



# **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 1 – Organization: Need, Forms of Organizations**

**– Features of a Good Organizations**



# Organization

**Definition:** Organizing is the process of defining and grouping activities, and establishing authority relationships among them to attain organizational objectives



It also involved in constructing, establishing, and managing working relationships and requires the planning of tasks and an assorted way to accomplish that task.





# Process of Organizing

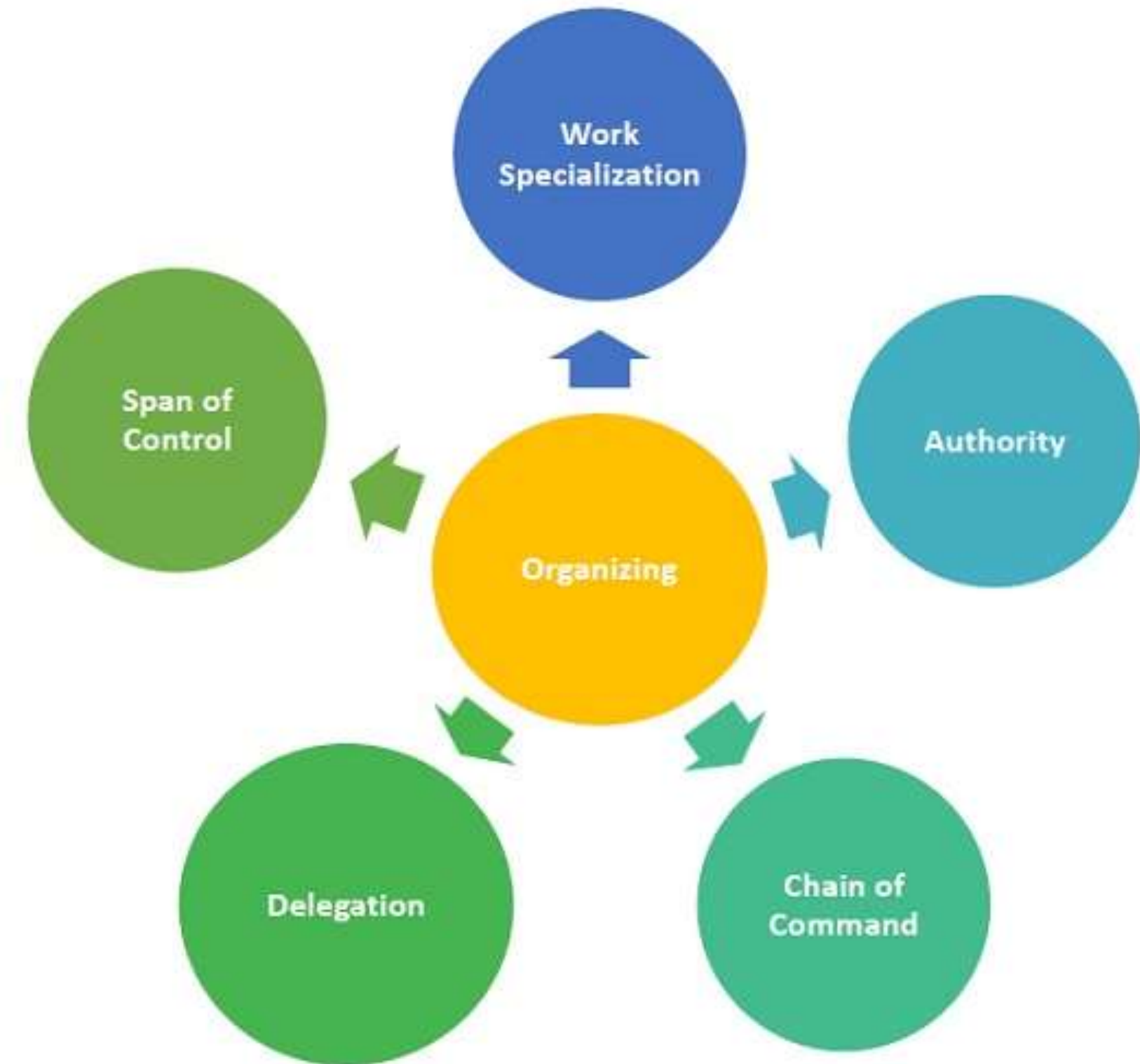




# Principles of Organizing

## 5 important principles

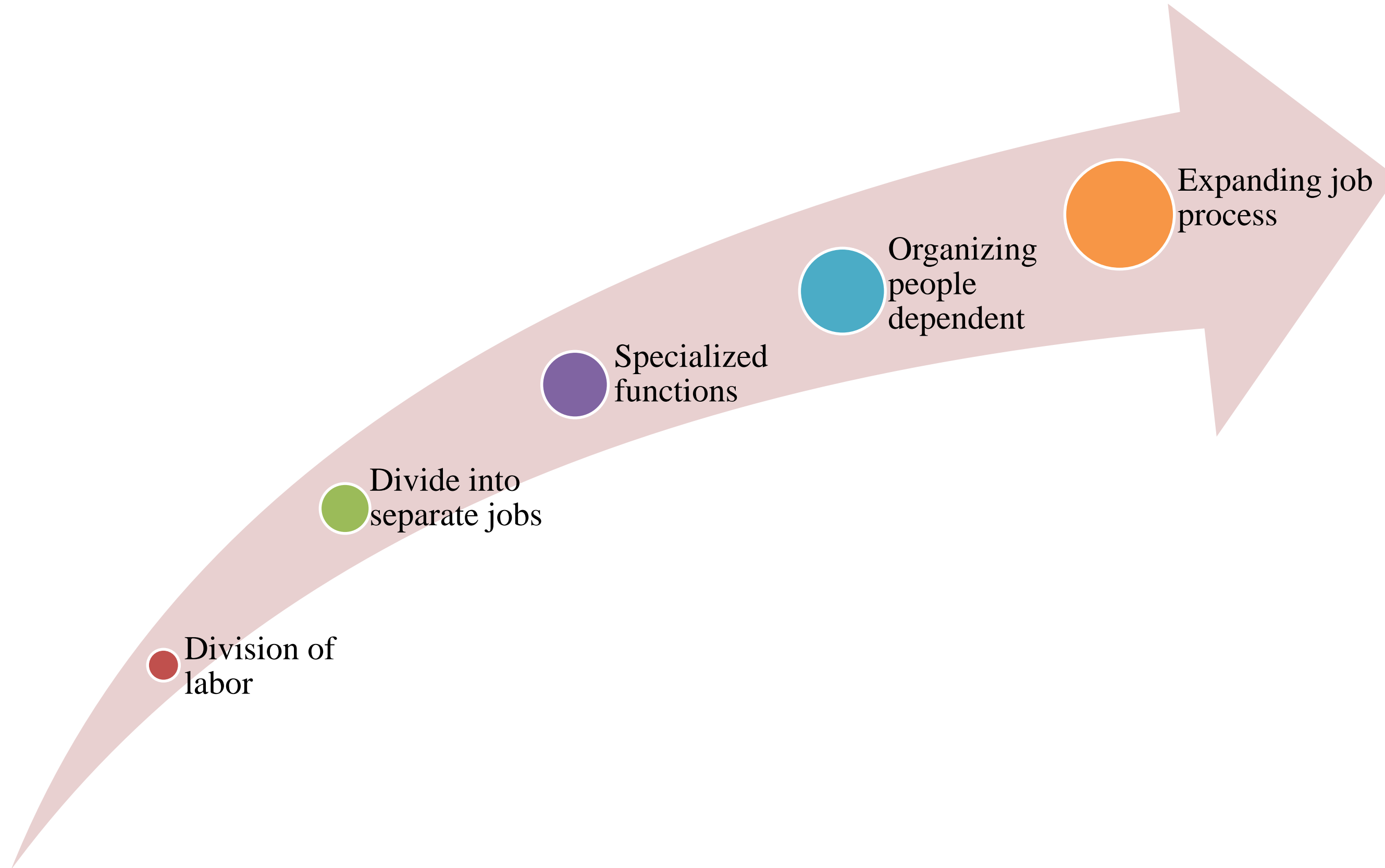
1. Principle of work specialization
2. Principle of unity of command
3. Principle of delegation
4. Principle of control or supervision
5. Principle of simplicity
6. Principle of Flexibility
7. Principle of the functional definition
8. Principle of Balance
9. Principle of coordination
10. Principle of accountability and Responsibility
11. Principle of objectives





