

# **Principles of Management**

Author :	Premvir Kapoor
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## **Product Description**

The book provides comprehensive coverage of the management principles and concepts in simple and lucid style. Whit economic conditions continuing to be uncertain, complexity of business mounting and organization's be coming flatter by each passing day managers have a tough balancing act to do and need adequate growing and acquaintance of principles and function of management. The book shall be useful for the reader who wants to upgrade their knowledge and skill with the right attitude.



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1. Process of Management Management - Some definitions Salient features of management Management as a profession Management and administration Levels of management Functions of management Objectives of management Importance of management Summary 2. Management Principles and Management Theories Evolution of Management Thoughts Business Ethics Concept of Social Responsibility of Business Summary Definitions 3. Planning Features/Nature/Characteristics of Planning Derivative Plans Process of Planning Planning Premises Business Forecasting Techniques of Forecasting Economic Forecasting Sales Forecasting Types of Planning Limitations of Planning SWOT Analysis The BCG Matrix/Portfolio Matrix Management By Objectives (MBO) Steps in Managing by Objectives Summary 4. Decision Making Types of Decisions Decision Making Process Group Decision Making Committee Functions Best Performed by Committees Merits Demerits Making Better Use of Committees Operations Research Decision making and rationality Creativity in Decision-making Principles of Decision making Summary Definitions 5. Organisation Organisational Structure Organisational Structure Organisation Chart Conflict between line and Staff Managers Authority Nature of Authority Source of Authority Limits of Authority Delegation of Authority Responsibility and Accountability Delegation of Authority Principle of Delegation Practical Guidelines Centralisation and Decentralisation of Authority Centralisation and Delegation of Authority Decentralisation and Delegation of Authority Extent of Centralisation Balancing Centralisation AND Decentralisation Delegation and Decentralisation Departmentation Types of Departmentation Span of Control or Management Summary 6. Staffing Definitions The steps in staffing process Manpower Planning Manpower Planning Methods Steps involved in Manpower Planning Steps in Selection Procedure Selection Procedure Promotion Performance Appraisal Measuring Managerial Competence Summary 7. Directing Directing Elements of Directing Principles of Direction Leadership Leader and Manager Formal and Informal Leadership Leadership Qualities Approaches/Theories of Leadership Situational Theories Leadership styles Likert's Management System Leadership Styles 8. Motivation Motivation through satisfaction of self actualization needs Sound Motivational System Important Motivational Techniques Morale Morale and Productivity Morale and Leadership Maslow's Need Hierarchy McGregor's Theory X and Y Relevance of the two theories in India Frederick Herzberg's Motivation Hygiene Theory Leadership and Motivation9. **Communication** Definitions Communication Requisites of Effective Communication Importance of Communication Written versus Oral Communication Upward and Downward Communication Principles of communication Communication Media Empathy and Communication Barriers to Communication Overcoming Barriers to Communication Summary 10. Control Steps in Control Process Traditional Control Devices and Non-Traditional Control Devices Requirement of a good control system Budget and Budgetary Control Budgetary Control Uses of Budgetary Control Limitations of Budgetary Control Zero Base Budgeting (ZBB) Budgeting Balance Sheet Performance Budgeting PERT (Programme evaluation and review Technique Management Audit Financial Audit and Management Audit Internal Audit Social Audit Summary 11. Coordination Definitions Coordination Principles of co-

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#### Author

**Premvir Kapoor** Dr. Premvir Kapoor BBM(BHU), MBA(Podar Institute of Management), LLB Delhi, Ph.D(Meerut University), Diploma in Training and Development,ISTD New Delhi, Diploma in Corporate Laws and Secretarial Practice(Indian Law institute New Delhi). He has worked s Director in Sri Ram Institute of Management and IIMT Institute of Management, Greater Noida and Professor of Human Resource Management at IMS Ghaziabad and Lingaya University Faridabad.He has been associated with some of the leading Institutes of Company Secretaries of India, Institute of Marketing management, Western U.P Productionly Council.He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at variousprestigious business schools



