



SNS COLLEGE OF TECHNOLOGY

Coimbatore-35

An Autonomous Institution

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A++' Grade

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

DEPARTMENT OF MCA

23CAT604– PRINCIPLES OF MANAGEMENT

I YEAR I SEM

UNIT III – ORGANISING

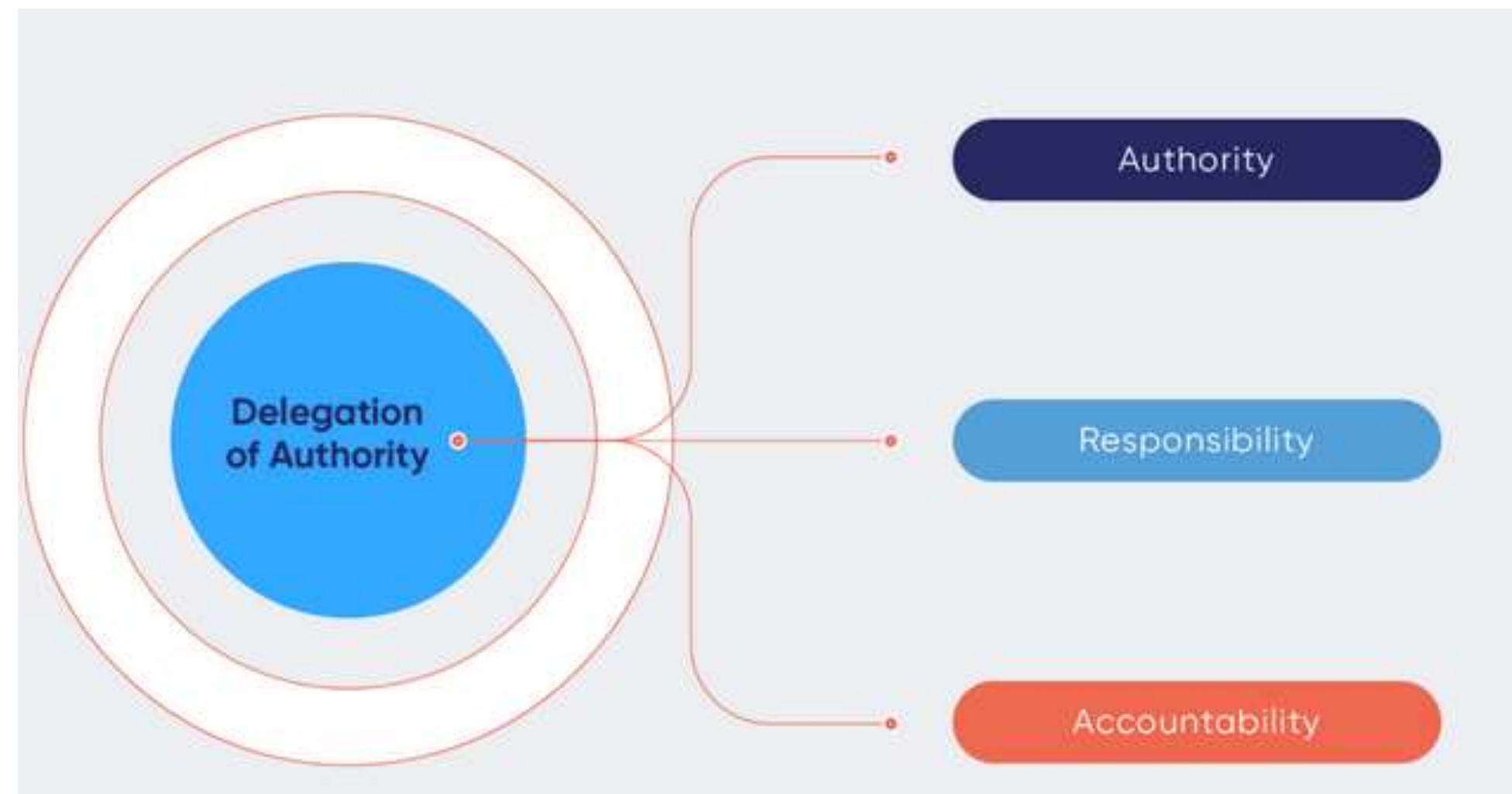
**TOPIC – Authority relationship – Delegation of authority
and responsibility**



What is the meaning of delegation?

The delegation of authority refers to the division of labor and decision-making responsibility to an individual that reports to a leader or manager.

Three Central elements of delegation of authority.





Authority (Top Down)

Definition: Authority is the legal right to give the command, order or instruction and compel the subordinates to do a certain act.

1. Authority is the power and right of an individual to use and allocate their resources efficiently.
2. This includes the ability to make decisions and give orders to achieve the organizational objectives and goals.





