ಅಥಿಲ ಭಾರತ ನಾಂತೆతಿಕ ವಿದ್ಯಾ ಮಂದಲಿ (AICTE) ఉಮ್ಮದಿ ನಮಾನಾ ವಾಕ್ಯ ప్ರణಾಳಿಕ ప్రకారం

ఫలిత ఆధార విద్యను అనుసరించి

ಜಾತಿಯ ವಿದ್ಯಾ ವಿಧಾನಂ (NEP) 2020





Engineering Graphics & Design

Author: Pradeep Jain

ISBN 13: 978-93-91505-64-6

ISBN 10: 93-91505-64-3

E-ISBN 13: 978-93-91505-64-6

Edition: 1

Pages: 304

Type of book: Paperback

Weight (g): 420.00

Year: 2025

Language: Telugu

Publisher: Khanna Publishing House

Categories:

AICTE Prescribed Textbooks,

Ebooks, Telugu Books

Condition Type: New

Country Origin: India

Product Description

This textbook "Engineering Graphics and Design" is based on the latest outcome based model curriculum of the AICTE. The book covers complete syllabus catering requirements of all major technical universities and institutes and provides insights into traditional engineering graphics as well as treats of the subject using 2D and 3D design software. It offers technical details, current standard, real world examples and clearly explains theory and technique in highly visual and concise format. The topic covered in this book are arranged into 9 chapters comprising self-explanatory diagrams and solved examples. Salient Features: 1. Introduction of Engineering Drawing. 2. Orthographic Projection. 3. Projection of Solids. 4. Section of Solids and Development of Surfaces. 5. Isometric Projection. 6. Overview of Computer Graphics. 7. CAD Drawing. 8. Solid Modelling. 9. Team Design Project.



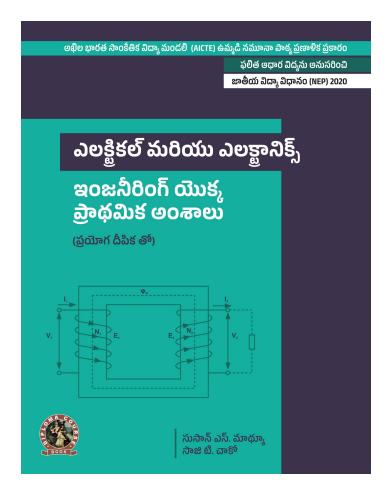
Table of Contents

Foreword Acknowledgement Preface Outcome Based Education Course Outcomes Abbreviations and Symbols List of Figures List of Tables Guidelines for Teacher Guidelines for Students Chapter 1: Introduction of Engineering Drawing. Chapter 2: Orthographic Projection. Chapter 3: Projection of Solids. Chapter 4: Sectional Views of Solids. Chapter 5: Isometric Projection. Chapter 6: Overview of Computer Graphics. Chapter 7: Customization &CAD. Chapter 8: Annotation Layers and 3D Modelling. Reference CO and Po Attainment Table Index.

Author

Pradeep Jain has 15 years of experience in teaching and industry in CAD/CAM. presently he is working as an associate professor in the Department of Mechanical Engineering, Ajay Kumar Garg Engineering College, Ghaziabad. He is providing training and consultancy in CAD/ CAM field.





Fundamentals of Electrical and Electronics Engineering (with Lab Manual)

Author: Saji T. Chacko

ISBN 13: 978-93-91505-18-9

ISBN 10: 93-91505-18-X

E-ISBN 13: 978-93-91505-18-9

Edition: 1

Pages: 304

Type of book : Paperback

Weight (g): 300.00

Year: 2025

Language : Telugu

Publisher: Khanna Publishing House

Categories:

AICTE Prescribed Textbooks,

Ebooks, Telugu Books

Condition Type: New

Country Origin: India



Product Description

"Fundamentals of Electrical & Electronics Engineering" is a compulsory paper for the first year Diploma course in Engineering & Technology Syllabus of this book is strictly aligned as per model curriculum of AlCTE, and academic content is amalgamated with the concept of outcome based education. Books covers six topics- Overview of Electronics Components and Signals. Overview of Analog Circuits. Overview of Digital Electronics, Electric and magnetic Circuits, A.C. Circuits and Transformer and Machines. Each topic is written is easy and lucid manner. A set of exercises at the end of each units to test the student's comprehension is provided. Some salient features of the book: 1. Content of the book aligned with the mapping of Course Outcomes, Programs Outcomes and Unit Outcomes.