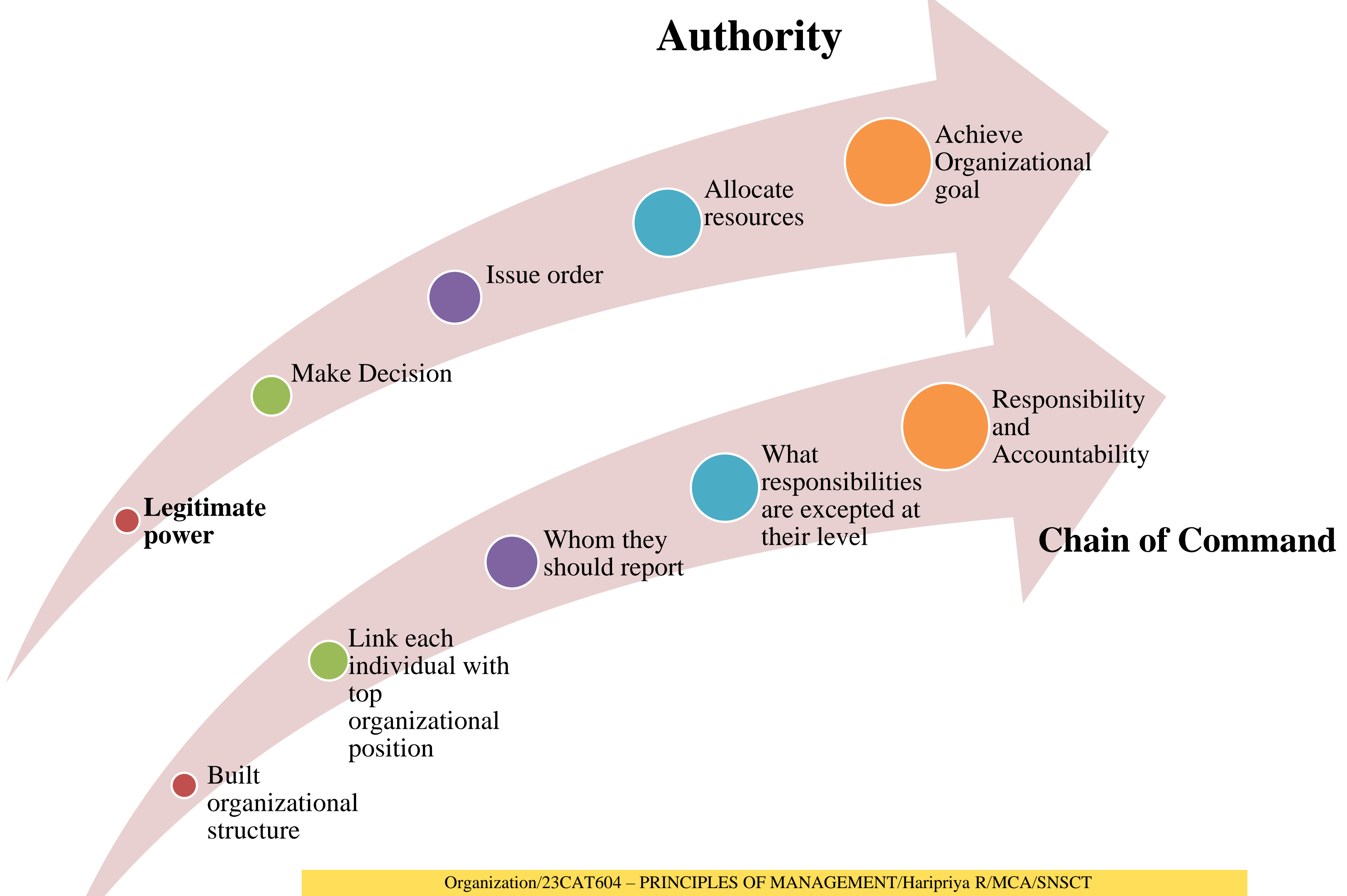


# Work Specialization



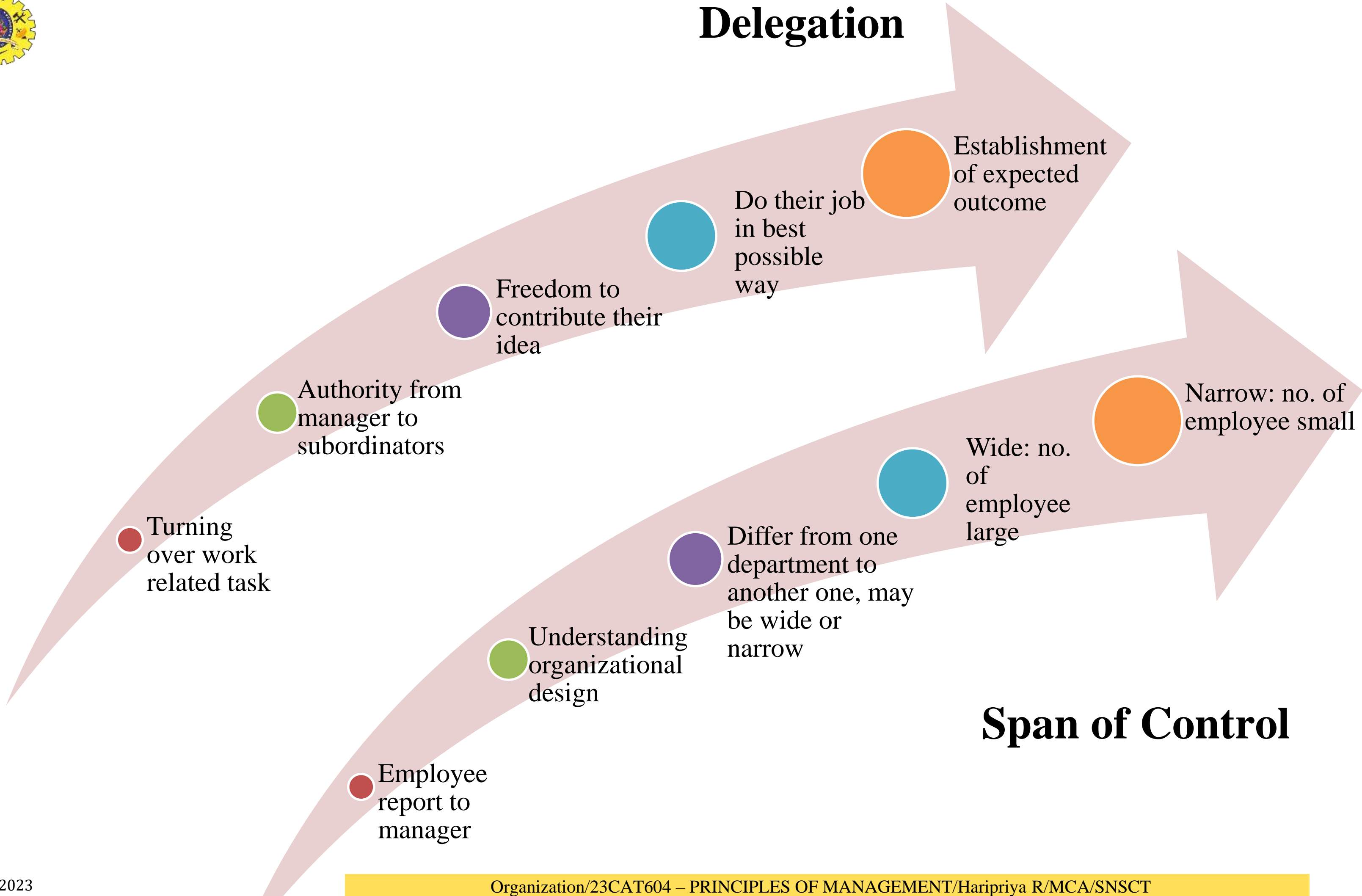


# Authority





# Delegation





