

Premvir Kapoor

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.

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: 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 Reguisites 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

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

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.



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