2. The practical applications of the topics are discussed along with micro projects and activities for generating further curiosity as well as improving problem solving capacity. 3. Book provides lots of vital facts, concepts, principles and other interesting information. 4. QR Codes of video resources and websites to enhance use of ICT for relevant supportive knowledge have been provided. 5. Student and teacher centric course materials included in book in balanced manner. 6. Figures, tables, equations and comparative charts are inserted to improve clarity of the topics. 7. Objective questions and subjective questions are given for practices of students at the end of each unit.8. Solved and unsolved problems including numerical examples are solved with systematic steps.

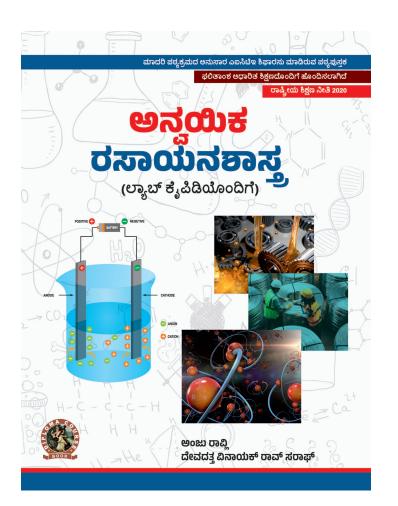
Table of Contents

Foreword, Acknowledgement, Preface, Outcome Based Educations, Course Outcomes, Abbreviations and symbols, List of Figures, Guidelines for Teachers, Guidelines for Students, Unit 1: Overview of Electronic Components and Signals. Unit 2: Overview of Analog Circuits. Unit 3: Overview of Digital Electronics. Unit 4: Electric and Magnetic Circuits. Unit 5: AC Circuits. Unit 6: Transformer and Machines. Appendices Answer to Objective Questions Reference for Further Learning Co and PO Attainment Table Index

Authors

Susan S. Mathew Saji T. Chacko





Applied Chemistry (with Lab Manual)

Author: Anju Rawlley

ISBN 13: 978-93-91505-93-6

ISBN 10: 93-91505-93-7

E-ISBN 13: 978-93-91505-93-6

Edition: 1

Pages: 304

Type of book : Paperback

Weight (g): 360.00

Year: 2023

Language: Kannada

Publisher: Khanna Publishing House

Categories:AICTE Prescribed Textbooks,

Ebooks, Kannada Books

SKU: 1725671838

Condition Type: New

Country Origin: India



Product Description

This text book of "Applied Chemistry" is development as per AICTE model curriculum, 2018, for compulsory course on Applied Chemistry of first years Diploma Program in Engineering and Technology. Atomic Structure, Chemical Bonding & Solution, Water, Engineering Materials, Chemistry of fuels & Lubricants and Electrochemistry are the five units of this book, comprising of both practical and theory. Some salient features of the book: 1. Course Outcomes and Unit Outcomes are written specifically and are mapped with program Outcomes. 2. Utmost care have been taken to amalgamate the philosophy of outcome based education. 3. The structure of the textbook is comprehensive, where in practical exercises are integral part of each unit. 4. The text is presented in a very simple way with illustrations, examples, tables, flow chart, self assessment questions and their solutions. 5. Micro projects, points/issue for the creative inquisitiveness & curiosity, know more, video links, case study and summary points are integral part of each unit to facilitate the students to develop the attitude of scientific inquiry, investigate the cause and effect relationship, systematic, scientific & logical thinking, ability to observe, analyse and interpret. 6. To meet the requirement of outcome based education (OBE) and outcome based assessment (OBA), criterion referenced testing (CRT) have been used as an integral part of assessment in each practical. 7. Sample QR codes have been provided in each units on some topics/sub topics for supplementary reading and reinforcing the learning.



