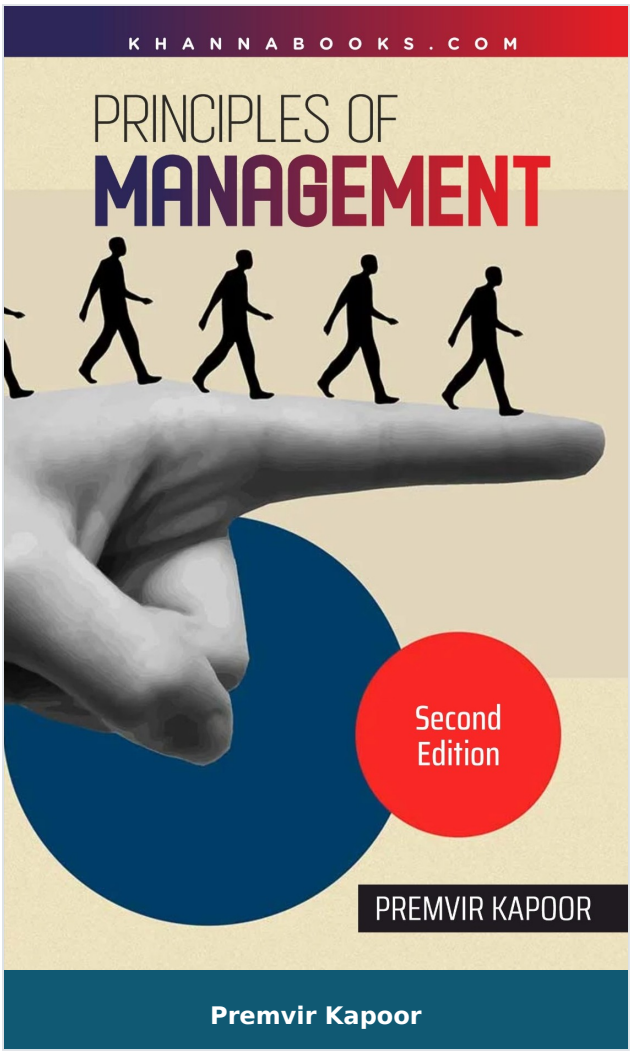

Principles of Management

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

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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.

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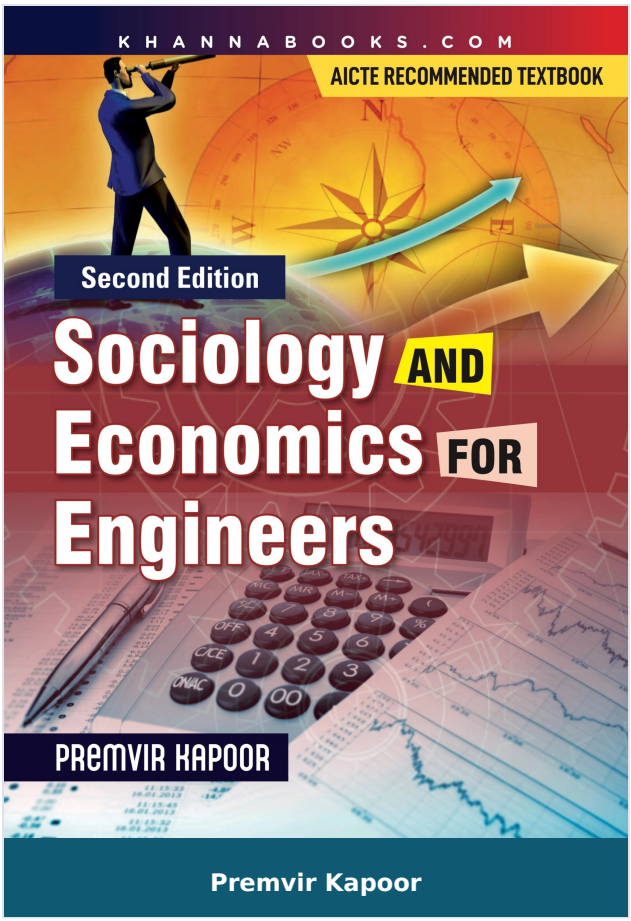

Sociology and Economics for Engineers

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, APPPLIED SCIENCES & HUMANITIES, Book Store, APPPLIED SCIENCES & HUMANITIES
Condition Type :	New
Country Origin :	India

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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.

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- Cost Concepts
- Break Even Analysis
- Important Terms
- Questions for Review

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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.

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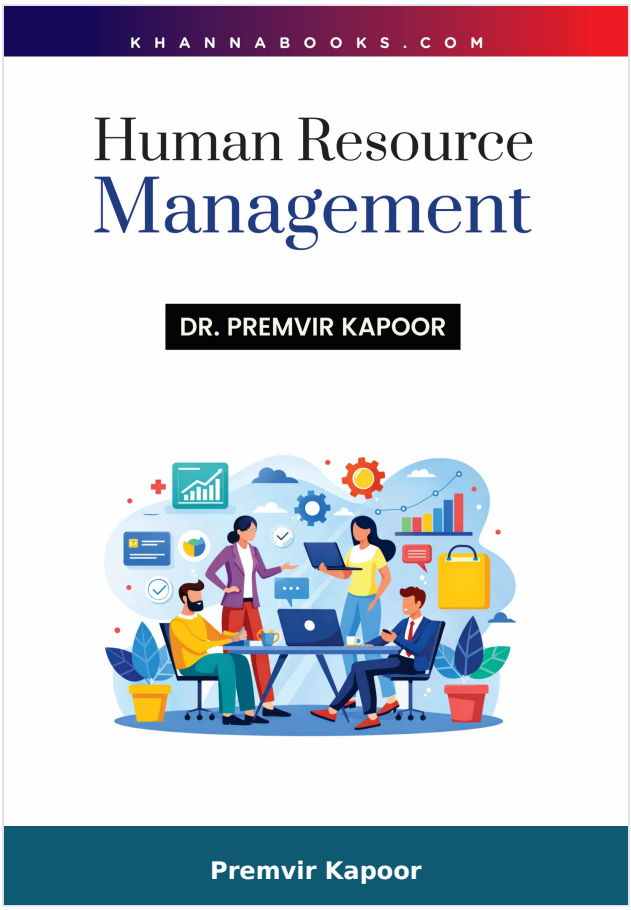

