

SNS COLLEGE OF TECHNOLOGY

Coimbatore-35 An Autonomous Institution

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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 grouping activities, relationships among 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.

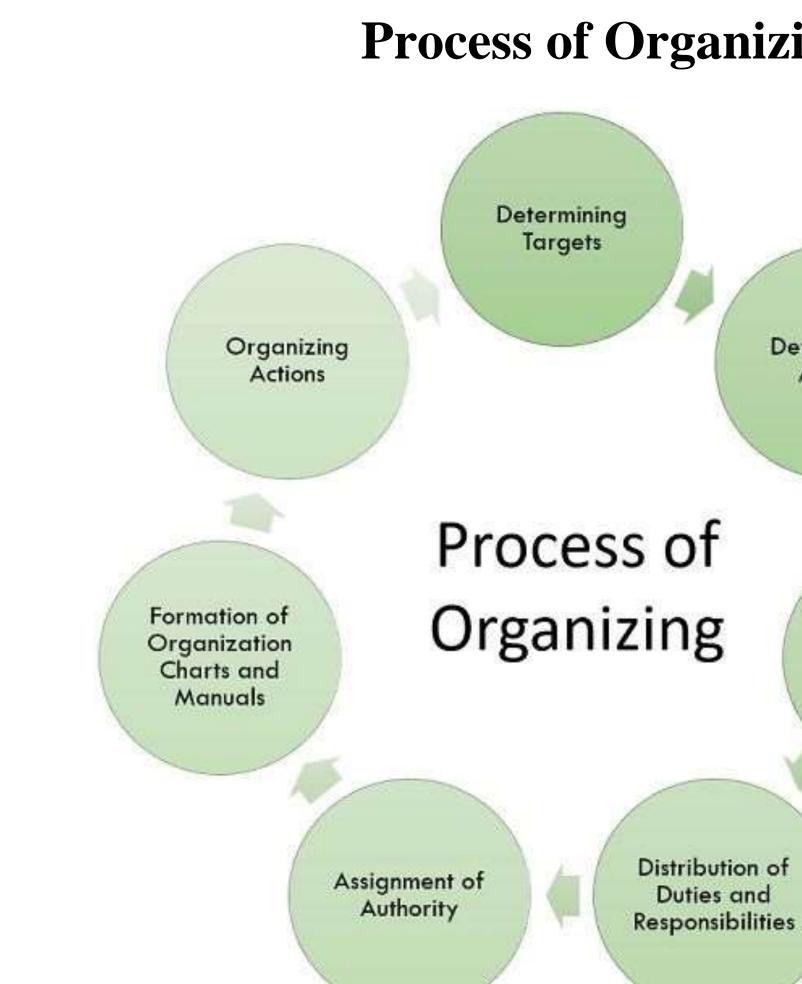




- Definition: Organizing is the process of defining and
 - activities, and establishing authority
- relationships among them to attain organizational

