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Outcomes Based Educations

Course Outcomes Abbreviations and Symbols

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Guidelines for students

UNIT 1: Atomic Structure, Chemical Bonding and Solutions.

UNIT 2: Water.

UNIT 3: Engineering Materials.

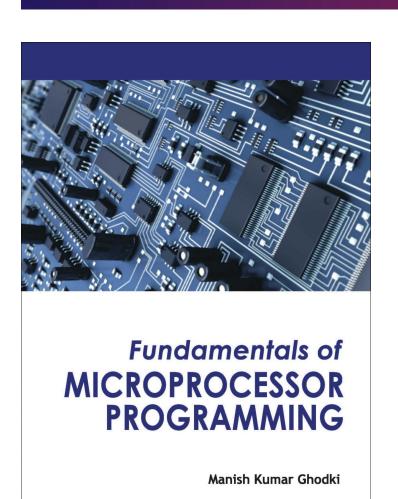
UNIT 4: Chemistry of Fuels and Lubricants.

UNIT 5: Electro Chemistry.

Authors

Anju Rawlley Devdatta Vinayakrao Saraf





KHANNA BOOK PUBLISHING EDITION

Fundamentals of Microprocessor Programming

Author: Mansih Kumar Ghodki

ISBN 13: 978-93-82609-17-9

ISBN 10: 93-82609-17-2

E-ISBN 13: 978-93-82609-17-9

Edition: First

Pages: 304

Type of book : Paperback

Weight (g): 357.00

Year: 2013

Language : English

Publisher: Khanna Publishing House

M.R.P: Rs 275.00

Categories: Electrical, Electronics &

Communication Engineering

Condition Type: New

Country Origin: India

Product Description

Suitable for solving GATE and other competitive exam questions. The book contains 40 different assembly language programs in a separate chapter. The book contains 100 working examples of all types of instruction opcodes of the 8085 microprocessor in a single chapter. It has more than 300 illustrations, exercise questions for easy and better understanding. 'All-in-one' view in column writing format for quick understanding. Suitable for diploma, degree and postgraduate courses. Step-by-step knowledge towards the programming of the microprocessor. The microprocessor 8085 can be used to its full capability if one knows the programming fundamentals given in this book.



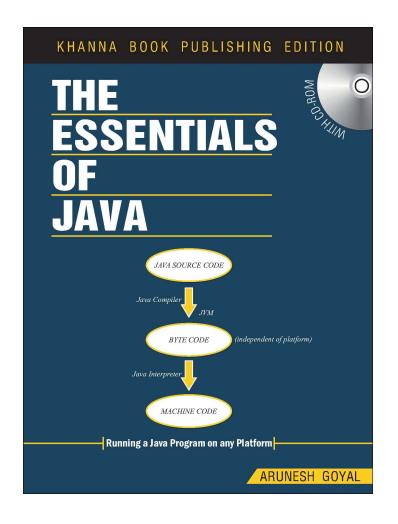
Table of Contents

Chapter 1: Digital Number System. Chapter 2: Digital Coding System. Chapter 3: Arithmetic Of Digital Number & Coding System. Chapter 4: Introduction To Microprocessor. Chapter 5: Introduction To Microcomputer. Chapter 6: 8085 Microprocessor Instruction. Chapter 7: 8085 Microprocessor Flags. Chapter 8: Working Examples Of 8085 Microprocessor Instructions. Chapter 9: Introduction To 8085 Programming Language. Chapter 10: Programming Tools Techniques & Modelling. Chapter 11: Programming Methods. Chapter 12: Assembly Language Programming Of 8085 Microprocessor. Chapter 13: Timing Diagrams Of 8085 Microprocessor. Chapter 14: 8085 Microprocessor T- state & Machine Cycles. Chapter 15: 8085 Microprocessor Instruction Set (Alphabetically). Chapter 16: 8085 Microprocessor Instruction Set (Hex Code Wise).

Author

Mansih Kumar Ghodki Manish Kumar Ghodki Asst. Professor, Department of Energy, Maulana Azad National Institute of Technology (MANIT) Bhopal.





