



SNS COLLEGE OF TECHNOLOGY



Coimbatore-35

An Autonomous Institution

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Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF COMPUTER APPLICATIONS

23CA604– PRINCIPLES OF MANAGEMENT

I YEAR I SEM

UNIT 3 –ORGANISING

TOPIC 2 –Features of good Organization & Departmentation



FEATURES OF ORGANISATION



1. **Simplicity**
2. **Flexibility and Continuity**
3. **Clear Line of Authority**
4. **Application of Ultimate Authority**
5. **Proper Delegation of Authority**
6. **Unity of Command and Direction**
7. **Minimum Possible Managerial Levels**
8. **Proper Emphasis on Staff**
9. **Provision for Top Management.**





DEPARTMENTATION

‘Departmentation’ or ‘Departmentalisation’ is the process of grouping the activities of an enterprise into several units for the purpose of administration at all levels.

The administrative units so created may be designated as departments, divisions, units, branches, sections, etc.





Importance of Departmentation:

The basic need for departmentation is to make the size of each departmental unit manageable and secure the advantages of specialisation.

Grouping of activities and, consequently, of personnel, into departments makes it possible to expand an enterprise to any extent.





Departmentation is necessary

Feeling of Autonomy

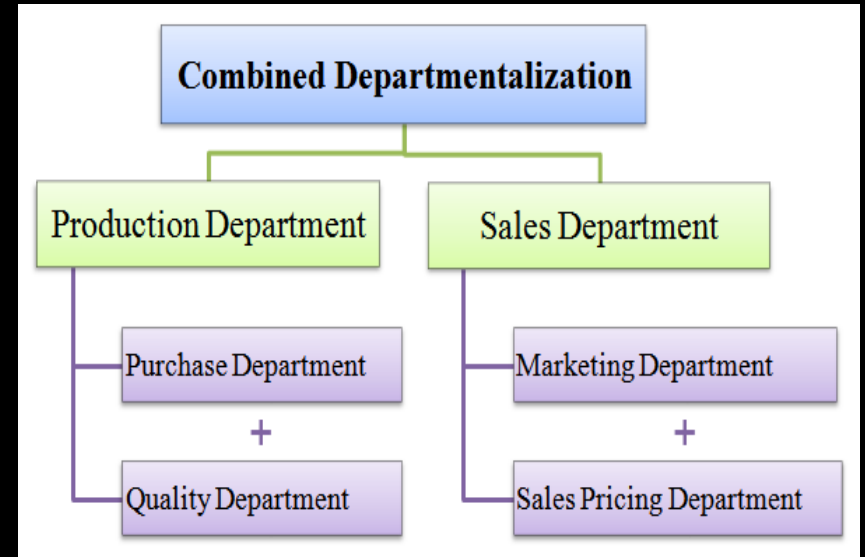
Expansion

Fixation of Responsibility

Upliftment of Managerial Skill

Facility in Appraisal

Administrative Control





ORGANITIONAL CHART



According to Harold Koontz and Cyril O' Donnell, "Every organisation can be charted, for a chart is nothing more than an indication of how departments are tied together along their principal lines of authority."

In the words of George R Terry, "A chart is a diagrammatical form which shows important aspects of an organisation including the major functions and their respective relationships, the channels of supervision, and the relative authority of each employee who is in charge of each respective function."



The organisation chart has the following characteristics:

It is a diagrammatical presentation

It shows principal lines of authority in the organisation

It shows the interplay of various functions and relationships

It indicates the channels of communication.



ASSESSMENT-I

The process of dividing the work and then grouping them into units and subunits for the purpose of administration is known as

- (A) Departmentation
- (B) Organisation structure
- (C) Committee
- (D) All of the above

The department can be created

- (A) By function
- (B) By product
- (C) By process
- (D) All of the above



Types of Organisation Chart



Top-to-down chart or vertical chart

Left-to-right chart or Horizontal chart

Circular chart.

Top-to-down chart or vertical chart: Most organisations use this type of chart which presents the different levels of organisation in the form of a pyramid with senior executive at the top of the chart and successive levels of management depicted vertically below that.