Responsibility(Bottom up)

Definition: **Responsibility** is the outcome of authority. It entails the obligation of the subordinate, who has been assigned the duty by his superior.

The specifics and scope of the individual to complete the task assigned to them.

Responsibility without adequate authority can lead to:

1. Discontent
2. Dissatisfaction
3. Conflicts
4. Frustration for the individual



How to delegate responsibility

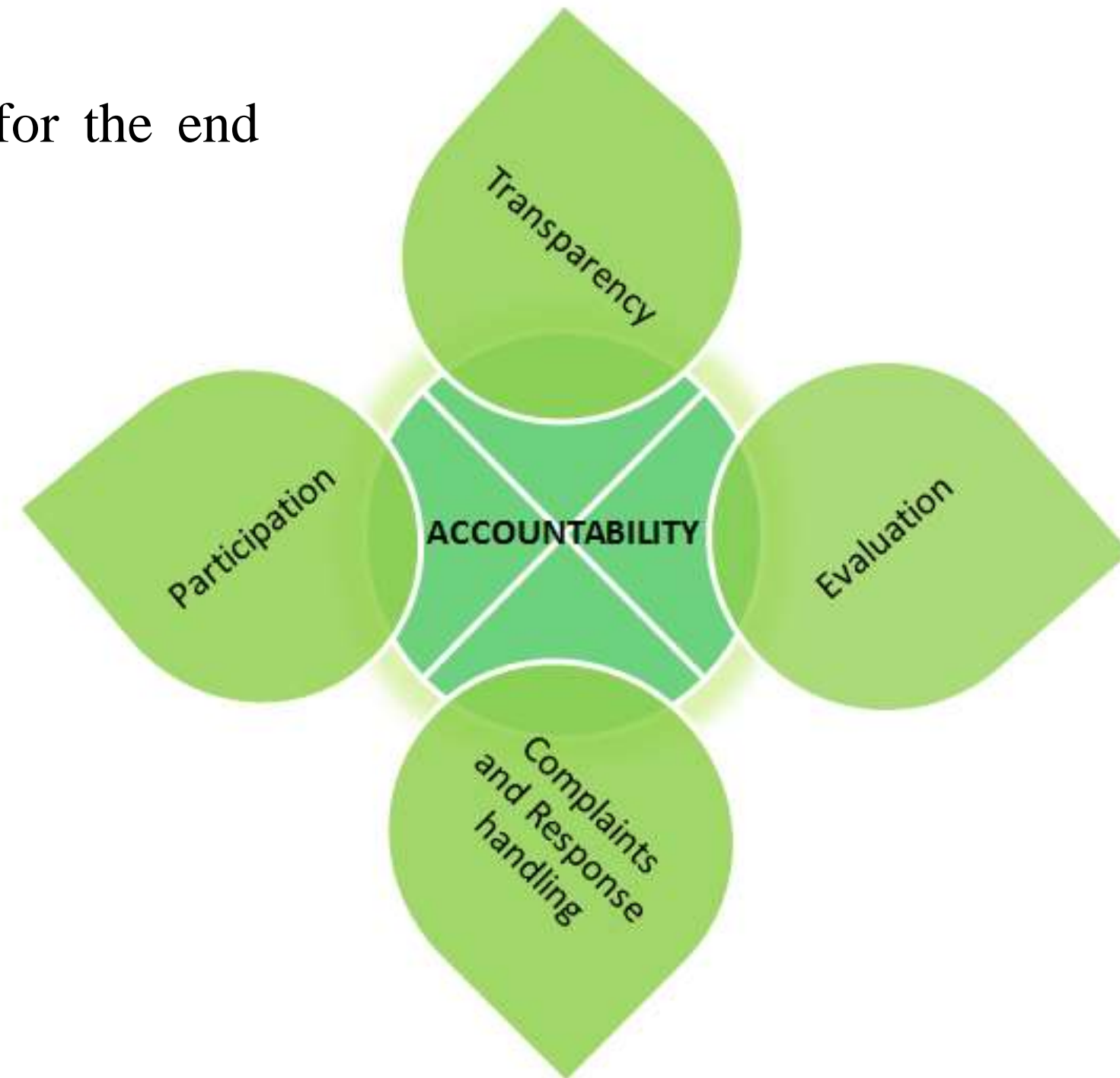




Accountability

Definition: **Accountability**, it is inherent in the bestowment of responsibility itself.

1. Accountability, in short, means being answerable for the end result. Accountability arises from responsibility.





Types of Authority

- 1. Official Authority:** The authority which gives the manager, power to command his subordinates, by good quality of his designation in the organisation.
- 2. Personal Authority:** It indicates the ability by which a person influences the behaviour of other persons in an organisation.