# Forms or Types of Organization

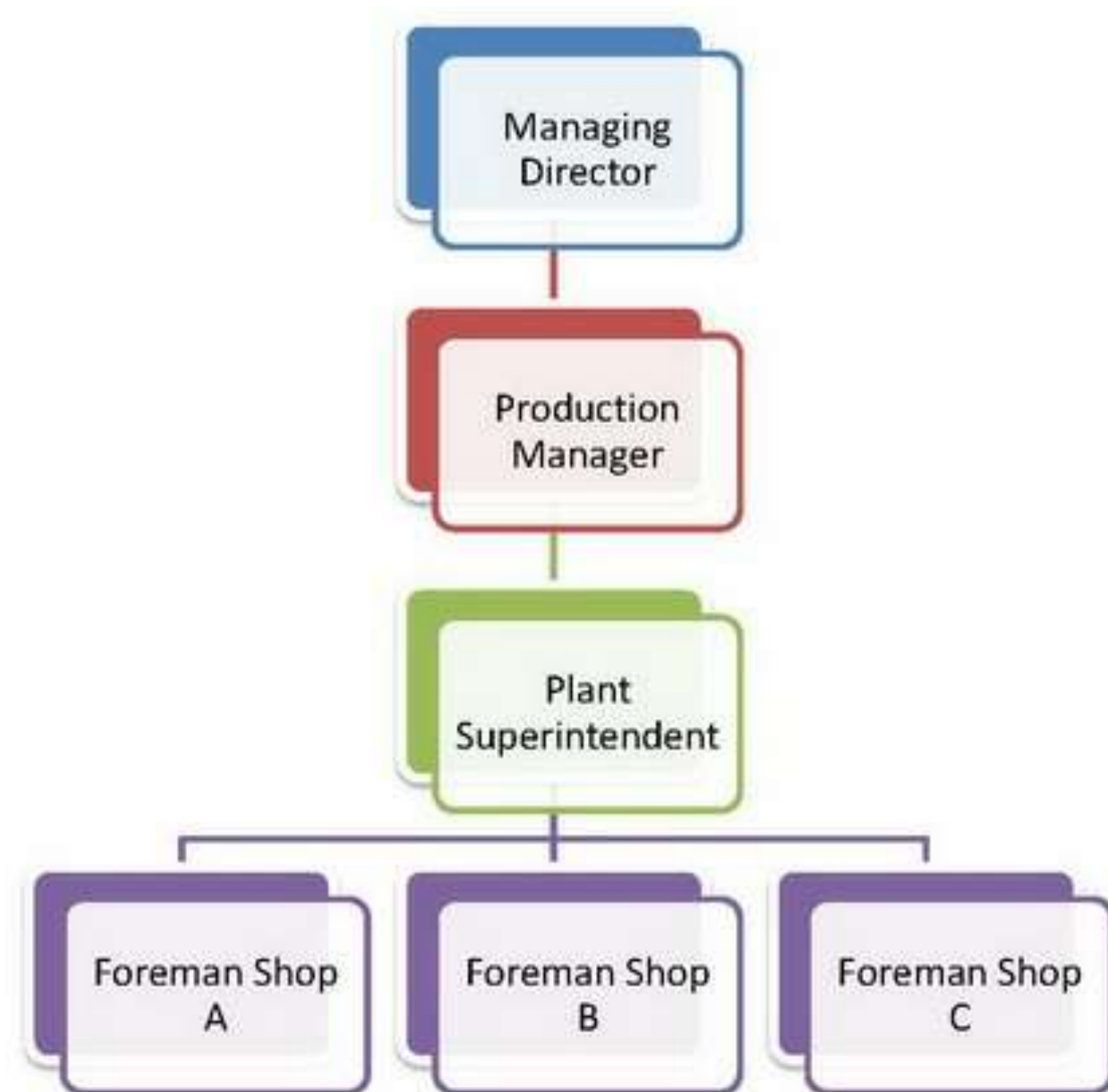
- 1. Line Structure Organization**
- 2. Line and Staff Organization**
- 3. Functional Structure Organization**
- 4. Matrix Structure Organization**
- 5. Project Structure Organization**





