Principles and Practice of Management

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Book Summary

Revised ninth edition has been thoroughly restructured and revised. All the chapters of the present edition have been re-written not only to incorporate the latest developments in management but also to make presentation of subject-matter more lucid and crisp. Some chapters of the previous edition have been merged with other related chapters to put the focus properly. This has resulted in reduced number of chapters in spite of adding a new chapter dealing with management practices of prominent countries and business leaders. Thus, the present edition is ideally suited to management students as well as management practitioners, particularly those who have not gone through formal management education.

Salient Features

- Most comprehensive coverage with latest developments.
- Most authentic presentation of the subject-matter.
- Subject-matter personated in simple & Lucid style with suitable Tables, Figures, and Exhibits.
- Proper blend of theory and practice of management.
- An opening Illustration of management practices of prominent company in each chapter to enable the readers to relate management concept with management practices easily.
- Questions at the end of each chapter to test the assimilation of the subject-matter concerned.
- Awareness developer at the end of each chapter to enable a reader to access his/her likely management pattern.
- Case at the end of each chapter for class-room discussion to sharpen the diagnostic an analytical skills of the participants.

Note: Hindi edition of this book is also available with title Prabandh Ke Siddhant.

Book Content

Part I: Framework of Management

1. Introduction to Management
2. Development of Management Thought
3. Managers and Environment
4. Social Responsibility and Ethics

Part II: Planning

5. Fundamentals of Planning
6. Organizational Plans
7. Decision Making

Part III: Organizing

8. Fundamentals of Organizing

9. Power and Authority

10. Conflict and Coordination

11. Organizational Change

Part IV: Staffing

12. Fundamentals of Staffing

13. Employee Development and Performance Appraisal

Part V: Directing

14. Fundamentals of Directing

15. Motivation

16. Leadership

17. Communication

Part VI: Controlling

18. Fundamentals of Controlling

19. Control Techniques

Part VII: Management Practices

20. Management Practices of Prominent Countries
and Business Leaders

Appendices

Appendix 1: Learning through Cases

Appendix 2: Method of Scoring and Score Interpretation of Awareness Developer