



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 3 – ORGANISATION

TOPIC 5– Delegations of Authority and Responsibility



DELEGATION OF AUTHORITY

- All activities are not performed by one person
- Authority is only delegated, not responsibilities.
- It is an art of management science.
- Delegation is the process of sharing power and work





PROCESS OF DELEGATION



It involves:

- Determining the results expected from a position
- Assigning task to the position
- Delegation authority for accomplishing these tasks
- Holding the person in that position responsible for accomplishment of tasks





Principles Of Delegation Of Authority

- Principle of parity of authority and responsibility
- Principle of absoluteness of responsibility
- Principle of unity of command
- Principle of functional definition of authority and responsibility
- The scalar chain





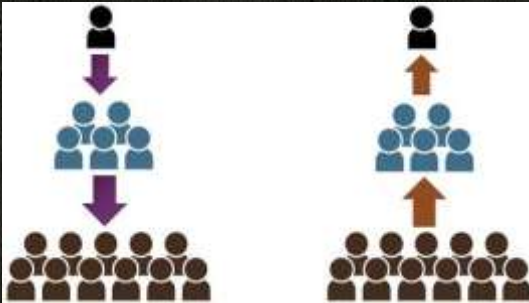
Why Delegate ?

What to Delegate

It takes a strong person and a good leader to effectively delegate tasks.

- Efficiency
- Development
- Saves Time

- Things subordinate can do better.
- Things subordinate needs to do for growth.
- Operational work
- Things for which you don't have time



Types of Delegation

- Upward Delegation
- Downward Delegation
- Sidewise Delegation





What not to Delegate

When to Delegate

- What you yourself is not able to do
- Work your subordinates cannot perform effectively
- Management decisions
- Personal Accountability



- Valuable timing to an employee
- Experience has more knowledge and experience related to the task than you
- Recurring and all employees should be prepared or trained
- Low priority or high priority tasks that require your immediate attention



ASSESSMENT-I

Delegation is

- Getting things done by others
- fixing of responsibility
- Assigning the task
- unity of command



Which of these is the main purpose of employee assessment?

- Making correct decisions
- To effect promotions based on competence and performance
- Establish job expectations
- None of the above



BENEFITS OF DELEGATION

Manager / Supervisor

- Reduced stress
- Improve time management
- Increased trust



Employee

- Professional knowledge and skill development
- Self esteem and confidence
- Sense of achievement



Organisational

- Increase Teamwork
- Increase productivity and efficiency



RESPONSIBILITY

“Responsibility is defined as the obligation of a subordinate to whom a duty has been assigned to perform.”

-Koontz Donnel

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

-Terry and Franklin





Characteristics of responsibility

- Responsibility is to assign duty to human beings only.
- Responsibility always flows upwards from juniors to seniors
- Responsibility is result of duty assigned
- Responsibility is the obligation to complete the job as per instructions
- Responsibility can never be delegated. It is the personal obligation ,and absolute also





Difference between Authority and Responsibility

Basic of distinction	Authority	Responsibility
Meaning	The power or right of a superior to give order to others	It is an obligation to perform the assigned duty or order
Sources of origin	It emerges from a formal position in the organization	It emerges from superior subordinate relationship
Direction of flow	It flows downwards i.e. From top to bottom	It flows upwards i.e. From bottom level to top.
Purpose	Its purpose is to make decisions and get the decisions executed	Its purpose is to execute the duties assigned by the superior





ASSESSMENT-II

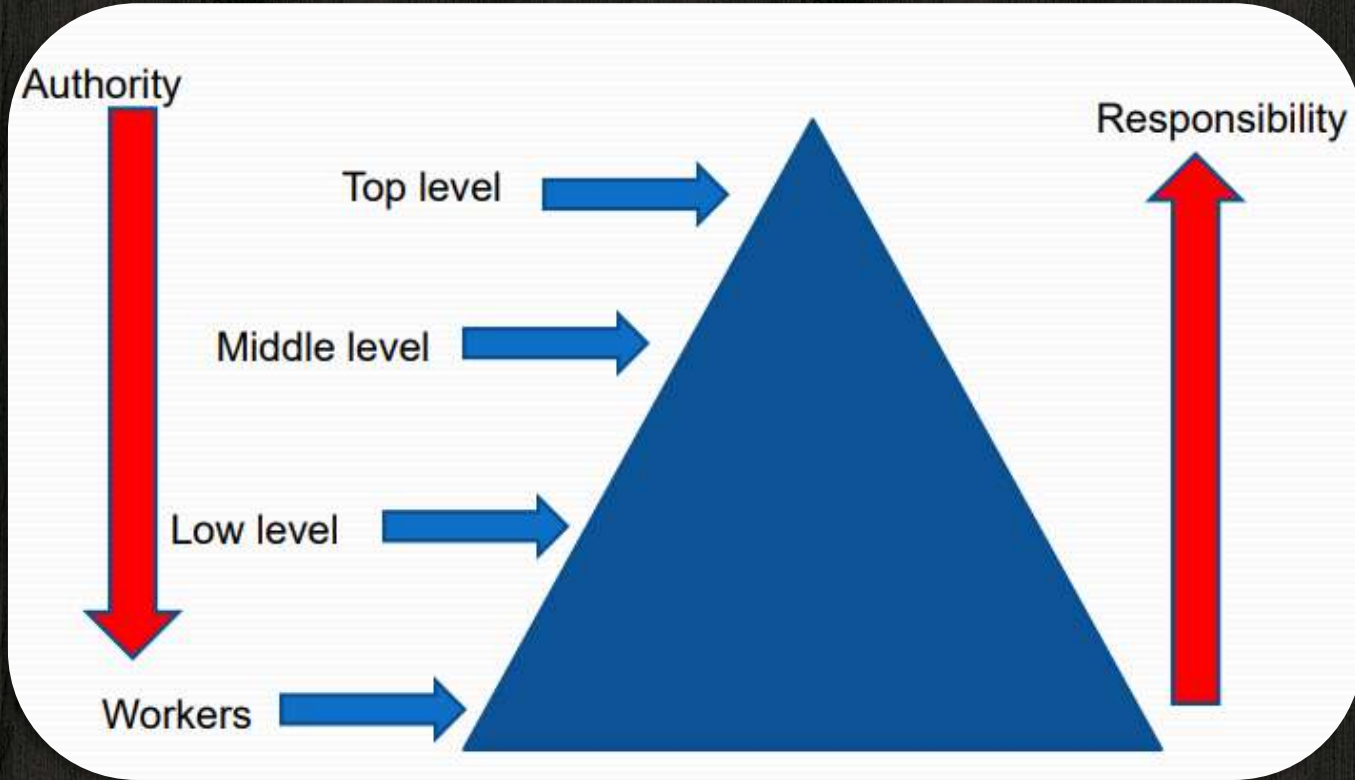
..... is the obligation of a subordinate to properly perform the assigned duty

- authority
- responsibility
- accountability
- Decentralisation

The responsibility flows

- In all directions
- Downwards
- Upwards
- None of the above







ACCOUNTABILITY

“accountability” is the obligation of an individual to report formally to his superior about the work he has done to discharge the responsibility.

- To make sure that the employees / subordinates perform their responsibilities in their expected manner, the accountability is created.
- It means subordinate will be answerable for the non – completion of the task.
- It is the 3rd & final step of delegation process





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.



ASSESSMENT-III

Accountability means

- Delegation
- responsibility
- Authority
- Answerability

It helps the managers to ensure that their subordinate discharges his duties properly.

- Responsibility
- Authority
- Accountability
- All of the above





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