

BOOK REVIEW

PRINCIPLES AND PRACTICES OF MANAGEMENT

Author: Smita Gupta

Galgotia Publishing Company , New Delhi, 2012, pp. 485, Price :Rs.300/-

Review by *Sonam Sachdeva**

There is a growing need for professionally qualified managers because of growing competition and industrialization. To achieve competency, principles of management is required and it is essential to put those into practice for becoming a professional manager. Knowledge of these principles enhances decision making ability. An integrated reading material can help a professional to pick up the best practices without scurrying for different materials

The book Principles and Practices of Management explains how management principles and concepts can be applied in real life situation at the micro as well as macro level. This book has been organized with the aim to articulate the conceptual core of management with the emphasis on the contemporary developments. At the same time, works that have proved their worth over the years, have not been ignored.

This book is divided into 7 sections each consisting of subsections comprising of 20 chapters. The first section introduces the meaning and nature of management, evolution of management thought and the social and ethical issues in management. Section 2 mainly focuses on planning, planning premise, forecasting and decision-making.

Section 3 talks about the nature and process of organizing, organizational theories, types of departments, design and form of organization structures, authority and responsibility, delegation and decentralization of authority. Section 5 digs into the fundamentals of staffing, job design, recruitment and selection, training and development and performance appraisal. Good knowledge of these concepts is essential because the success of the organization depends upon the people of the organization and in order to have right kind of people in your organization, one must be very well versed with these concepts. Section 6 deals with the controlling and related aspects like principles of controlling, controlling techniques, quality circles and management by exception. The final section consists of case studies, objective type questions, fill in the blanks and model question papers.

The text of the book is presented in a very comprehensive manner. The language used is lucid and even students will be able to grasp and understand the nitty gritty of the management concepts. The text is well supported by diagrams and tables for better understanding of the concepts. Discussion questions are given at the end of each chapter.

The writing of the case studies is coherent and embroidered with real life examples as well as hypothetical situations and questions for discussion so as to enable readers to test their analytical skills and come out with workable situation.

***Sonam Sachdeva** is Assistant Professor at Gitarattan International Business School
PSP 2A & 2B Complex - II, Madhuban Chowk , Sector – 14, Rohini, Delhi- 110085

This book does not provide any chapter summary at the end of each chapter to recapitulate what has been studied before. Neither there is any glossary. If the reader wants to know the meaning of any term, he/she has to flip through the entire book to find the meaning of that term. Such lacunae should have been avoided.

The book largely is a fine resource for both the students as well as the teachers. It contains various topics and concepts which are not explained in other books on management studies. A comprehensive study of this book enlightens our perception to the application of management Principles in all spheres of life; in whatever we do. However, the utility of the book could have been enhanced by providing a chapter summary and highlighting the important concepts of the chapter so as to aid students to recapitulate and reinforce what has been learnt. Another additional feature i.e. Pre-test and Post-test could also have been incorporated. This could have helped the course instructor to gauge the knowledge of the students during pre and post discussion on the topic.