

# **ELEMENTS /FUNCTIONS OR ADMINISTRATION**

- ▶ According to prof-Luther Gullick (1937)
- ▶ (POSDCCORB)
- ▶ Planning
- ▶ Organizing
- ▶ Staffing
- ▶ Directing
- ▶ Coordinating
- ▶ Reporting
- ▶ Budgeting

# ORGANIZATION

- ▶ Introduction - Organizing is setting up of functions to be performed by individuals and groups for attainment of defined objectives given with necessary authority and responsibility and required resources. Lack of proper organization may result in delays , overlapping of authority , duplication of efforts, inefficiency and waste of resources and imbalance in functional loads.

- ▶ Def – Is a deliberately established social unit composed of people who co-ordinate their activities to achieve common objectives.
- ▶ From the definition it is clearly understood that an organization comes in to being when there are persons who are –
- ▶ Able to communicate with each other



- ▶ Willing to contribute their services
- ▶ Linked together and who coordinate their efforts to accomplish the common objectives.
- ▶ 2. Organization is the arrangement of personnel for facilitating the accomplishment of some agreed purpose through allocation of functions and responsibilities. (L. White)

# Importance of Org.

- ▶ 1. It increases managerial efficiency. It provides a structure which the functions of admn are performed –
- ▶ Avoids delay, duplication, confusion
- ▶ Analysis of the objectives of the institution
- ▶ Activities are shared
- ▶ Assignment of the fixed duties add certainty and promptness.

- ▶ 2. Org ensures on optimum use of human efforts through specialization. Details of job specification helps right person for the right job.
- ▶ 3. It facilitates coordination of activities.
- ▶ 4 Provides scope for training and developing managers, encourages individual's growth and development.

- ▶ 5. Helps to consolidate growth and expansion of the enterprise.
- ▶ 6. Invites creative and innovative ideas
- ▶ It prevents the growth of laggards, intriguers and corrupters.
- ▶ Org is vital part of the administration.



# PRINCIPLES OF ORG

- ▶ Hierarchy
- ▶ Span of control
- ▶ Integration vs disintegration
- ▶ Centralization vs decentralization
- ▶ Unity of command
- ▶ Delegation.

- ▶ Hierarchy – Means the rule or control of the higher to lower. Org explains the levels of authority to which people are assigned in the org. It reflects who is accountable to whom. This is expressed in a diagrammatic manner which is known as the organization chart .

- ▶ Span of Control – Means number of subordinates an officer can effectively supervise. There is no agreement as to the exact number but there exist a general agreement that shorter the span greater will be contact and control.

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- ▶ Integration vs Dis integration – An integrated administrative system in which all parts are connected together to the chief executive. In this system the line of authority runs unbroken. A disintegrated system has number of loose ends.

- ▶ Centralization vs decentralization –
- ▶ Centralization concentrates authority on the top level and power of decision making is vested on the top level so that the lower category of workers have to refer most of their problems to the head.

- ▶ Decentralization – here the central authority gives local authorities. The lower level are given authority to make decisions on day today matters except on some major issues.

- ▶ Unity of command – means no individual employee should be subjected to the orders of more than one superior. Henry Fayol meant that one employee should receive instructions only from one Boss. Unity of command helps in increasing co-ordination in the organization.



- ▶ Delegation – In an organisation usually all authority legally belongs to the head of the org. but no head can actually practice all the powers legally vested on him/her.
- ▶ It is the process of assigning responsibility and authority to subordinates and ensuring their accountability.

- ▶ Dimensions of delegation –
  - ▶ 1. Assignment of duties and task
  - ▶ 2. Granting authority, power, and right
  - ▶ 3. Creation of obligation or accountability.

- ▶ Advantages of delegation –
- ▶ It serves as a vehicle of co-ordination.
- ▶ Increased sense of responsibility
- ▶ Decreases the executive burden
- ▶ Minimizes the delay
- ▶ Monitoring and control become easier
- ▶ Increased productivity
- ▶ Increases self morale

# Organizational structure

- ▶ It means the pattern or network of relationships between the various positions and position holders between the various positions and position holders within the organization. This pattern is usually decided by the key executives through consideration of the pattern that will work best for achieving the desired objectives.



# Organization chart

- ▶ It is the diagrammatic representation of the different positions in the hierarchy of an institution , showing the channels of communication and formal lines of authority among these positions. It provides managers and subordinates a bird's eye view of –
- ▶ Relationship between different position the M\*.
- ▶ Information to whom they are accountable.

- ▶ Characteristics of Org. chart –
- ▶ It must be diagrammatic presentation.
- ▶ Must denote principal lines of authority between different positions.
- ▶ Must show inter-relationship between various functions and authority positions.
- ▶ Must denote channels of communication