# Line Structure Organization

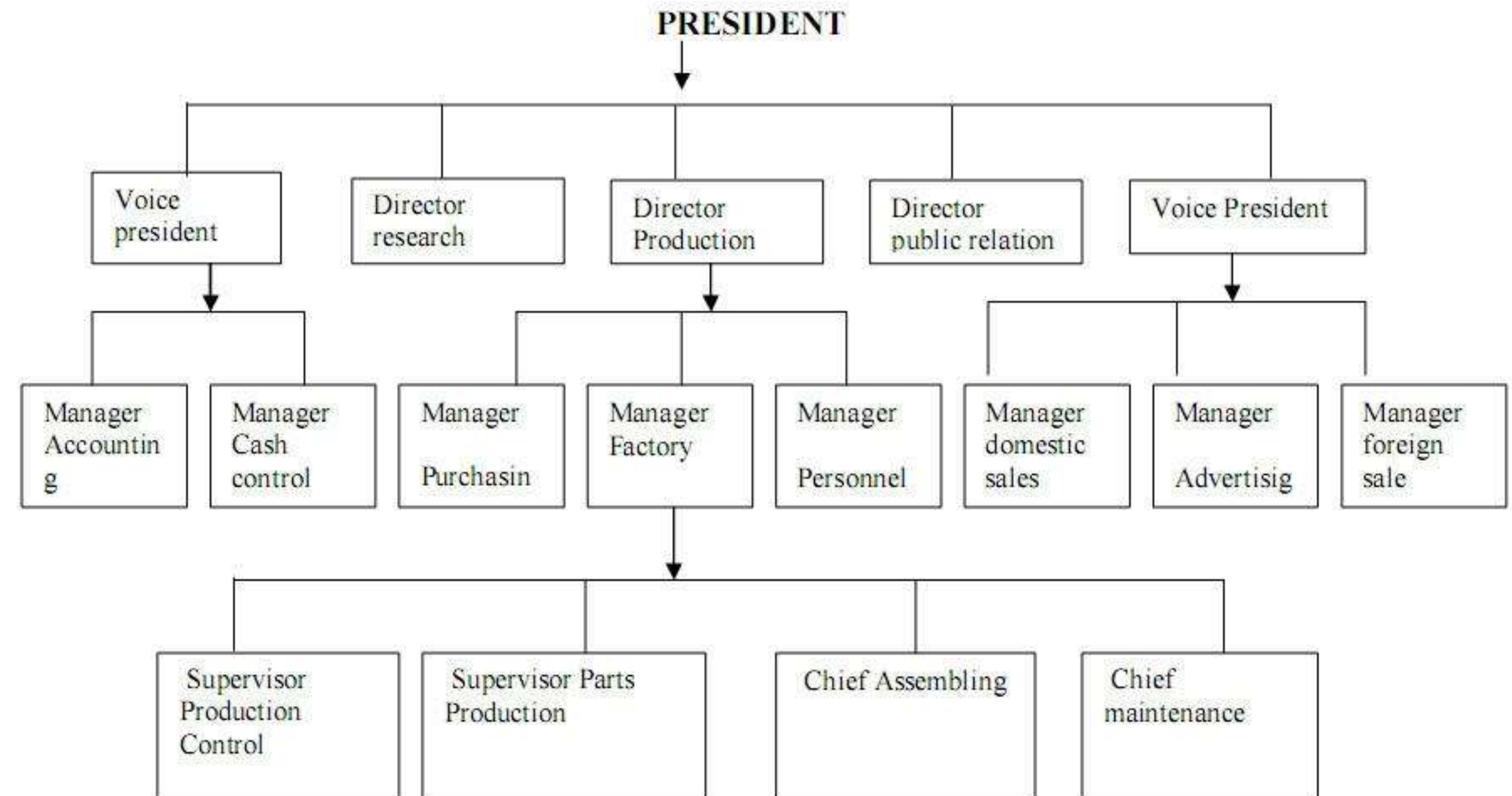
1. **Simplest and oldest form**
2. **Another name: scalar type of military or divisional or organization.**
3. Authority flows directly and vertically downward from the top of the managerial to different levels of managers and subordinates,
4. It is also known as the chain of command or scalar principle.