The Essentials of Java

Author: Arunesh Goyal

ISBN 13: 978-93-81068-63-2

ISBN 10: 93-81068-63-1

E-ISBN 13: 978-93-81068-63-2

Edition: 1

Pages: 304

Type of book : Paperback

Weight (g): 432.00

Year: 2012

Language : English

Publisher: Khanna Publishing House

M.R.P: Rs 240.00

Categories : Computer Science Engineering

Condition Type: New

Country Origin: India

Product Description

There are eight case studies in all pertaining to wide ranging topics. There will help you to see the practical side of applying Java in the real world and understand the theoretical subject matter of the text much better. Besides, there are one hundred eleven odd solved examples to help you out. There is a specially designed set of one hundred solved Java Interview questions with augurs well for you in your interview preparations. Besides, there is " A full practical session" towards the end. Which you will do well to try your hand at in your own interest besides taking up the practical sessions affixed at the end of each chapter. In all, these amount to one hundred thirty odd practical problems and exercises. The appendix contained the essence of the JAVA API package which includes fifty-nine libraries in all. The acronyms, the glossary and the index section are for your ready reference. The acronyms and the glossary, in particular, have been designed so that you are able to understand much of the computer jargon associated with Java in a big way. The "Winding It Up" session at the end of each chapter is a novel way not only to elucidate a potential problem area but also extent. These will prove to be of vital help to each of you in your own way. To cap it up, the accompanying CD boasts of many useful items such as JRE, JDK, struts etc.



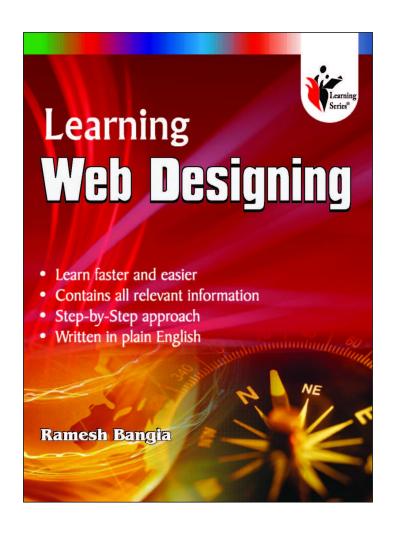
Table of Contents

Chapter 1: Getting Started with Java. Chapter 2: Classes, Objects and Methods. Chapter 3: Inheritance. Chapter 4: Packages and Interfaces. Chapter 5: Exception Handling. Chapter 6: Input / Output. Chapter 7: String Handling. Chapter 8: Type Wrappers Auto boxing, Enumerations and Annotations: Java. Interview Questions (solved) A Full Practical Session Appendix: The JAVA API Package ACRONYMS GLOSSARY INDEX

Author

Arunesh Goyal Arunesh Goyal is a topper from University of Delhi {B.Sc. (H) Mathematics: Kirorimal College. North Campus}. He has been personally awarded by Mr. Amitabh Bachchan. He is also a First Division MCA degree holder from the same university. Besides, he has worked as Computer Analyst/Consultant at St. Stephen's Hospital, Delhi for more than 10 years. This underlines his extensive programming and systems development experience. Besides, he has worked on two projects related to intelligent databases with Comtech International Ltd., Noida. and the Times of India, New Delhi, respectively.





Learning Web Designing

Author: Ramesh Bangia

ISBN 13: 978-81-87522-37-9

ISBN 10: 81-87522-37-2

E-ISBN 13: 978-81-87522-37-9

Edition: 1

Pages: 304

Type of book : Paperback

Weight (g): 420.00

Year: 2014

Language : English

Publisher: Khanna Publishing House

M.R.P: Rs 225.00

Categories:BASIC COMPUTER BOOKS,

Learning Series

Condition Type: New

Country Origin: India

Product Description

The complete Learning Series has been designed in a very systematic and logical manner. Each topic has been developed from the basic concepts. Practically every major point in the text is illustrated with suitable examples and screen shots. This will help the students in understanding the basic theory and train them in solving every problem systematically, and confidently. A large number of unsolved as well as solved exercises have also been included in the book. The language of the text of the book is lucid, direct and easy-to understand. Each chapter is laced with various diagrams wherever possible. Functions has been explained in full and some of them have been explained in the form of examples. Tips for working faster using the keyboard shortcuts are also provided.



