



## Responsibility

### Definition:

"Responsibility may be defined as the obligation of a subordinate to whom a duty has been assigned to perform."

- Koontz O' Donnel

"The obligation of an Individual to carry out assigned activities to the best of his or her ability."

-Terry and Franklin

## Difference between Responsibility and Accountability

Basis of distinction	Responsibility	Accountability
Meaning	It is an obligation by an employee to perform certain duties or to make sure that they are completed	It is the obligation created by accepting duties and responsibilities from higher management.
NATURE	It flows downwards	It flows upwards
DELEGATION	It can be delegated but not entirely	It cannot be delegated.



## 4. Delegate responsibility and authority

- Assign the task, not the method to accomplish it.
- Let the subordinate complete the task in the manner they choose, as long as the results are what the supervisor specifies and it is done with integrity.
- Let the employee have strong input as to the completion date of the project.
  - Note that you may not even know how to complete the task yourself -- this is often the case with higher levels of management



# SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

*16GE304/ Principles of Management*

*Unit -3/ delegation of responsibility /Lesson plan No(LP-8/9)*

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