Principles of Organizing

- 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



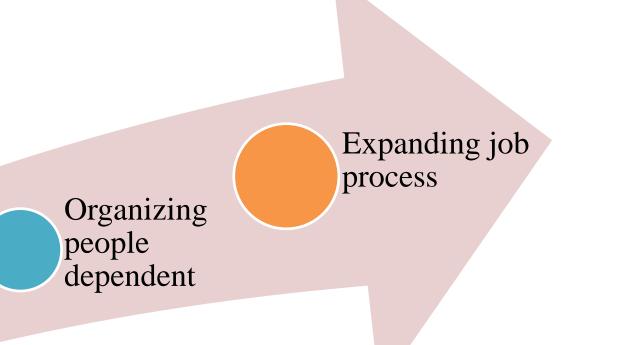




5 important principles



Work Specialization



Specialized functions

Divide into separate jobs

Division of labor

17.11.2023





Authority

Allocate resources

Issue order

Make Decision

Legitimate power

Whom they should report

What responsibilities are excepted at their level

Link each individual with top organizational position

Built organizational structure

17.11.2023

Organization/23CAT604 – PRINCIPLES OF MANAGEMENT/Haripriya R/MCA/SNSCT



Achieve Organizational goal

> Responsibility and Accountability

Chain of Command



Delegation

Do their job in best possible way

Freedom to contribute their idea

Authority from manager to subordinators

Turning over work related task

> Understanding organizational design

Differ from one department to another one, may be wide or narrow

Employee report to manager



Establishment of expected outcome

> Narrow: no. of employee small

Wide: no. of employee large

Span of Control



Forms or Types of Organization

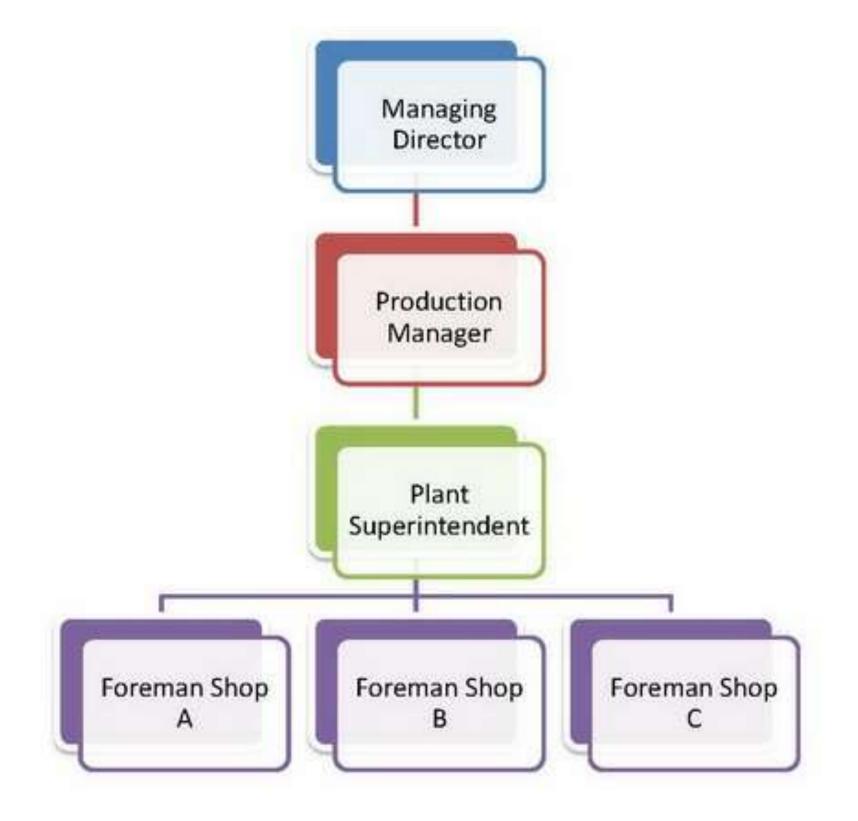
- **1. Line Structure Organization**
- 2. Line and Staff Organization
- **3. Functional Structure Organization**
- 4. Matrix Structure Organization
- 5. Project Structure Organization





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.