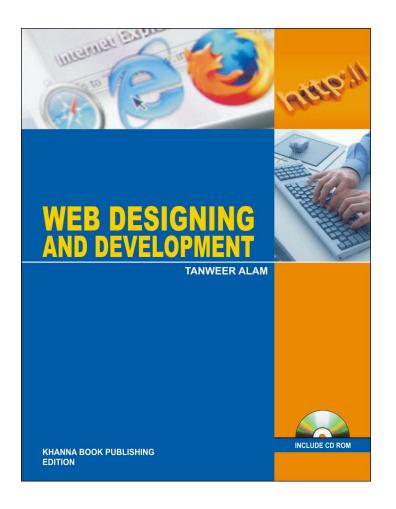
Table of Contents

Chapter 1: Introduction to HTML. Chapter 2: Cascade Style Sheets (CSS). Chapter 3: JavaScript. Chapter 4: VB Script. Chapter 5: Extensive Markup Language. Chapter 6: Introduction to ASP. Chapter 7: Questions.

Author

Ramesh Bangia For the last fifteen years, Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle Ease and African countries.





Web Designing and Development

Author: Tanweer Alam

ISBN 13: 978-93-80016-87-0

ISBN 10: 93-80016-87-5

E-ISBN 13: 978-93-80016-87-0

Edition: 1

Pages: 304

Type of book : Paperback

Weight (g): 440.00

Year: 2013

Language: English

Publisher: Khanna Publishing House

M.R.P: Rs 275.00

Categories : Computer Science Engineering

Condition Type: New

Country Origin: India

Product Description

This book deals with the fundamental of web programming. This book will be of great help to web developers who are not already familiar with web programming. This can upgrade their skills through this book and achieve great height in the world of web programming. The objective of this book is to promote that future by spreading the use of the websites as widely as possible. It is also integral to the internet applications and other e-business solutions that that are the foundation of corporate computing. this book is divided into a number of chapters. Each chapter is a self contained area. The chapters in this book are arranged in a sequence order. The programs presented in this book are just to understand the application. The objective of this book is the serve as a textbook in various course viz. B. Tech/MCA/BCA/M.Sc., etc.



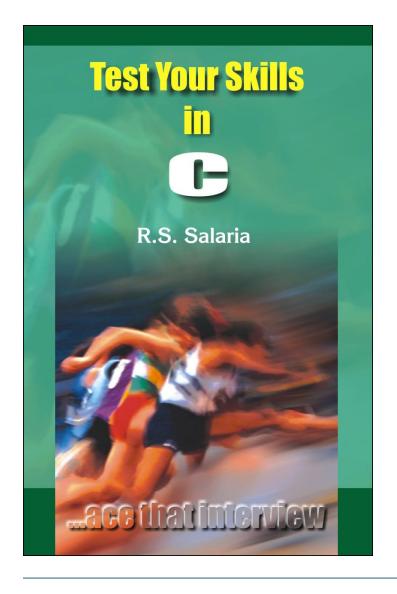
Table of Contents

Chapter 1: Internet. Chapter 2: HTML. Chapter 3: XML. Chapter 4: Java Script. Chapter 5: Java. Chapter 6: Working with Database. Chapter 7: ASP.net. Chapter 8: Mini Website.

Author

Tanweer Alam Tanweer Alam has an experience of more than seven years in the Teaching field. Currently, He is working at MCA Department, Meerut Institute of Engineering and Technology, Meerut. He has got his MCA Degree in 2003 from UP Technical University, Lucknow, UP. He has got his Master Degree in Mathematics in 2000 from CCS University, Meerut, UP. He has got his MPhil Degree in Computer science in 2007 from MKU, Madurai. He is also MTech in IT and currently, He is doing PhD in Computer Science & Engineering. He presents more than thirty research papers in various reputed national/international Conferences/Journal.





