

BOOK REVIEW

PRINCIPLES OF MANAGEMENT 5e

P C Tripathi and P N Reddy, Tata Mc Graw Hill Education Private Limited, New Delhi

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Management books describe the principles to be used in performing various functions of management. Managers have to set in a procedure to revise these principles periodically so that they can recollect the relevant principles when performing the managerial tasks and explicitly consider the relevance and application of these principles in their practice. A professionally educated and trained manager must use them explicitly. He has to ensure that these principles are applied and if any exceptional situation is there, managers should ignore the principles consciously and be clear in their mind they chose not to use them due to the exceptional nature of the situation.

This book shows a unified picture of what management is and how it is applied to various forms of human endeavour. A clear and familiar language has been used to make the subject easily understandable to the readers.

This book helps to get a firm grip on core concepts and key terms of management, and the reader can test his newfound knowledge with review questions. The book also provides case studies at the end of the chapters to check the application of the concepts.

Chapter 1 and 2 introduce the field of management and the task of the manager. Chapter 3 gives the background and the major schools of management thought. Chapters 4 and 5 are devoted to planning and decision making. This is followed by discussion on forecasting and operations research(chapter 6) which are two important techniques and aids in planning and decision making. The book then turns to the next function ie organising. Chapter 7 and 8 gives an overview of the ways in which work is allocated in organisations, authority delegation and decentralisation. Chapter 9 deals with coordination. Chapters 10-16 deal with the role of a manager as a leader during staffing, Training and development, Performance appraisal and compensation. Chapters 14 and 15 describe the ways in which people are motivated and the modes of communication. Chapters 16 and 17 deal with aspects of leadership and control. Chapters 19-21 provide a value addition to perform the management functions efficiently.

PRINCIPLES OF MANAGEMENT By Tripathi and Reddy acts as a comprehensive learning material on management. it's organized to gradually builds on key concepts.

I recommend this book to a new managerial professional or a student who's decided upon a career in business management, and anyone who wants to learn management concepts. This guide provides a valuable introduction to the concepts of management and business.