

PRINCIPAL AND PRACTICES OF MANAGEMENT

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COORDINATION

Coordination in management is the process of organizing and aligning the efforts of an organization's departments and employees to achieve a common goal. It's a vital part of management that ensures resources are used efficiently and that there's minimal conflict.

Why is coordination important?

Efficiency: Coordination helps an organization run smoothly and efficiently.

Conflict resolution: Coordination can help reduce and resolve conflicts between employees.

Teamwork: Coordination can help promote goodwill and team spirit between employees.

Resource utilization: Coordination can help ensure that resources are used efficiently.

Coordination: The Essence Of Management

- ❖ **Coordination in Planning** - Each department must execute their part of the plan in time so as to achieve the ultimate goal.
- ❖ **Coordination in Organizing** - Each department is linked with the other department in a scalar chain.
- ❖ **Coordination in Staffing** - Keeping the right persons on the right jobs.
- ❖ **Co-ordination in Directing** - The right motivation in right time and harmonies the group efforts of followers to direct them towards a particular destination.
- ❖ **Coordination in Controlling** - For evaluation and corrective action, managers need the coordinated group efforts.

Classical Management Theories

1. Scientific Management
2. Administrative Principles
3. Bureaucratic Organizations

SCIENTIFIC MANAGEMENT

Scientific management theory is a way to improve productivity and efficiency in a workplace by using scientific methods. It was developed by American mechanical engineer Frederick Winslow Taylor.

- Principles of scientific management
- **Motion study**

Analyzes the movements involved in a job to reduce random movements and improve efficiency
- **Scientific selection and training**

Matches workers to jobs based on their abilities and provides targeted training
- **Standardization of work processes**

Establishes standard procedures to reduce errors, waste, and variability

- **Science, not rule of thumb**

Analyzes every task scientifically and prohibits the use of rule of thumb or congenital ways

- **Differential piece wage system**

Offers higher rates to employees who complete more than the standard quantity of work

14 Principles of Management

Administrative Management Theory



Henri Fayol

- Division of work
- Authority and Responsibility
- Discipline
- Unity of Command
- Unity of Direction
- Remuneration of personnel
- Centralization
- Subordination of individual interest to general interest
- Stability of Tenure
- Scalar chain
- Order
- Equity
- Initiative
- Esprit de corps

Bureaucracy Characteristics (Weber)

1. Hierarchical Management Structure

2. Division of Labor

3. Formal Selection Process

4. Career Orientation

5. Formal Rules

6. Impersonality