Test Your Skills in C

Author: R.S. Salaria

ISBN 13: 978-81-87325-49-9

ISBN 10: 81-87325-49-6

E-ISBN 13: 978-81-87325-49-9

Edition: 1

Pages: 304

Type of book : Paperback

Weight (g): 285.00

Year: 2016

Language : English

Publisher: Khanna Publishing House

M.R.P: Rs 125.00

Categories: OBJECTIVE TYPE BOOKS

Condition Type: New

Country Origin: India

Product Description

Since its inception, C has gained wide acceptance in industry and continues to enjoy the same. Even the modern languages, such as C++/java/C#, have been influenced by the success of C language. Therefore, If you are proficient in C language, it takes little time to graduate to languages. All IT companies want that students must be very good in conceptual knowledge of C language. This book gives an ample opportunity to you to test/ evaluate your skills in C. Plenty of multiple choice type questions. Plenty of true false type questions. Plenty of fill-in the blanks type questions. Plenty of short answer type questions.

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Some Useful Tips: Chapter 1: Multiple Choice Type questions. Chapter 2: True-false type questions. Chapter 3:

Fill-In The Rlanks Tyne Questions Chanter 4. Short answer tyne questions

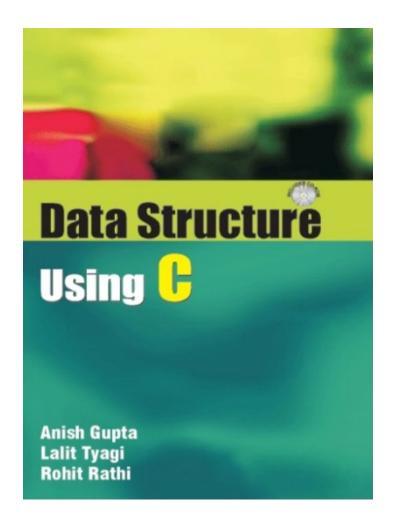


Khanna Publishing House

Author

R.S. Salaria Prof. R.S. Salaria is a superior teacher, a prolific author and a great motivator. He is an alumnus of IIT, Delhi. He is a Certified Software Quality professional by Ministry of Information Technology, Govt. of India: Sun Certified Programmer as well as Sun Certified Trainer by SUN Microsystems. He is a life member of computer society of India, Mumbai: Institution of Electronics and Telecommunication Engineers, New Delhi: Indian Society for Technical Education, New Delhi: Punjab Academy of Sciences, Patiala. Presently, he is talking initiatives to Sensitize the citizens of this great country about their fundamental responsibilities towards society and seeking their contributions to make the society a wonderful place for happy and peaceful living.





Data Structures Using C

Author: Anish Gupta

ISBN 13: 978-93-80016-04-7

ISBN 10: 93-80016-04-2

E-ISBN 13: 978-93-80016-04-7

Edition: First

Pages: 304

Type of book : Paperback

Weight (g): 378.00

Year: 2015

Language : English

Publisher: Khanna Publishing House

M.R.P: Rs 295.00

Categories : Computer Science Engineering

Condition Type: New

Country Origin: India

Product Description

This book provides an in-depth introduction to data structures and its uses had also lucid analysis of algorithms. It explains how the abstractions can be made concrete by using a programming language C. Each data structure is implemented in a variety of ways that provides the real choice for programmers and all programs are executed successfully. With the extensive use of figures and examples, the successive stages of an algorithm are explained in a much easier and understandable manner.

Table of Contents

Chapter 1: Basic Terminology. Chapter 2: Stacks. Chapter 3: Recursion. Chapter 4: Queues. Chapter 5: Linked List. Chapter 6: Trees. Chapter 7: Searching & Hashing. Chapter 8: Sorting. Chapter 9: Graphs. Chapter 10: Files. Program List Multiple Choice Questions Question Paper

