

Meaning

In general words, Organising refers to
arranging everything in orderly form
and making most efficient use of
resources.



Organising Process

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Departmenta
lisation

Assignment
of duties

Establishing
reporting
relationship



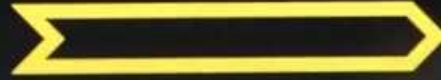
Organising Process

Identification
and Division
of work

Departmenta
lisation

Assignment
of duties

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ing



Importance/ Significance of Organising

01

Benefit in specialisation

04

Coordination

02

Role Clarity

05

Expansion and growth

03

Optimum utilisation of resources

Organisational Structure

When the manager are performing organising function an organisational structure gets created automatically, which defines the job position, the authority, responsibilities of different employees.

Span of management

It means the number of subordinates can be work under one supervisor.

Narrow Span of Management

A narrow span of control is a management style where supervisors manage only a small number of employees.

It Results Tall Structure

Wider Span of Management

Wide span of control means a manager can supervise and control effectively a large number of persons at a time

It Results Flat Structure

TALL VS. FLAT ORGANIZATIONAL HIERARCHY

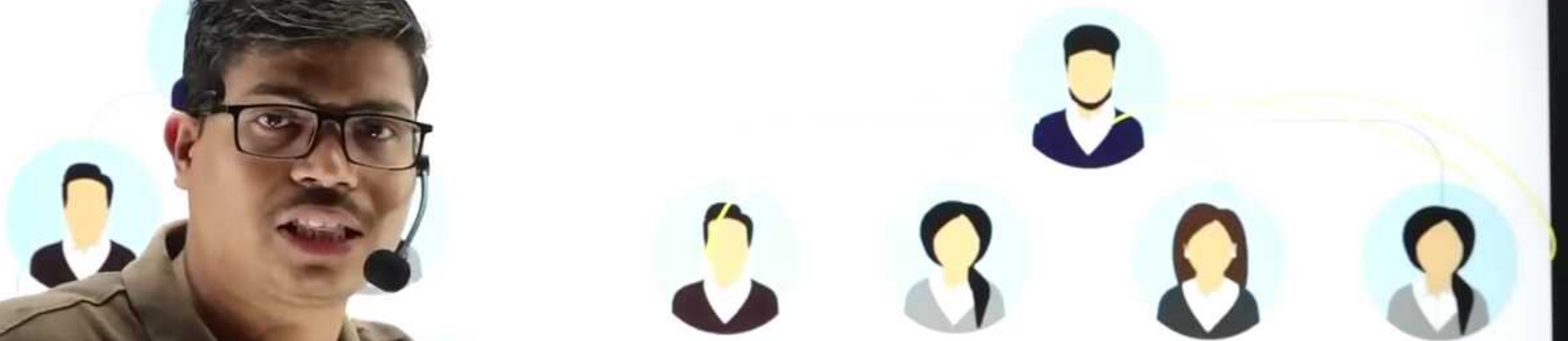


TALL



FLAT

TALL VS. FLAT ORGANIZATIONAL HIERARCHY



FLAT

Types of organisational Structure



Functional
Structure

When the job related to common function are grouped under one department this types of organisational structure is called functional structure.



Divisional
Structure

Under this structure job related to one product are grouped under one department.

Formal & Informal Organisation

Formal Organisation

When the managers are carrying organizing process then as a result of organizing process an organizational structure is created to achieve systematic working and efficient utilization of resources. This type of structure is known as formal organizational structure.

Informal Organisation

If the formal organization structure, individual are assigned various job positions while working at those job position the individuals interact with each other and develop some social and friendly groups in the organization. This network of social and friendly groups forms another structure in the organisation which is called informal organisational structure

Formal & Informal Organisation

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Advantages of Formal Organisation