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# K H A N N A B O O K S . C O M

AICTE Recommended Textbook as per Model Curriculum - 2018

Professional Ethics and Human Values

Premvir Kapoor

KHANNA PUBLISHING Professional Ethics and Human Values

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## **Product Description**

The book explain the concept of Business Ethics and Human Values in proper Perspective and shall make the readers realise the important of value and ethics in business and provide them a framework to take ethical decisions by following a life of values a person develop certain fine qualities hope honesty, courage, confidence, maturity, helpfulness and achieve aspiration dream by using the right way of thinking and doing.



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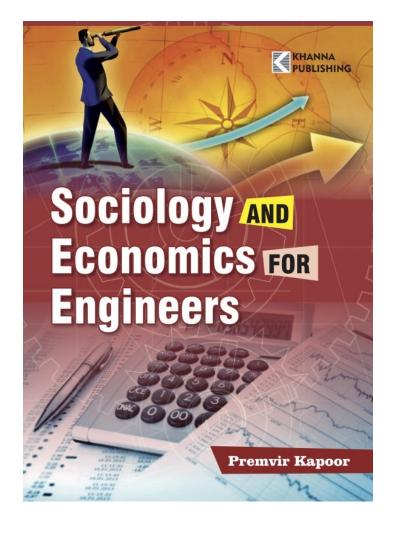
Chapter-1: Human Values Chapter-2: Values in Management Chapter-3: Business Ethics Chapter-4: Professional Ethics Chapter-5: Environmental Degradation and Control Chapter-6: Science of Living (Jeevan Vigyan) Chapter-7: Value Education Chapter-8: Personality and Stress Management Chapter-9: Review Questions

### Author

**Premvir Kapoor** Dr. Premvir Kapoor BBM(BHU), MBA(Podar Institute of Management), LLB Delhi, Ph.D(Meerut University), Diploma in Training and Development,ISTD New Delhi, Diploma in Corporate Laws and Secretarial Practice(Indian Law institute New Delhi). He has worked s Director in Sri Ram Institute of Management and IIMT Institute of Management, Greater Noida and Professor of Human Resource Management at IMS Ghaziabad and Lingaya University Faridabad.He has been associated with some of the leading Institutes of Company Secretaries of India, Institute of Marketing management, Western U.P Productionly Council.He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at variousprestigious business schools



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## **Product Description**

The book will help the students to understand variety of economics and sociological issues and concepts. It shall provide to them an insight and knowledge to understand the impact of developments in business and society. The book will meet the requirements of the engineers to evaluate the comparison of alternatives that involve spending money and their likely outcomes.

**Origin:** 



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Chapter 1 : Sociology Chapter 2 : Society Chapter 3 : Engineering Economics Chapter 4 : Demand Analysis Chapter 5 : Supply Analysis Chapter 6 : Equilibrium Analysis Chapter 7 : Theory of Production Chapter 8 : Project Evaluation Chapter 9 : International Trade Chapter 10 : Money and Banking Chapter 11: Financial Accounting Chapter 12: Book Keeping And Accounting Chapter 13: Final Accounts Chapter 14 : Depreciation Chapter 15 : Cost Concepts Chapter 16 : Break Even Analysis Important Terms Questions for Review

### Author

**Premvir Kapoor** Dr. Premvir Kapoor BBM(BHU), MBA(Podar Institute of Management), LLB Delhi, Ph.D(Meerut University), Diploma in Training and Development,ISTD New Delhi, Diploma in Corporate Laws and Secretarial Practice(Indian Law institute New Delhi). He has worked s Director in Sri Ram Institute of Management and IIMT Institute of Management, Greater Noida and Professor of Human Resource Management at IMS Ghaziabad and Lingaya University Faridabad.He has been associated with some of the leading Institutes of Company Secretaries of India, Institute of Marketing management, Western U.P Productionly Council.He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at variousprestigious business schools



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