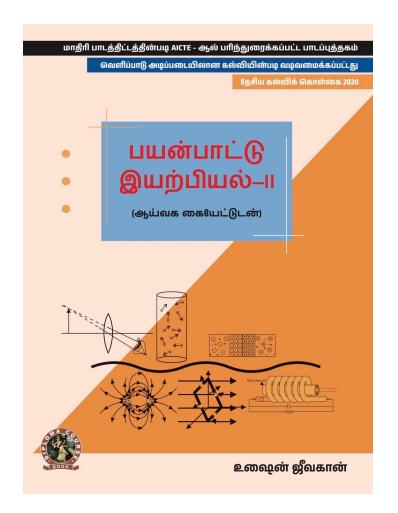


K H A N N A B O O K S . C O M

Author

Anish Gupta Anish Gupta is presently working as an Assistant Professor in the Department of Computer Science and Engineering at ITS Engineering College, Greater Noida. He has obtained B.Tech & M. Tech. (Computer Science & Engineering) and having 8 years of teaching experience.





Applied Physics-II (with Lab Manual)

Author: Hussain Jeevakhan

ISBN 13: 978-93-91505-12-7

ISBN 10: 93-91505-12-0

E-ISBN 13: 978-93-91505-12-7

Edition: First

Pages: 304

Type of book : Paperback

Weight (g): 350.00

Year: 2022

Language : Tamil

Publisher: Khanna Publishing House

Categories:AICTE Prescribed Textbooks,

Ebooks, Tamil Books

Condition Type: New

Country Origin: India



Product Description

"Applied Physics-II" is a basic science course in the first year of the Diploma program in Engineering & Technology. Contents of this book are stringently aligned as per model curriculum of AlCTE and incorporated with the concepts of outcomes-based education(OBE). Book covers seven topics- Wave motion, Optics, Electrostatics, Current electricity, Electromagnetism, semiconductor physics and Modern physics. Each topic and its subtopics are written from the perspective of a student's learning and in accord with the NEP 2020 guidelines. Every unit comprises a set of activities and exercise at the end to assist the student's learning. Some salient features of the book: 1. Unit Outcomes of each unit are mapped with Course Outcomes and Programs Outcomes. 2. Book Provides relevant interesting facts, QR Code for E-resources and use of ICT and suggested micro projects activities in each unit. 3. Content presented in book in chronological way. 4. Figures, tables and equations are given to improve clarity of the topics. 5. Solved examples are given with systematic steps. 6. MCQ's, short and long answer questions and unsolved problems of understanding and above levels (Bloom's Taxonomy) are given for learning reinforcement of students and as per OBE.

Table of Contents

Foreword, Acknowledgement, Preface, Outcome Based Educations, Course Outcomes, Abbreviations and Symbols, List of Figures, Guidelines for Teachers, Guidelines for Students Chapter 1: Wave Motion and its applications. Chapter 2: Optics.

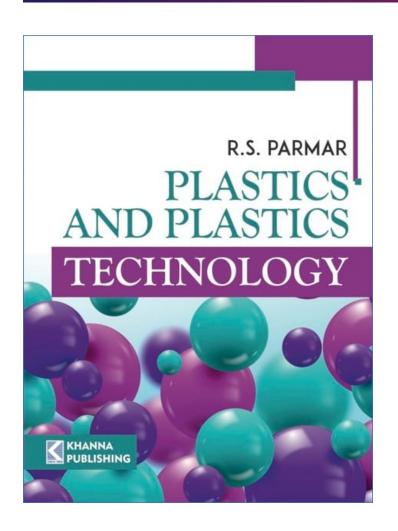
Chapter 3: Electrostatics. **Chapter 4:** Current Electricity. **Chapter 5:** Electromagnetism.