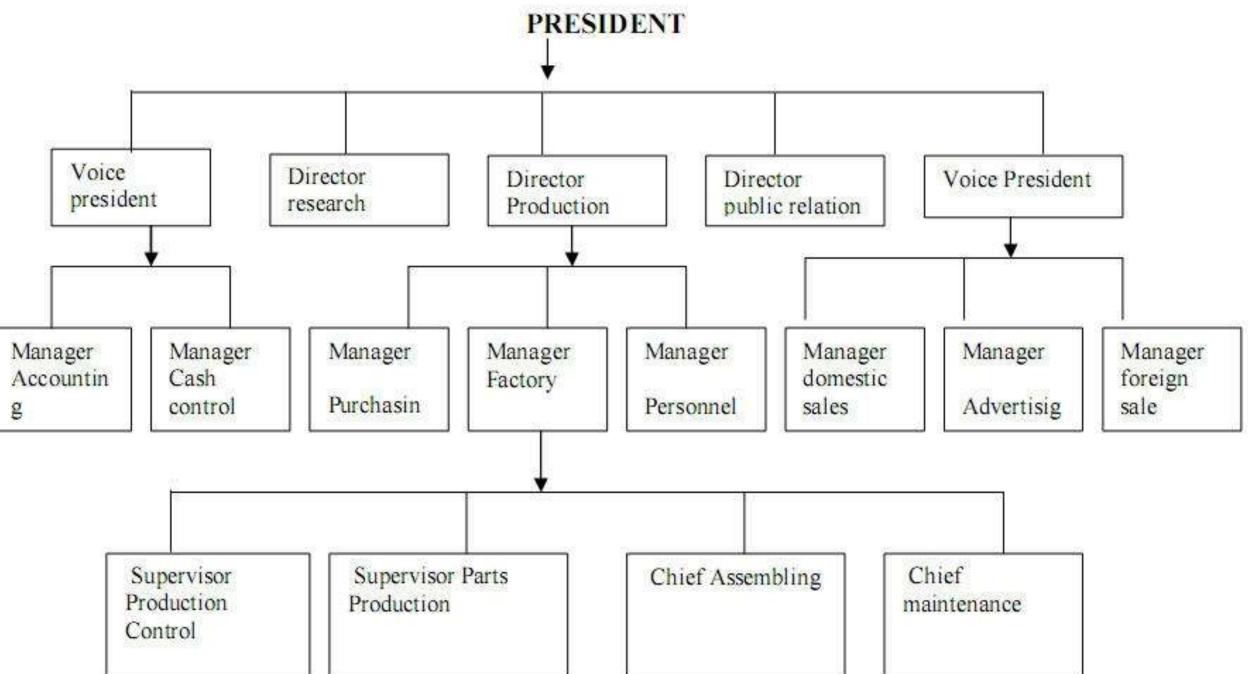






Line and Staff Organization

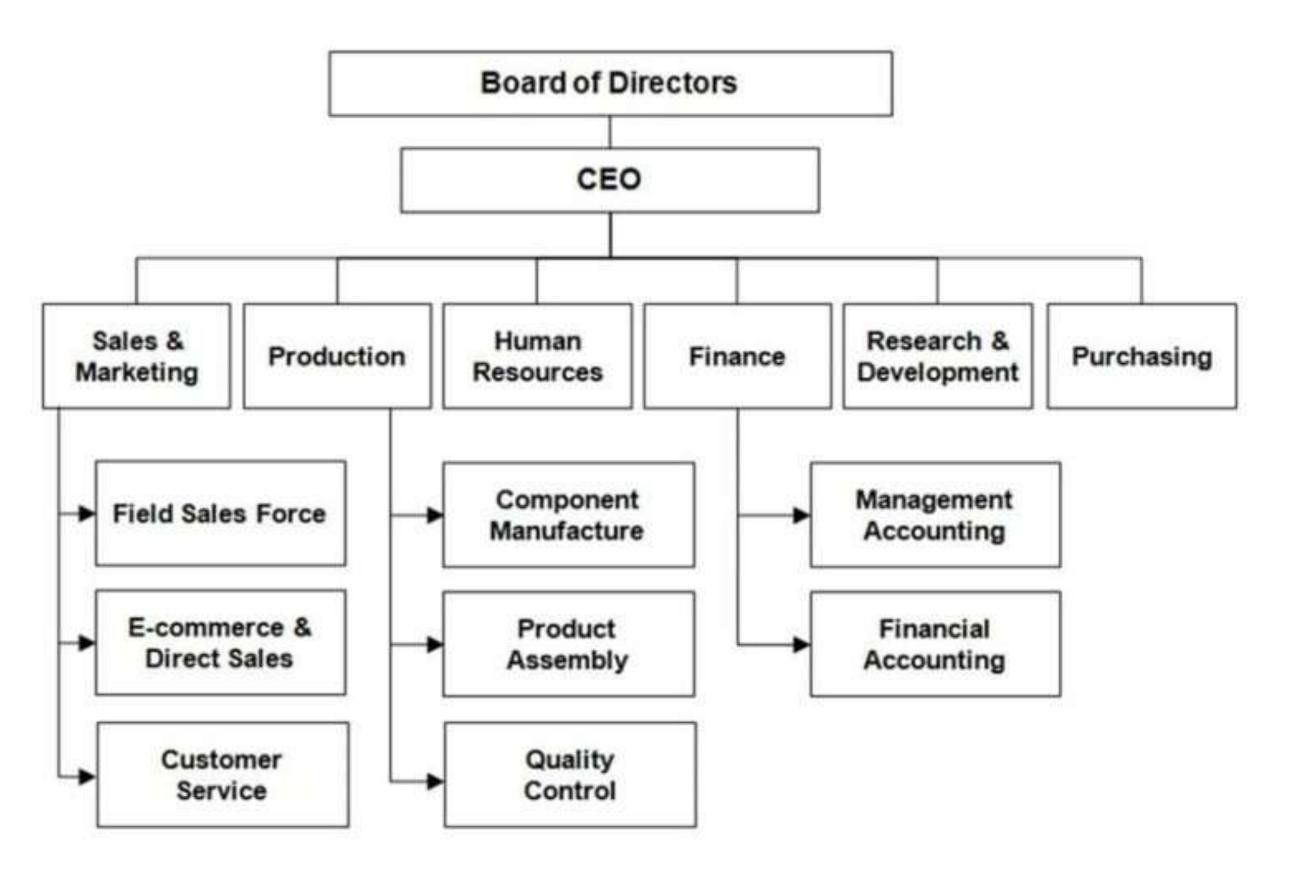
- establish 1. goals and instructions that are then met by employees and other workers
- 2. Staff groups help the organisation in
- analysing,
- researching,
- counselling, ۲
- monitoring,
- evaluating activities.







