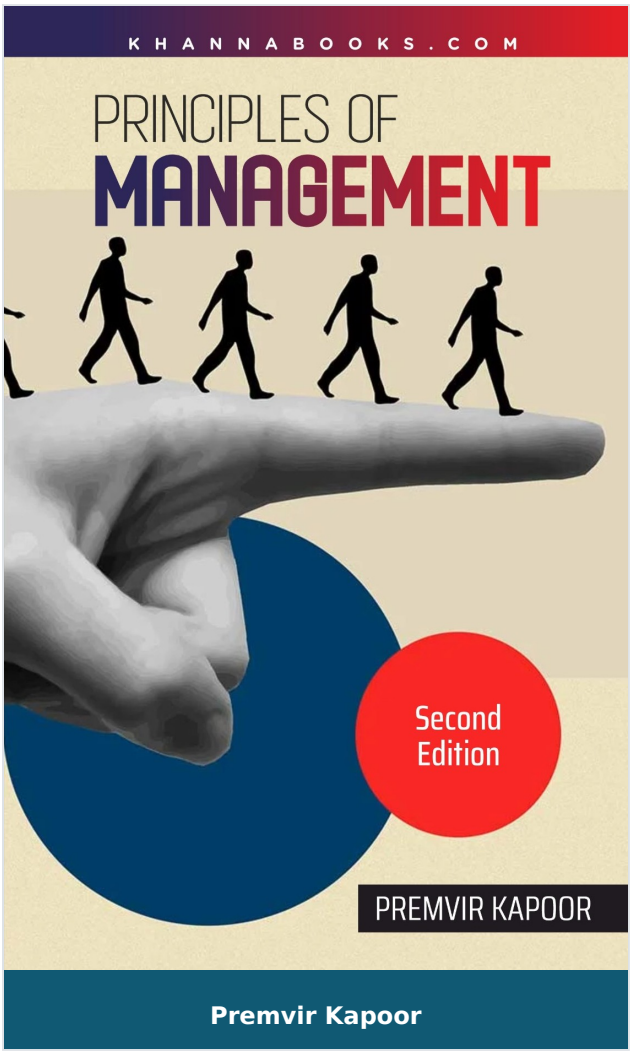


Principles of Management

Author :	Premvir Kapoor
ISBN 13 :	978-93-55386-06-9
ISBN 10 :	9355386060
E-ISBN 13 :	978-93-55386-06-9
Edition :	Second
Pages :	304
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 325.00
Categories :	Management Books, Book Store
Condition Type :	New
Country Origin :	India

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

The book provides comprehensive coverage of the management principles and concepts in simple and lucid style with economic conditions continuing to be uncertain, complexity of business increasing many fold, competitive pressures mounting and organizations becoming flatter by each passing day, managers have a tough balancing act to do and need adequate grounding and acquaintance of principles and functions of management. The book shall be useful for the readers who want to upgrade then knowledge and skills with the right attitude.

The book has been specifically designed to meet the academic requirements of the students BBA, MBA, M.Com, BCA courses.

The book covers the syllabus of principles and functions of management subject of various management/Business institutes and universities.

It covers model questions and answers on various management topics.

It covers various management and commerce terms.

The whole subject matter has been presented in a simple and easily understandable manner and an attempt has made to give a precise, comprehensive and compact treatment to the subject. In order to enhance knowledge, understanding and application adequate emphasis has been given to clarify management concepts.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Process of Managemen
- 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
- Management Principles and
- Management Theories
- Evolution of Management Thoughts
- Business Ethics
- Concept of Social Responsibility of Business
- Summary
- Definitions
- Planning
- Features/Nature/Characteristics of Planning
- Derivative Plans
- Process of Planning
- Planning Premises
- Business Forecasting

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- 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
- 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

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- 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
- Staffing
- Definitions

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- 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
- 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
- Motivation
- Motivation through satisfaction of self actualization needs

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- 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 Motivation
- 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
- Control
- Steps in Control Process

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- 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
- Coordination
- Definitions
- Coordination
- Principles of co-ordination
- Techniques to achieve internal coordination
- Coordination and Communication
- Specialisation Versus Coordination
- Cooperation and coordination
- Internal and external Coordination

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- Summary
- Review Questions
- Objectives of Management
- Nature/characteristics of management
- Well defined body of knowledge
- Acquiring knowledge and training
- Service motive
- Ethical standards
- Professional association
- Important Terms and Concepts