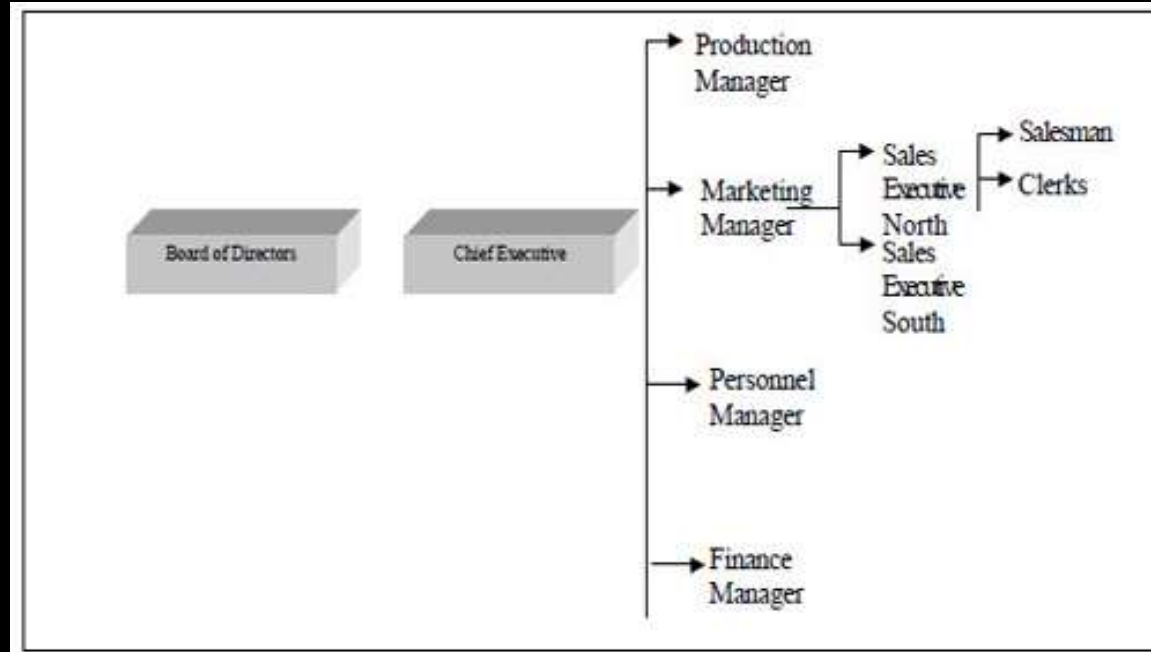


Top-to-down organisation chart



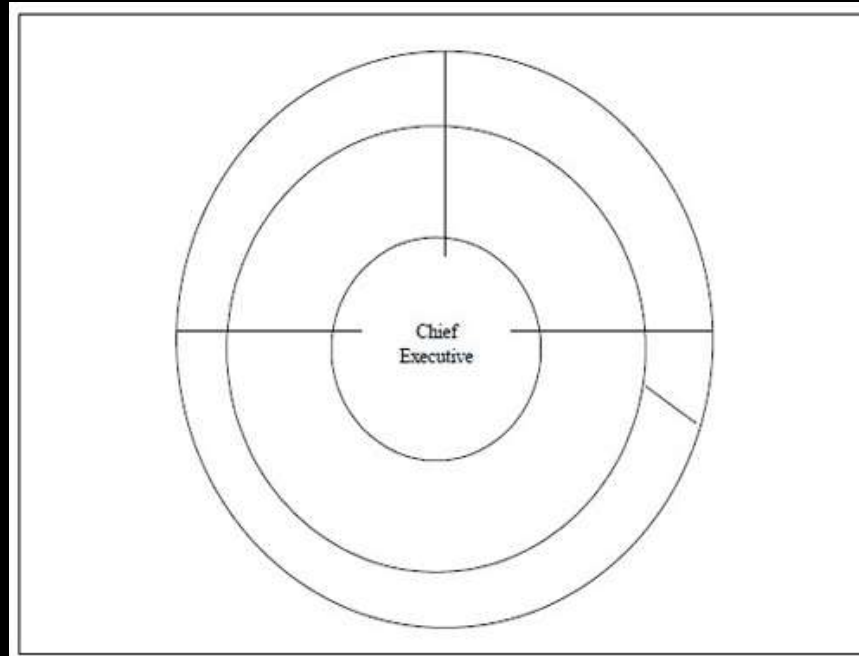


Left-to-right or Horizontal Chart: Horizontal charts which read from left to right are occasionally used. The pyramid lies horizontally instead of standing in the vertical position. The line of command proceeds horizontally from left to right showing top level at the left and each successive level extending to the right.





Circular Chart: In this chart, top positions are located in the centre of the concentric circle. Positions of successive echelons extend in all directions outward from the centre. Positions of equal status lie at the same distance from the centre on the same concentric circle





ASSESSMENT -II

In line organisation, the business activities are divided into following three types

- (A) Accounts, Production, Sales
- (B) Production, Quality, Sales
- (C) Production, Quality, Maintenance
- (D) Production, Maintenance, Sales

It is defined as the framework within which managerial and operating tasks are performed.

Span of management

Organisational structure

Informal organisation

None of the above



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Thank You