Functional Structure Organization



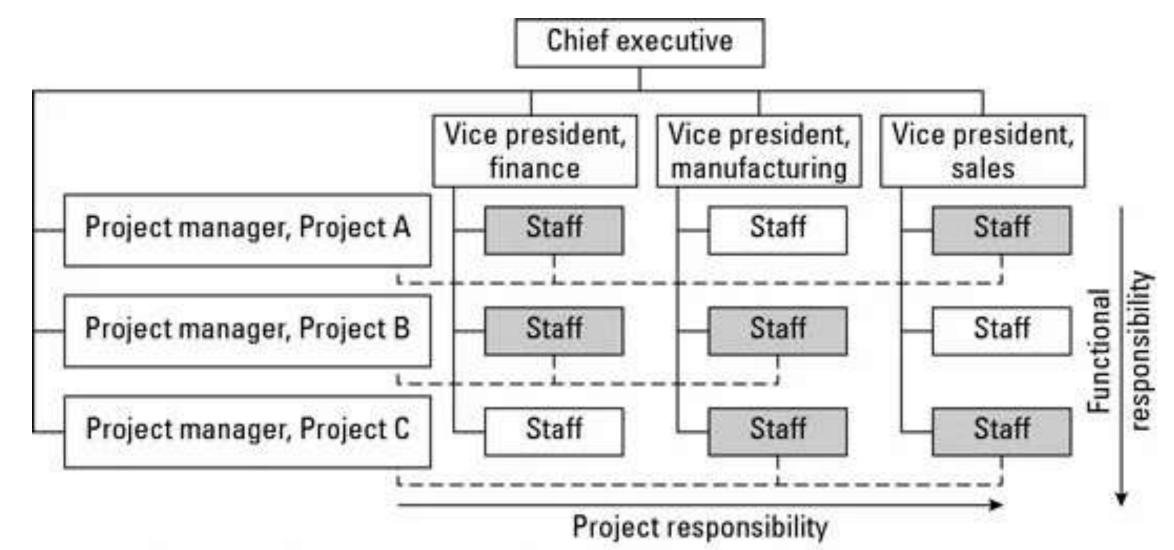
- grouped based on their
 specific skills and
 knowledge
- according to a particular or group of tasks





Matrix Structure Organization

- 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



Shaded boxes indicate staff working on projects





Features of Organization

- 1. Division of Labour: Dividing the work into small modules, each modules will be allocated to 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