Author

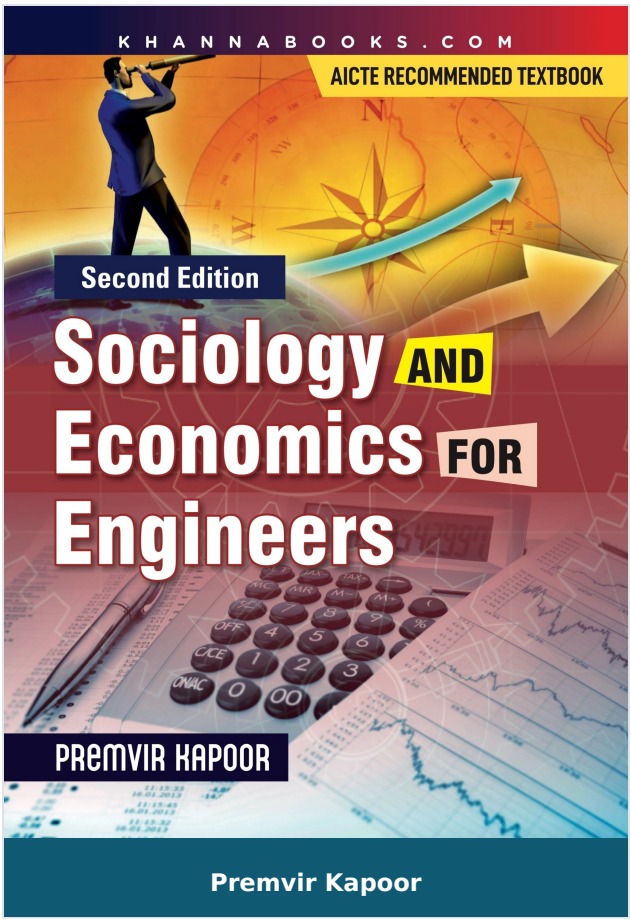
Premvir Kapoor

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 Productional Council. He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at various prestigious business schools.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Sociology and Economics for Engineers

Author :	Premvir Kapoor
ISBN 13 :	978-93-55389-53-4
ISBN 10 :	9355389531
E-ISBN 13 :	978-93-55389-53-4
Edition :	Second
Pages :	336
Type of book :	Physical
Year :	2025
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 395.00
Categories :	New Arrivals, Applied science & Humanities, Book Store, Applied Sciences & Humanities
Condition Type :	New
Country Origin :	India

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

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

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Sociology
- Society
- Engineering Economics
- Demand Analysis
- Supply Analysis
- Equilibrium Analysis
- Theory of Production
- Project Evaluation
- International Trade
- Money and Banking
- Financial Accounting
- Book Keeping And Accounting
- Final Accounts
- Depreciation
- Cost Concepts
- 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

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

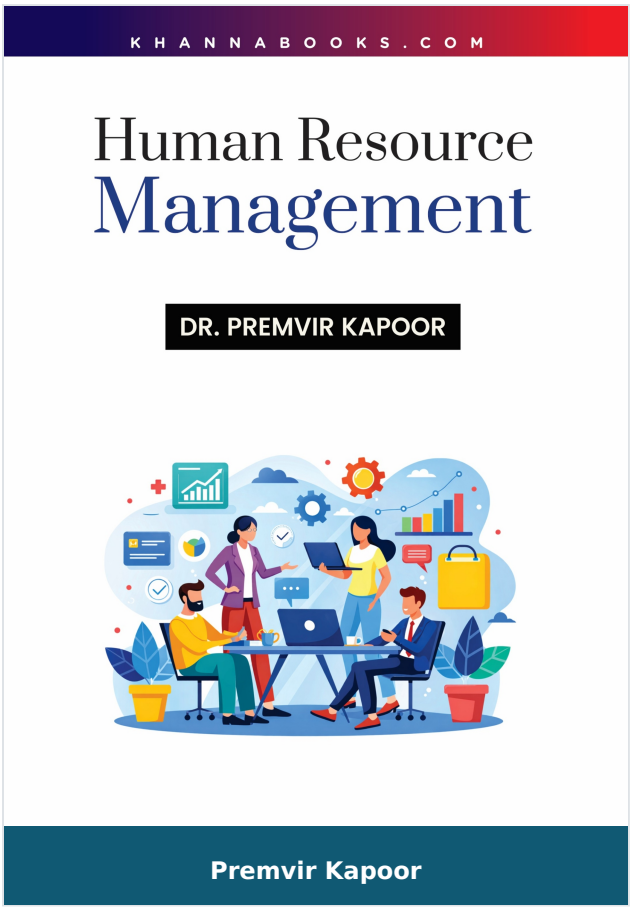
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