Comparison

Basis for Comparison

Authority

Responsibility

Meaning

Authority refers to the power or right, attached to a particular job or designation, to give orders, enforce rules, make decisions and exact compliance.

Responsibility denotes duty or obligation to undertake or accomplish a task successfully, assigned by the senior or established by one's own commitment or circumstances.

What is it?

Legal right to issue orders.

consequence of authority.

Results from

Formal position in an organization

Superior-subordinate relationship

Task of manager

Delegation of authority

Assumption of responsibility

Requires

Ability to give orders.

Ability to follow orders.

Flow

Downward

Upward

Objective

To make decisions and implement it.

To execute duties, assigned by superior.

Duration

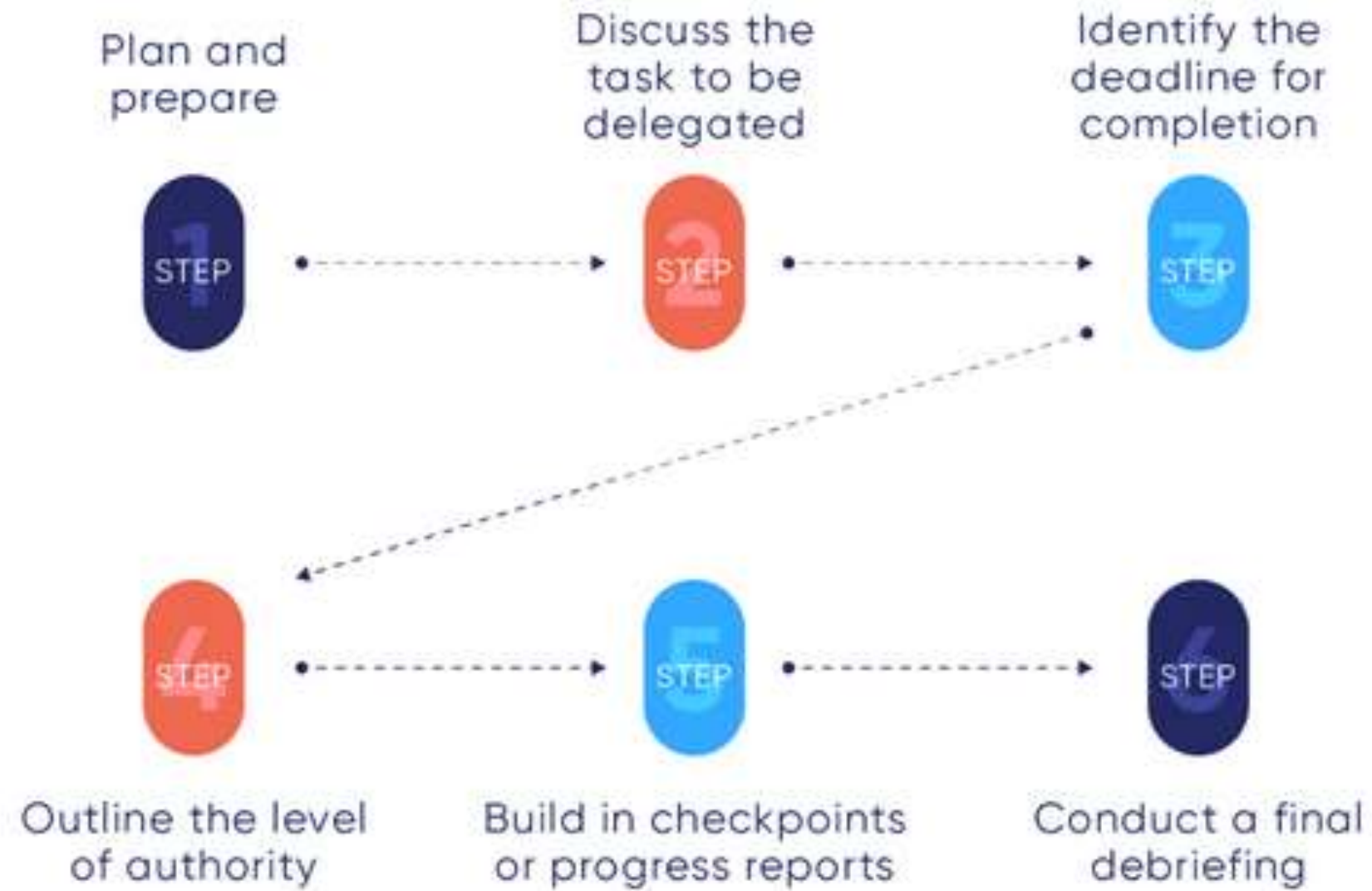
Continues for long period.

Ends, as soon as the task is accomplished.



6 steps to effective delegation in management

6 STEPS to effective delegation



Recommend,inform and initiate, Act

[reflect on their own performance](#)
how you think they did
[provide feedback](#)

