

Organising

Definition of organising – Organising is a structure and process by which a mutual and harmonised relationship between the work and workers is established and objective of the enterprise is achieved through delegation of authority and responsibility.

- Steps in organising** –
1. Determination of objective.
 2. Determination of activities.
 3. Grouping of activities.
 4. Allocation of duties and responsibilities.
 5. Delegation of authority.
 6. Preparation of organisation charts and manuals
 7. Evaluation of activities.

- Principles of organising** -
1. Principle of objective
 2. Principle of division of work
 3. Principles of allocations of duties and responsibilities.
 4. Principle of delegation of author and responsibility
 5. Principle of accountability
 6. Principle of cooperation and coordination

Line organisation - Line organisation is the organisation of superior subordinate relationship, whereby the superior makes decision and tells them to subordinate for their implementation.

Staff organisation – Staff organisation is the organisation of advisory experts who gives recommendations or advice to the line organisation

Functional organisation – Functional organisation is the organisation structure, where all the functions are performed through different departments.

Formal organisation – Formal organisation refers to the structured and planned system of goal oriented tasks and authority relationship, consciously coordinated in a rational manner.

Informal organisation – Informal organisation refers to the unstructured and unwritten network of social relationship and patterns of behavior among the employees of organisation to get the opportunity for the fulfillment of different needs of them.

Span of management – Span of management means the number of persons or subordinates that a manager can effectively supervise.

Centralisation– Centralisation is the systematic and consistent reservation of authority at the central point within the organisation. The top management performs the overall planning, organising, motivating, coordinating and controlling function.

Decentralisation– Decentralisation means that all the departmental work are performed by the departmental staff under the supervision and control of the departmental managers

Departmentation– Departmentation is the process of forming departments, i.e. the grouping of activities of an organisation into a number of number of separate units of day to day operations and placing each unit under a more or less autonomous administrative head

Delegation of authority – Delegation of authority is the dynamic of management in which the higher level authority confers authority to the lower level authority or others to accomplish particular assignments independently.