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 Productional Council. He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at various prestigious business schools.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Human Resource Management

Author :	Premvir Kapoor
ISBN 13 :	978-93-55386-84-7
ISBN 10 :	9355386842
E-ISBN 13 :	978-93-55386-84-7
Edition :	First
Pages :	252
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 395.00
Categories :	New Arrivals, Management Books, Book Store
Condition Type :	New
Country Origin :	India

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

Human Resource Management

Human resource management by Dr. Premvir Kapoor is a comprehensive and forward-looking guide designed to navigate the complexities of managing people in a rapidly evolving global economy. Recognizing that human capital is an organization's most vital and appreciating asset, the book shifts the focus from traditional, rule-bound personnel management to a modern, humanitarian, and strategic approach. It explores how socioeconomic, technological, and political shifts – such as globalization and the rise of WTO—demand innovative mechanisms for developing employee skills and competencies.

Specifically tailored for students for students of BBA, MBA, and M. Com, the text presents complex concepts in a simple, compact, and easily understandable manner. It bridges the gap between academic theory and professional practice by covering essential topics like job analysis, recruitment, performance appraisal, and the emerging field of human resource Accounting. Whether you are a student preparing for professional examinations or a manager seeking to improve organizational effectiveness through a motivated workforce, this book provides the necessary tools to transform human potential into a source of sustainable competitive advantage.

Salient Features:

- **Strategic Capital Focus**: the text treats human resources as a form of capital and a primary investment, emphasizing that while other resources depreciate, human value appreciates through experience.
- **Comprehensive functional coverage**: it provides an in-depth look at the entire HRM lifecycle, including meticulous processes for manpower planning, recruitment, selection, and induction.

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

- **Scientific job Analysis**: The book details systematic methods for job description and specification, utilizing both quantitative and non-quantitative techniques to define roles and responsibilities accurately.
- **Advanced performance metrics**: Readers are introduced to sophisticated evaluation tools such as the balanced scorecard and HR scorecard to link people management directly to business performance.
- **Human Resource Accounting**: It explores modern valuation methods and models, like the lev and schwarts model, to measure the economic value of human resources within financial statements.
- **Organizational Development Insights**: The content emphasizes building an enabling culture through OD interventions, team development, and the use of change agents to faster innovation.
- **Analytical Research tools**: Dedicatied sections on personal research and auditing provide methodologies for evaluating HR effectiveness and ensuring compliance with statutory provisions.
- **Practical Learning Aids**: Each chapter is supported by learning objectives, summaries, and a detailed glossary of key terms to reinforce conceptual clarity and academic retention.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Preface
- Managing Human Resources
- Human Resource Management
- Human Resource Planning
- Job Analysis
- Recruitment and Selection
- Training and Development
- Human Resources Development
- Performance Appraisal and Compensation Management
- Employee Relations
- Personnel Policy, Research and Audit
- Human Resource Accounting
- Auditing and Accounting
- Key Terms
- Questions for Review
- Biblography

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

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

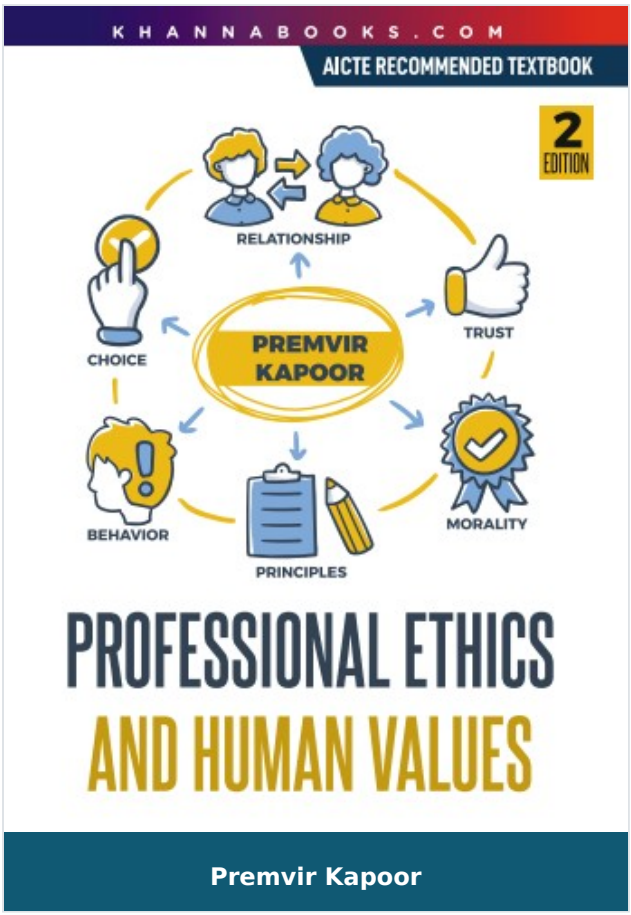
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