# Line and Staff Organization

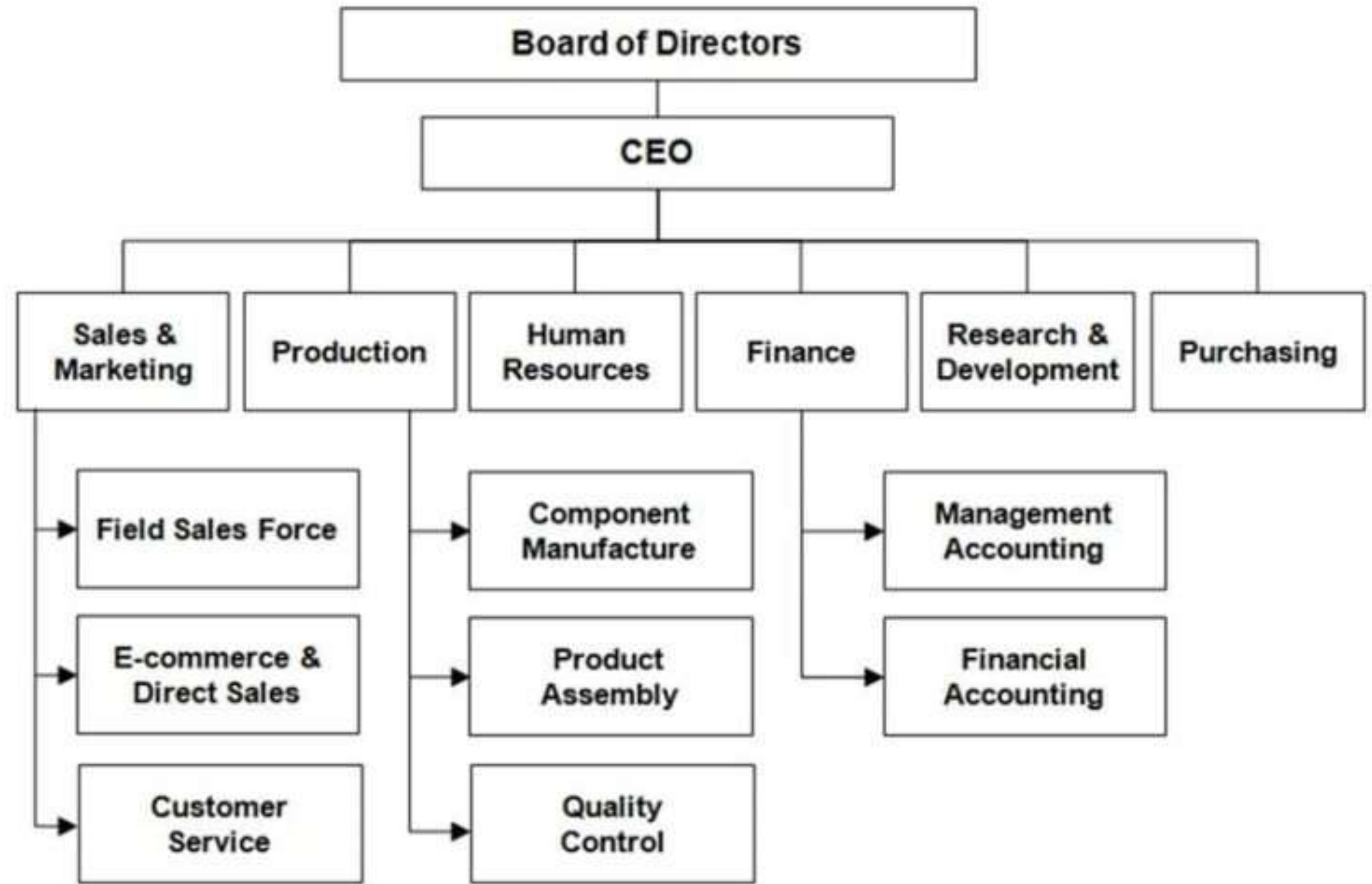
1. establish goals and instructions that are then met by employees and other workers
2. Staff groups help the organisation in
  - analysing,
  - researching,
  - counselling,
  - monitoring,
  - evaluating activities.





