

ORGANISING



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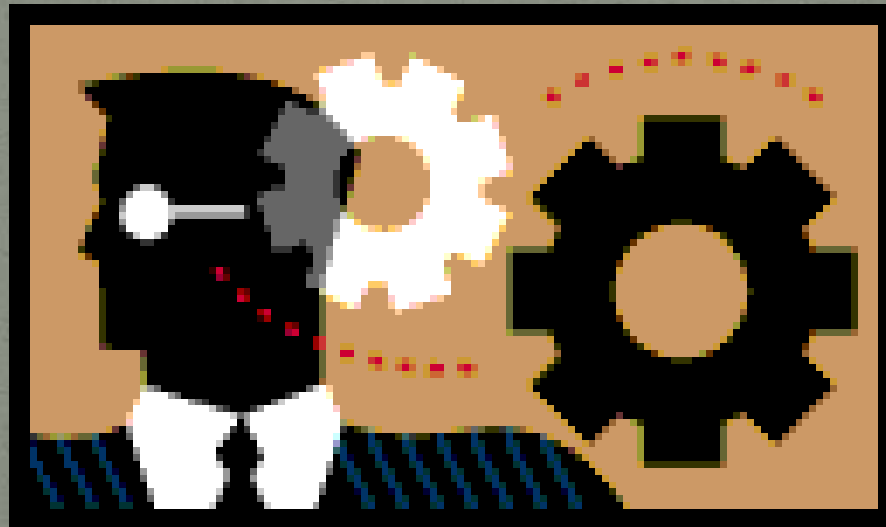
FLOW OF PRESENTATION:

1. CONCEPT OF ORGANISING
2. FEATURES OF ORGANISING
3. PRINCIPLES OF ORGANISING
4. IMPORTANCE OF ORGANISING
5. ORGANISING STRUCTURE
6. TYPES OF ORGANISING STRUCTURE
7. FUNCTIONAL ORGANISATION
8. DELEGATION OF AUTHORITY
9. CENTRALISATION AND DECENTRALISATION
10. SPAN OF MANAGEMENT

1. CONCEPT OF ORGANISING

- ORGANISING MEANS :

A HARMONISED AND SYNCHRONISED
RELATIONSHIP BETWEEN MAN &
MACHINE.



2. FEATURES OF ORGANISING

- Reflection of objective
- Distribution of authority and responsibility
- Span of control
- Scalar principle
- Unity of command
- Flexibility and continuity
- Accountability
- Simplicity
- Central control

3. PRINCIPLES OF OBJECTIVE

Key points---

- Principle of division of labour
- Principle of allocation of duties and responsibility
- Principle of delegation of authority and responsibility
- Principle of span of control, accountability, scalar authority, unity of command, Flexibility and continuity, Accountability, Simplicity, Central control
- Principle of leadership facilitation

4. IMPORTANCE OF ORGANISING

- Basic tool of management
- Back bone of business
- Equal distribution of authority and responsibility
- Increase in the skill of management and employees
- Establishment of coordination and discipline
- Utilization of resource
- Formation of balanced business
- Prevention of malpractices
- Advantage of division of labour and specialisation
- Establishment of relationship
- Establishment of unity
- Creation of sound consciousness

5. ORGANISATION STRUCTURE

- **Definition:**

Organization structure is a continuous and active frame work of activities that depend on circumstances , method, process, technology and social environment of any enterprise.



Features:

- Proper delegation of authority
- Delegation of responsibility
- Flexibility
- Minimum number of managerial level.
- Unity of direction and command
- Emphasis on staff employee
- Special authority of top management
- Simplicity