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 Productional Council. He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at various prestigious business schools.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Professional Ethics and Human Values

Author :	Premvir Kapoor
ISBN 13 :	978-93-55387-05-9
ISBN 10 :	9355387059
E-ISBN 13 :	978-93-55387-05-9
Edition :	2
Pages :	232
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 295.00
Categories :	University Recommended, Applied science & Humanities, Book Store, Applied Sciences & Humanities
Condition Type :	New
Country Origin :	India

Khanna Publishing House
4C/4344, Ansari Road, Daryaganj, New Delhi-110002
Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

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.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- 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

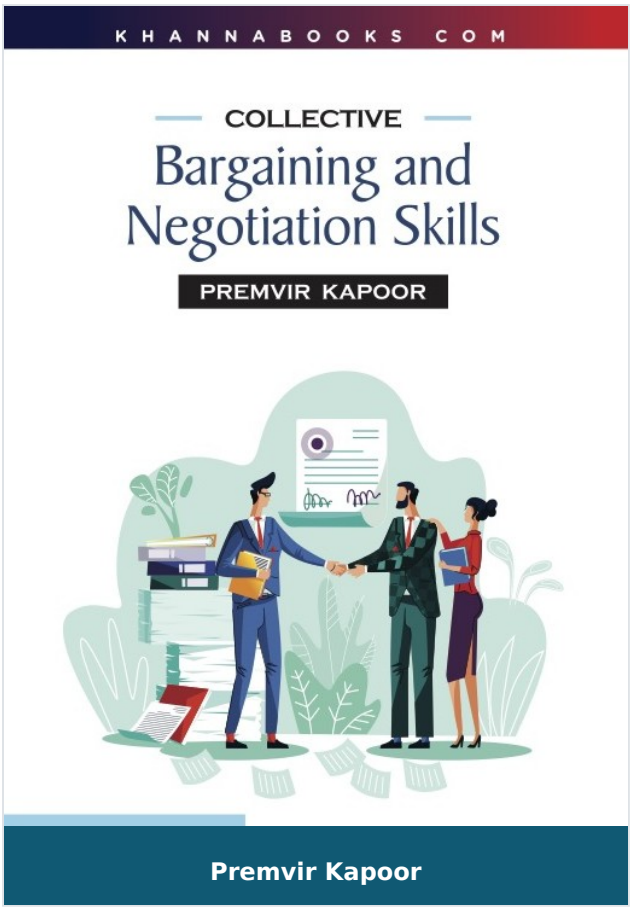
Premvir Kapoor

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 Productional Council. He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at various prestigious business schools.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320



Collective Bargaining And Negotiation Skills

Author :	Premvir Kapoor
ISBN 13 :	978-93-74540-88-6
ISBN 10 :	9374540886
E-ISBN 13 :	978-93-74540-88-6
Edition :	First
Pages :	148
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 298.00
Categories :	New Arrivals, Management Books, Book Store
Condition Type :	New
Country Origin :	India

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Product Description

Collective Bargaining And Negotiation Skills

Collective Bargaining and Negotiation Skills has globally become a much discussed issue with economic conditions continuing to be uncertain complexity of business increasing many bold, competitive pressures mounting organizations becoming flatter by each passing day, managers have a tough balancing act to do one side they have a challenge of managing the needs, aspirations and emotions of their people, on the other side they have to negotiate from every stakeholder , the very best for their organization collective bargaining and negotiate are two very important and much needed skills for todays managers. the book test provides the readers a unique resource for continuing self-development. The book aims to fulfill the need of management students and also for the practitioners as a reference manual to help them upgrade their knowledge and skills with the right attitude. Both students in an academic setting as well as management practitioners will benefit from the text.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320

Table Of Contents

- Preface
- An Overview of Collective Bargaining
- Consideration in Collective Bargaining
- Conflict Management
- Issues and Trends in Collective Bargaining
- Negotiation Skills
- Negotiating A Contract
- Developing Negotiation Strategies
- Bibliography

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 Productional Council. He is a member of Indian Law Institute, New Delhi. He has been visiting faculty at various prestigious business schools.

Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: +91-99109 09320