Human Resource Management

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 325.00
Categories :	New Arrivals, Management Books, Book Store
Condition Type :	New
Country Origin :	India

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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.

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- **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.

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- Key Terms
- Questions for Review
- Biblography

Author

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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

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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.

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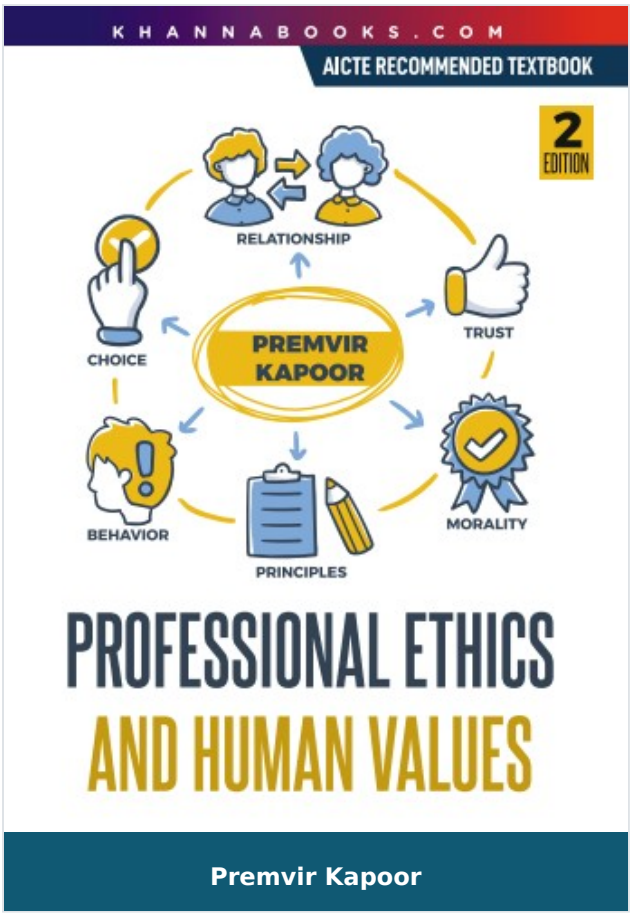

Professional Ethics and Human Values

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, APPPLIED SCIENCES & HUMANITIES, Book Store, APPPLIED SCIENCES & HUMANITIES
Condition Type :	New
Country Origin :	India

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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-6: Science of Living (Jeevan Vigyan)
- Chapter-7: Value Education
- Chapter-8: Personality and Stress Management
- Chapter-9: Review Questions

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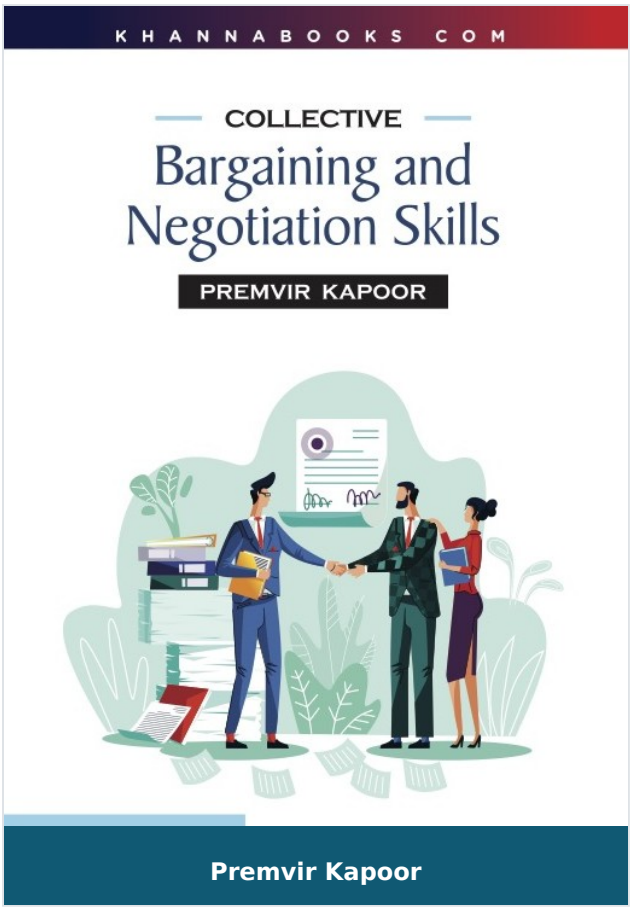

Collective Bargaining And Negotiation Skills

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

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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.

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- Bibliography

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