003	67000	1
282	Voice of management	Malaysian Institute of management	Malaysian Institute of management, 2000	43000	
283	Textbook of commerce	Hughes& Loveridge	Butterworths, 1978	24000	1
284	Banker	Ravi Subramanian	Rupa ,2011	32000	1
285	Pocket MBA	Tim Hindle	The economist Books, 1992	31000	1
286	Resilience	Andrew Zoli& Ann Marie Heally	Headline business plus, 1988	21000	1
287	17,000 Key performance indicators	Rachad Baroudi	KPI MEGA LIBRARY	43000	1
288	The practical reader	Mary Wagoner	Wadsworth,1981	32000	1
289	Reengineering corporation	Robert G. Gift	AHA 1998		
290		Catherine F. Kinney		54000	2
291	Curricular concerns in revolutionary era	Robert R. Leader	Association for supervision and Curriculum Development, 1971	21000	1
292	Curricular concerns in revolutionary era	Robert R. Leader	Association for supervision and Curriculum Development, 1971	32000	1
293	Today's management methods	Robert G. Gift	American Hospital Publishing, 1996	66000	1
294	Developing communities	David Page	Sutton Housing Association, 1994	100000	1

295	Primary greatness	Sean Covey	Replika Press, 2015	32000	1
296	The global leader	Terence Brake	IRWN Professional Publishing, 1997	27000	1
297	Changing behavior in organisation	Arnold S. Judson	Blackwell Business, 1991	19000	1
298	Service operations management	Neville D. Harris	British Library Cataloguing, 1989	71000	1
299	The practical leader	Mary Wagoner	Library of congress cataloging, 1981	32000	1
300	Give us credit	Alex Counts	Times books,1996	230000	2
301	Environmental system handbook	Ken Whitelaw	Butterworth Heinemann, 1997	41000	1
302	An action guide to making quality happen	Robert Damelio	Quality resources, 1995	34000	1
303	Capitalism, macroeconomics and reality	James Crotty	Elgar, 2017	220000	1
304	Clusters of innovation in the age of disruption	Jerome S. Engel	Elgar,2022	120000	1
305	An introduction to contemporary business	William Rudelius	Harcourt Brace Jovanovich Publishers, 1985	43000	2
306	Essentials of contemporary business	Jones/George	Mc Grawhill Edition, 2011	130000	1
307	Introduction to psychology	Ernest Hilgard	Harcourt Brace Jovanovich Publishers, 2000	70000	1
308	Occupational safety and engineering	Willie Hammer	Prentice Hall,1989	61000	1
309	Caring health care	Donald M. Berwick,Blanton Godfrey	Jossey-Bass Publishers, 1990	59000	1
310	Exploring corporate strategy texts and cases	Gerry Johnson & Kevan Scholes	Prentice Hall,1989	21000	1
311	The bench-marking book	Tony Bendell,Louise Boulter,Kerry Gatford	FT Pitman Publishing, 1997	100000	1
312	Entrepreneurship as social change	Chris Steyaert,Daniel Hjorth	Elgar, 2006	120000	1
313	Leader manager	William D. Hitt	IEEE Press, 1988	37000	1
314	Monitoring strategic change in health care	Chip Caldwell	ASQ, 1995	21000	1
315	Understanding yourself c	Dr Christopher Evans	Hamylyn 1977	23000	1

316	Islam from within	Kenneth Cragg & Marston speight	Wadsworth Publishing Company,1980	21000	1
317	Developing communities	David Page	Sutton Hastoe Housing, 1994	30000	1
318	Key management management decisions	Maasaki Imai	Mc Grawhill,1997	32000	1
319	World class manufacturing	B.S Sahay,KBC Saxcena,AshishKumar	Macmillan, 2000	27000	1
320	Real time	Regis McKenna	Havard Business School Press, 1991	34000	1
321	The internet for scientists and engineers	Brian J. Thomas	Spie optical engineering Press,1995	32000	1
322	The dictionary of body language	Joe Navarro	Harpercollins publishers, 2018	21000	1
323	The unfair advantage	Ash Ali& Hassan Kubba	Profile books, 2021	28000	1
324	How to win friends and influence people	Dale Carnegie	Clays Ltd, 1953	24000	1
325	How to stop worrying and start living	Dale Carnegie	Clays Ltd, 1953	32000	1
326	Think and grow	Napoleon Hill	Arctrus Holdings Ltd, 2022	21000	1
327	The changing mind	Daniel Levitin	Penguin books, 2021	19000	1
328	Leadership transformed	Dr. Peter Fuda	Amazon content services Ltd, 2014	19000	1
329	The richest man in Babylon	George S. Clason	Arcturus Holdings Ltd, 2018	24000	1
330	The entrepreneurial state	Martin Wolf	Penguin books,2018	23000	1
331	The purpose of driven life	Rick Warren	Zondervan, 2012	24000	1
332	Brain wash	Dr. David Perlmutter	Yellowkite, 2021	20000	1
333	GRIR,Why passion and resilience are the secrets of success	Angela Duckworth	Penguin Random House, 2017	25000	1
334	Factfulness	Hans Rosling	Clays Ltd, 2019	24000	1
345	The concise laws of human nature	Robert Greene	Prifile books,2020	31000	1
346	Entrepreneurs guide to the art of war	MARK SMITH	Arcturus, 2021	17000	1
347	Beyond the success	Jordan Peterson	Penguin Random House, 2021	20000	1

348	Beyond the success	Jordan Peterson	Penguin Random House, 2021	18000	1
349	The tools of leadership	Max Landsberg	Harpercolins, 2000	15000	1
350	Affluence without abundance	Yuval Noah Harari	Bloomsbury publishing, 2017	21000	1
351	The blessed life	Robert Morris	Gateway Publishing, 2019	19000	1
352	Belonging	Dan Carter	Quercus, 2022	17000	1
353	Super forecasting	Philip Tetlock	Random House	18000	1
			Business, 2019		
355	Noise	Daniel Kahneman	William Colins,2021	12000	1
356	Land of thousand stories	Joseph Kalisa,Beata Mukarusanga,Serge Nyirinkwaya	Serge Nyirinkwaya	15000	1
357	Reconciliation is my lifestyle	Antoine Rutayisire	Pembroke Street Press, 2022	21000	1
358	Home-grown Solutions	Tharcisse Gatwa	Grobethics Ltd,2018	15000	1
359	Rwanda, Building a model nation-state	Dr. Perre Damien Habumuremyi	Editorial Kimpress Ltd, 2013	15000	1
360	The Wealth and poverty of nations	David Lanes	Abacus, 1998	50000	1
661	The trouble with Aid why less could mean more for Africa	Jonathan Glenie	Zed books, 2005	30000	1
TOTAL				18075000	546

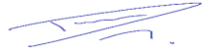
VERSION CONTROL

Version Number	1
Prepared by	Dr.Mohamed Buhijji
Version Reference number	SP/32/2022
Description	SIAS Assets Management & Inventory List Policy
Policy owner	Socioeconomic Institute for Advanced Studies (SIAS)
Responsible division	Quality Assurance Coordinator & SIAS Council
Internally validated	Yes
Date of Internal Validation	1/11/2022
Approved by	SIAS Governance Board
Date of approval	18/12/2022
Amendments	0
Proposed Review date	2024
Web address of this policy	http://www.sias.rw/

APPROVAL FORM

Checked by:

Signature:



DR. Donya Ahmed
Vice Chancellor
Socioeconomic Institute for Advanced Studies

Approved by:

Signature:



DR. Mohamed Buhijji
Founder & Chairman of the Board of Trustees
Socioeconomic Institute for Advanced Studies