Chapter 6: Semiconductor physics. Chapter 7: Modern physics. Index

A	u	t	h	0	r

Hussain Jeevakhan





Plastics & Plastics Technology

Author: R.S. Parmar

ISBN 13: 978-93-86173-74-4

ISBN 10: 93-86173-74-3

E-ISBN 13: 978-93-86173-74-4

Edition: First

Pages: 304

Type of book : Paperback

Weight (g): 430.00

Year: 2020

Language: English

Publisher: Khanna Publishing House

M.R.P: Rs 325.00

Categories: Civil Engineering, Mechanical

Engineering

Condition Type: New

Country Origin: India



Product Description

This book is an outcome of author's desire for deeper knowledge into vital field of plastics without which it is almost impossible to imagine the modern day civilization. There has been an effort to cover all plastics used till date and fairly good details are provided regarding their chemical structure, properties and uses. Production of copolymers and poly alloys is also described. Production of Reinforced Plastics and Composites with their properties and specific uses are as well included. Because it is essential to know the physical and mechanical properties of the plastics to select these for required service conditions so methods employed to determine such properties are described in fairly good detail. Manufacturing processes to shape the plastics for specific application are detailed at length. That includes molding, casting, welding, forming, machining and miscellaneous processes like calendaring, silk-screening, pultrusion, filament winding etc. Selection of plastics for specific uses is an important consideration. So important uses of all major engineering plastics are listed. Unlike metals, identification of plastics is not easy but that knowledge is essential for reuse and recycling of them. So identification methods for plastics and their recyclability have been described as per the international norms. At the end some appendices are included that provide helpful data need for selection and use of different plastics. Some selected standards on Plastics form ASTM and BIS are also included for ready reference for use by industries and researchers alike. Finally, Indian Institutes and Universities awarding degrees and diplomas in Plastic/Polymer Engineering and Technology are also listed for the benefit of those interested in pursuing this filed as their profession.

Table of Contents

Chapter 1: Polymers, Plastics and Elastomers (Rubbers). Chapter 2: Polymeric Materials. Chapter 3: Testing of Plastics. Chapter 4: Processing of Polymers. Chapter 5: Case Study: Automotive Products. Chapter 6: Recycling of Plastics. Chapter 7: Epilogue. Appendices Bibliography Index



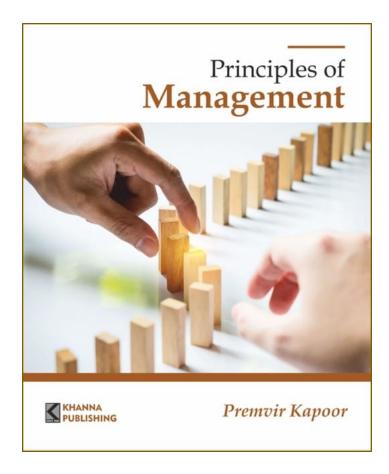
Author

R.S. Parmar

Dr. R.S. Parmar is B.A. and B.Sc. (Mechanical Engineering) from Punjab University, M.E. (Production Engineering) from University of Roorkee (Now IIT, Roorkee) and Ph.D. (Mechanical Engineering) from I.I.T. Kharagpur. He has an experience of more than 50 years in teaching and research in different subject of Mechanical Engineering particularly related to materials and manufacturing processes and technology. He served for about 14 years at R.E.C. (Now NIT), Srinagar (Kashmir), 21 years at I.I.T., Delhi and 20 years at NSIT (Now NSUT), New Delhi. He also served for one year at Brunel University, London (U.K.) He has guided a number of Ph.D., M. Tech., and B. Tech. Research Projects and published a large number of technical papers in Indian and foreign journals on different aspects of manufacturing processes.

He is a gold medalist from University of Roorkee and has won a number of awards from Institution of Engineers (India), American Welding Society, and Indian Institute of Welding. He is a life Fellow of Institution of Engineers (India) and The India Institute of Welding and a Life Member of Indian Society of Technical Education.





Principles of Management

Author: Premvir Kapoor

ISBN 13: 978-93-86173-83-6

ISBN 10: 93-86173-83-2

E-ISBN 13: 978-93-86173-83-6

Edition: First

Pages: 304

Type of book : Paperback

Weight (g): 370.00

Year: 2020

Language : English

Publisher: Khanna Publishing House

M.R.P: Rs 295.00

Categories: Management Books

Condition Type: New

Country Origin: India

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.



Table of Contents

Chapter 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 Chapter 2: Management Principles and Management Theories. Evolution of Management Thoughts Business Ethics Concept of Social Responsibility of Business Summary Definitions Chapter 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 Chapter 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 Chapter 5: Organization. Organizational Structure Organizational Structure Organization 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 Chapter 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 Chapter 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 Chapter 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 Motivation Chapter 9: **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 Chapter 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



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 various prestigious business schools.