# Functional Structure Organization

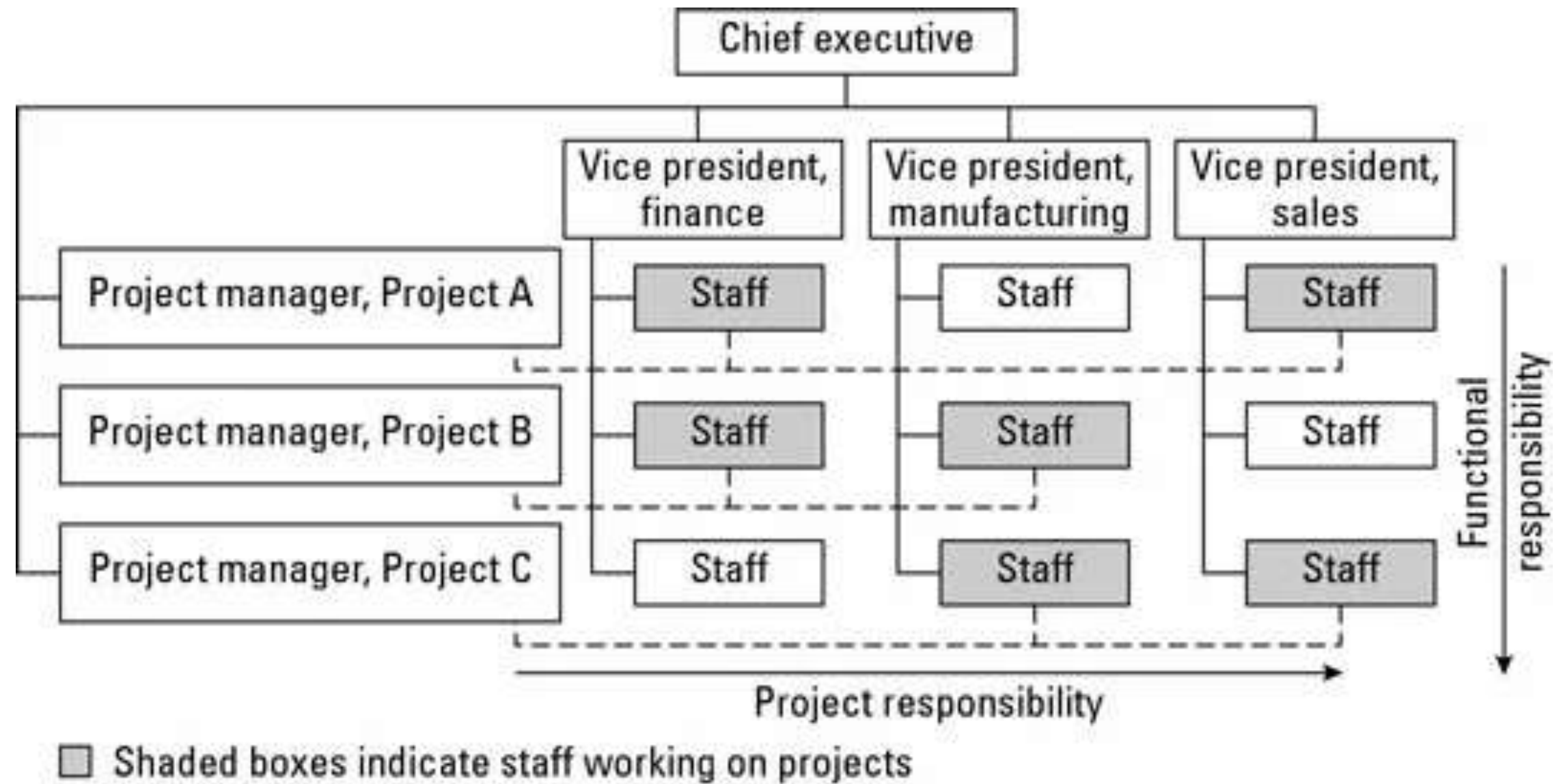
1. grouped based on their **specific skills and knowledge**
2. according to a particular or group of tasks





# Matrix Structure Organization

1. individuals report to more than one supervisor or leader
2. employee may have a primary manager they report to as well as one or more project managers they work under







# Features of Organization

- 1. Division of Labour:** Dividing the work into small modules, each module will be allocated to a team
- 2. Source of Authority:** superiors are appointed above the subordinates and gave them power to direct their work
- 3. Relationship:** laying down the rules and regulations for team work and co-operative endeavor