01

Systematic working

04

Coordination

03

Achievement of organizational goal

05

More Emphasis on work

Follow Scalar Chain

Disadvantages of Formal Organisation

Delay in action

04

No Correct Feedback

Focus on work only

Ignored special needs of employees

Advantages of Informal Organisation

01

Fast communication

04

Coordination

02

Fulfils social needs

05

Unity & Togetherness

03

Correct Feedback

Disadvantages of Informal Organisation

01

Spread rumours

04

May Bring Negative results

02

No systematic working

03

May bring negative results

Disadvantages of Informal Organisation

01

04

May Bring Negative results

02

Automatic working

03

negative results

Disadvantages of Informal Organisation

01

Spread rumours

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May Bring Negative results

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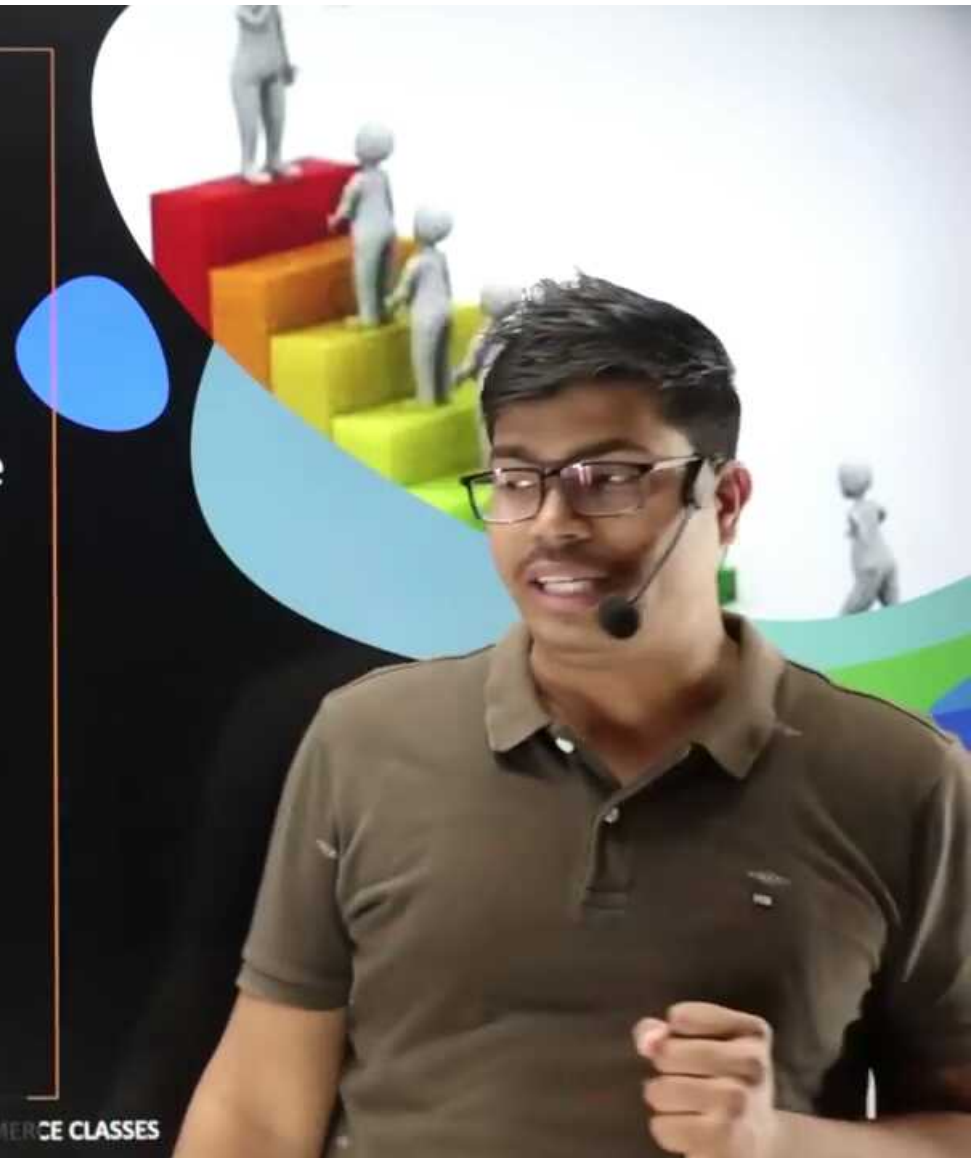
No systematic working

03

May bring negative results

DELEGATION OF AUTHORITY

- Delegation of authority means division of authority and powers downwards to the subordinate
- Delegation is about entrusting someone else to do parts of your job
- A manager can't do all the work himself hence he deliberately passes some of his responsibilities to his subordinates manager also share some of his authority with his subordinates so that responsibilities can be carried out properly.



ELEMENTS OF DELEGATION

RESPONSIBLY

AUTHORITY

ACCOUNTABI
LITY

Authority must be equal to Responsibility

Accountability can never delegated

ELEMENTS OF DELEGATION



Authority must be equal to Responsibility

Accountability can never be delegated

CENTRALISATION & DECENTRALISATION

Centralisation refers to concentration of authority or power in few hands. The authority to make important decisions is retained by top level managers

Decentralisation Can be defined as even and systematic distribution of authority at every level of management here every employee working at different levels gets some share in the authority.

A company should follow centralisation and decentralisation

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A company should follow a mix policy of centralisation and decentralisation

Importance of Delegation/ Decentralisation



1. Motivation of employees
2. Employees development
3. Reduce work load of manager
4. Effective management
5. Facilitates organisational growth
6. Better coordination