

Management Process and Organizational Behaviour

L.M. Prasad



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Preface

Understanding of Management Process and Organizational Behaviour is a pre-requisite for would-be managers because this understanding is quite important for understanding other subjects. Managing organizations is quite challenging jobs for managers because of the complexities involved in this process. In order to ease these complexities, relevant literature has been developed. This literature has been incorporated in this book.

Textual materials of the book have been divided into two parts with each part dealing with a set of dimensions of Management Process and Organizational Behaviour. Each part has been divided into relevant chapters. Part I presents Management Process containing six chapters: Introduction to Management, Planning, Organizing, Staffing, Motivating and Leading, Controlling. Part II presents Organizational Behaviour containing four chapters: Introduction to Organizational Behaviour, Individual Behaviour, between Group Behaviour, Team Development.

I will be thankful if you provide feedback on the book which will be acknowledged and suggestions will be incorporated in the next edition.

L.M. Prasad

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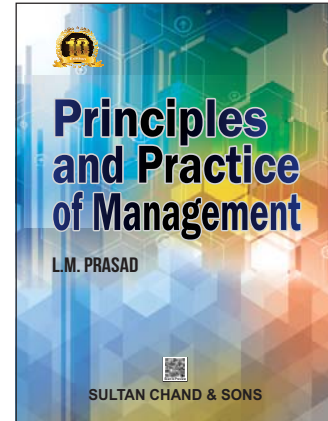
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Principles and Practice of Management

L.M. Prasad

About the Book

The book in the present edition has been thoroughly revised and restructured. All the chapters have been re-written not only to incorporate new developments in Principles and Practice of Management but also to make the subject-matter more lucid and crisp. Thus, the present edition is vastly improved both in terms of contents and presentation.



Salient Features

- Most comprehensive coverage of subject-matter with latest development.
- Most authentic presentation of the subject-matter.
- Subject-matter presented in simple and lucid style with suitable Figures, Tables, and Exhibits.
- Proper blend of theory and practice.
- An opening case study so that the concerned concepts can be related to practices easily.
- Multiple choice questions, short answer questions, and discussion/application questions at the end of each chapter to test the assimilation of subject-matter concerned.
- Awareness Developer at the end of each chapter to enable the reader to assess her/his behavioural pattern.
- Case study at the end of each chapter for class-room discussion to sharpen diagnostic and analytical skills of the readers.
- Guidelines for learning through cases at the end of the book to enable the readers to make full use of learning through cases.
- Glossary at the end of the book for bird's eye view.

Thus, the present edition is ideally suited to MBA/PGDM and other relevant courses.

Contents

Part I: Conceptual Framework of Management – Introduction to Management • Development of Management Thought • Management Challenges and Opportunities • Social Responsibility and Ethics.

Part II: Planning – Fundamentals of Planning • Organizational Plans • Decision Making.

Part III: Organizing – Fundamentals of Organizing • Power and Authority • Conflict and Coordination • Organizational Change.

Part IV: Staffing – Fundamentals of Staffing • Employee Development and Performance Appraisal.

Part V: Directing – Fundamentals of Directing • Motivation • Leadership • Communication.

Part VI: Controlling – Fundamentals of Controlling • Control Techniques.

Part VII: Management Practices – Management Practices of Prominent Countries and Business Leaders.

Appendices • Glossary • Subject Index.

Organizational Behaviour

L.M. Prasad

About the Book

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Salient Features

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- Most authentic presentation of the subject-matter.
- Subject-matter presented in simple and lucid style with suitable Figures, Tables and Exhibits.
- Proper blend of theory and practice.
- An opening case of organizational behaviour so that the concerned concepts can be related to practices easily.
- Multiple choice questions, short answer questions, discussion/application questions at the end of each chapter to test the assimilation of subject-matter concerned.
- Awareness Developer at the end of each chapter to enable the reader to assess her/his behavioural pattern.
- Case at the end of each chapter for class-room discussion to sharpen diagnostic and analytical skills of the readers.
- Guidelines for learning through cases at the end of the book to enable the readers to make full use of learning through cases.
- Glossary at the end of the book for bird's eye view.

Thus, the present edition is ideally suited to MBA/PGDM and other relevant courses.

Contents

Part I: Conceptual Framework for Organizational Behaviour – Introduction to Organizational Behaviour.

Part II: Foundations of Individual Behaviour – Nature of Human Behaviour • Personality • Perception • Learning • Attitudes and Values • Emotional Intelligence • Motivation: Concepts and Theories • Motivation: Applications • Individual Decision Making.

Part III: Foundations of Group Behaviour – Interpersonal Behaviour • Group Dynamics • Work Teams • Power and Politics • Leadership • Communication • Conflict Management.

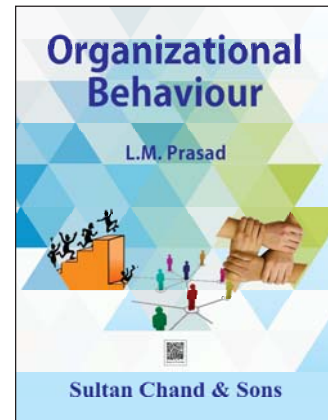
Part IV: Organization Systems – Design of Organization Structure • Organizational Culture • Organizational Change and Stress Management.

Appendix 1

Appendix 2

Glossary

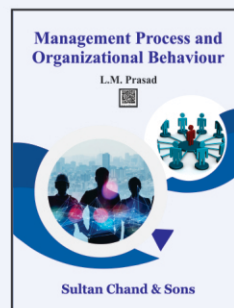
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Salient Features

- Most comprehensive coverage of subject-matter with latest developments.
- Most authentic presentation of the subject-matter.
- Subject-matter presented in simple and lucid style with 26 Figures, 12 Tables, and 4 Exhibits.
- Proper blend of theory and practice.
- An opening case relevant to Management Process and Organizational Behaviour in each chapter so that the concerned concepts can be related to practices easily.
- Chapter at a glance to enable the reader to have a glimpse of the chapter.
- Fifty-four discussion / application questions at the end of each chapter to test the assimilation of subject-matter concerned.
- Awareness Developer at the end of each chapter to enable the reader to assess her / his behavioural pattern.
- Forty-five References at the end of each chapter will facilitate further reading of the subject-matter.
- Glossary at the end of the book for bird's eye view.

Thus, the book is ideally suited to BBA/BBM and other relevant courses.



About the Author

Dr. L.M. Prasad is ex-Professor and Head, Department of Business Management, Purvanchal University, Jaunpur (UP). Prior to that, he taught at South Gujarat University (Surat), Punjab Agricultural University (Ludhiana), Kurukshetra University and Banaras Hindu University. During this period, he completed many research projects, guided many research students, and offered consultancy services to many business organizations. A committed academician and prolific writer, Dr Prasad has written many books, research papers, developed cases, business games and role playing exercises. His publications with Sultan Chand & Sons include:



- Principles and Practice of Management (translated in Hindi also)
- Organizational Behaviour
- Human Resource Management
- Strategic Management
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