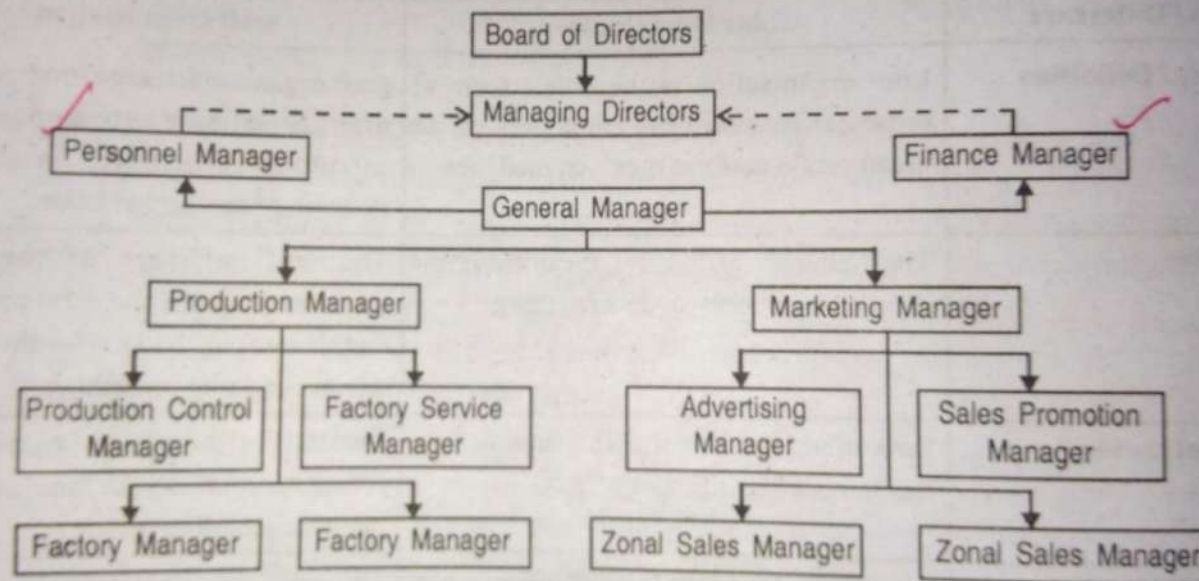
6. TYPES OF ORGANISING STRUCTURE

- Parallel
- Circular structure
- Tree structure
- Line structure
- Staff structure
- Line and staff structure
- Matrix structure
- Grid structure
- Formal structure
- Informal structure

Line and staff structure

- Feature:
- Advantage & disadvantage
- Causes of conflict
- Measures to overcome the conflict

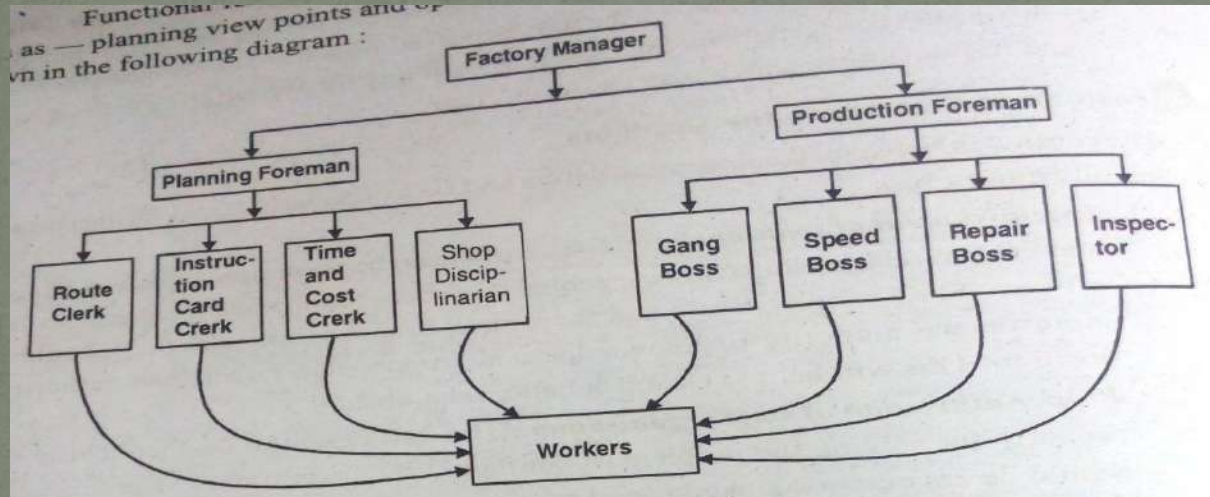
The Line and Staff Organisation Structure may be shown in the following diagram :



Line and Staff Organisation Structure

7. FUNCTIONAL ORGANISATION

Functional organisation structure is shown as — planning view points and operations in the following diagram :



are seen.

The functional organisation structure may be shown in the following diagram :



Functional Organisation Structure

FEATURES OF FUNCTIONAL ORGANISATION

- Specialization by function
- Emphasis on subgoals
- Pyramid type growth
- Line and staff division
- Limited span of management

ADVANTAGE AND DISADVANTAGE

8. DELEGATION OF AUTHORITY



Features:

- Fulfilment of objectives
- Distribution of authority and responsibility
- Authority to delegate
- Recognition of doing work independently
- Dual nature
- Whole authority can not be delegated

Elements

- Delegation of duty
- Delegation or granting of authority
- Discharge of responsibility
- Creation of accountability

Disadvantage:

- Fear of loss of power
- Lack of confidence in subordinate
- Lack of ability to direct
- In ability to take independent decision
- Lack of incentive.
- Problem of wrong delegation
- Difficulty in cooperation and co ordination

9.CENTRALISATION AND DECENTRALISATION

CONCEPT OF CENTRALISATION:

- Centralization is the systematic and consistent reservation of authority at central points within the organisation
- Advantages:
 - Leadership facilitation
 - Quick decision making
 - Discipline in work
 - Handling emergencies
 - Promotion of uniformity of action

CONCEPT OF DECENTRALISATION:

It implies systematic delegation of authority to all levels in the organization. The essence of decentralization is transfer of authority from higher to lower level. It enables the top executive to devote more time and attention to the important issue of enterprise

10. Span of management / control

- **CONCEPT:**
- Span of management means the number of subordinate whose work can be managed efficiently by the superior at a time.
- **Factors affecting span of management:**
- Time devoted by superior for supervision
- Ability of subordinates
- Relativeness of activities
- No of subordinates etc
- Nature of org

THANK
YOU

