# 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

- 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

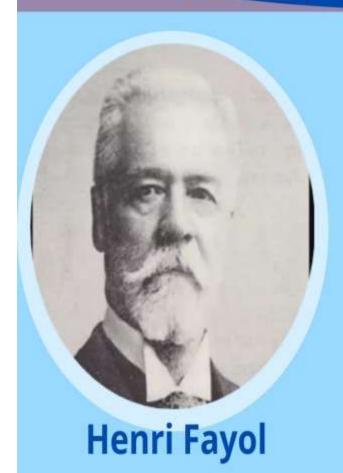
Analyzes every task scientifically and prohibits the use of rule of thumb or congenital ways

#### 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**



- · 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

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## Bureaucracy Characteristics (Weber)

 Hierarchical Management Structure Division of Labor Formal Selection Process Career Orientation Formal Rules Impersonality