

CO-ORDINATION

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Concept of Coordination:-

Ans:- Coordination is the process of integrating and combining the activities of all the departments and units to bring unity of action. Coordination is the process of integrating and combining the activities of all the departments and units of action. It is the process of keeping all members of an organization in close and productive contact. It is the systematic organization of group activity in the pursuit of a common goal. It fosters the development of teamwork practices among all members of the organization in order to achieve organizational goals.

Numerous departments are created in every organization based on the nature of the activity, and many individuals are assigned to various tasks. The activity of one department is intertwined with the work of the organization's other departments. Managers must play a critical role in providing instruction, direction, and suggestions to subordinates in this situation.

According to Henry Fayol, "Coordination is to harmonize all the activities of a concern so as to facilitate the working and its success."

Effective coordination is the sign of good management and is essential for successful completion of goal. Effective coordination is the sign of good management and is essential for effective operation and successful completion of organization.

1. Explain the Techniques of Effective of Coordinates?

Ans:- The effectiveness of management of any organization depends upon the effectiveness of coordination system. The following are the common techniques:-

- i. Well Defined Goals, Plans and Policies**
- ii. Simplified organization Structure**
- iii. Modern Means of Communication**
- iv. Informal Personal Contact**
- v. Meeting and Conference**
- vi. Well Defined Authority and Responsibility**
- vii. Effective Leadership and Supervision**
- viii. Participative Decision**

i. Well Defined Goals, Plans and Policies:-

Ans:- A well-defined goals of the organization is one of the means of effective coordination. When all the members of the organization are able to understand the objective, they can devote their duties in accordance with plan.

ii. Simplified organization Structure:-

Ans:- The simplified organization structure is one of the means of good coordination. In the management hierarchy, there should be a clear line of authority from the top to the bottom. There should be an organization chart, job divisions, and authority and responsibility definitions for all members of the organization.

iii. Modern Means of Communication:-

Ans:- Modern means of communication is one of the prerequisites of effective coordination. A well-defined organizational communication system facilitates the interchange of ideas, viewpoints, knowledge, and other information among work groups. Subordinates can

communicate with upper-level management, and upper-level management can communicate with subordinates.

iv. Informal Personal Contact:-

Ans:- It is the part of voluntary coordination. When managers maintain informal relation with subordinates, it is more helpful to maintain harmonious relation with them. Beside, close mutual relation among co-workers is fruitful to gain common goals.

v. Meeting and Conference:-

Ans:- Coordinates can be achieve if there is the system of timely meeting or conference of members in the organization. The managers can provide guidance, suggestion, and instruction to subordinates in-group.

vi. Well Defined Authority and Responsibility:-

Ans:- Authority and responsibility are the two wheels of a chart and hence there must be balance between these two concepts. It helps to avoid conflicts among various lines of authority and create good scope to maintain effective coordination among work

vii. Effective Leadership and Supervision:-

Ans:- Effective leadership and scientific supervision provide coordination both during the planning and implementation stages. Because coordination is an interpersonal feature, its efficacy is determined by the managers' leadership abilities. As a result, competent leadership and scientific oversight are necessary tools for effective cooperation.

viii. Participative Decision:-

Ans:- Participation of both managerial and subordinate levels in decision making process has been taken as an important means of effective coordination. Furthermore, both authorities are capable of devoting their responsibilities effectively because they are aware of the similar objectives. The managers just need to devote a small amount of time to oversight in this case.

2. Explain the Importance of Coordination?

Ans:- Coordination brings unity of actions and concept of learn spirit among work group. The following are the some points of importance of coordination in organizational performance:-

- i. Survival of Organization**
- ii. Unity of Actions**
- iii. Develop Efficiency**
- iv. Smooth Use of Resources**
- v. Reconcile Goals**
- vi. Encourage Good Personal Relation**
- vii. Retention of Personnel**
- viii. Basis of Managerial Decision**
- ix. Accomplishment of Objectives**

i. Survival of Organization:-

Ans:- Coordination is basis of organizational survival. If the organization's industrial activities are not adequately coordinated, there is a risk of continual business loss. Maintaining coordination among all work groups is critical for the organization's projected performance.

ii. Unity of Actions:-

Ans: As a company grows in size, the operations become more complicated. Many of the company's

departments, sections, systems, and people are involved in various forms of labor, yet they all share a same aim. One department's or employee's work may be linked to that of other departments or workers.

iii. Develop Efficiency:-

Ans:- Coordination provides more scope for the development of working efficiency of the operating level workers. When co-workers have mutual relation, they can solve their problem themselves through mutual discussion and exchange of knowledge. Besides, supervisors make personal contact with concerned subordinates and solve their problem in time.

iv. Smooth Use of Resources:-

Ans:- Coordination ensures smooth use of resources for productive purpose. Resources include men, materials, money, and machinery, among other things. Coordination reduces waste and loss of organizational resources. The efficient and effective utilization of resources contributes to increased productivity at a predictable cost.

v. Reconcile Goals:-

Ans:- Broadly, there are two types of goals in the organization i.e. individual goal and organizational goal. Coordination facilitates to reconcile both the goals. Two-way and open communication between managers and subordinates facilitates to understand each other. Besides, participation of both managers and subordinates decision-making process facilitates to fulfill objectives of both the authorities.

vi. Encourage Good Personal Relation:-

Ans:- Coordination encourages good personal relation between managers and subordinates. It is easier to establish a pleasant relationship with subordinates when managers encourage informal relationships with them. This informal relationship encourages all members to share their perspectives, thoughts, knowledge, and information with higher management, which aids in making informed decisions.

vii. Retention of Personnel:-

Ans:- Employees are viewed as potential assets, and the success of older and more experienced employees is critical to the organization's survival and growth. Coordination aids in the development of each organization member's potential. It aids in the resolution of any issues that may arise between them, as well as the promotion of job satisfaction inside the firm. Retaining efficient and skilled employees is a challenge.

viii. Basis of Managerial Decision:-

Ans:- Coordination is the basis to implement other managerial functions, such as planning, organizing, staffing, directing, and controlling, in practical operation. It maintains mutual relation among all the managerial functions in the process of implementation. Without proper coordination, other functions of management become worthless in the process of implementation.

ix. Accomplishment of Objectives:-

Ans:- Coordination is essential in pursuit of common purpose. In an enterprise, many departments and employees involve in different types of works. Coordination focuses on maintaining team spirit and efforts among work groups. It connects the organization's various work units.

3. Explain the Principle of Coordination?

Ans:- It is essential to fulfill some of the basic principle to make coordination effective. The following are the main principle of recommended to effectiveness in coordination:-

- i. Simplified Organization**
- ii. Well Defined Goals, Responsibility and Authority**
- iii. Harmonized Programs and Policies**
- iv. Direct Contact**
- v. Early Start**
- vi. Well Designed System of Communication**
- vii. Reciprocal Relationship**
- viii. Environment Adaption**
- ix. Effective Leadership and Supervision**

i. Simplified Organization:-

Ans:- The simplified organization structure is the primacy requirement of good coordination. From the top down to the bottom up, there should be a clear line of power in management. There should be an organizational chart, work divisions, and authority and duty definitions for each employee, as well as facilities for good organization.

ii. Well Defined Goals, Responsibility and Authority:-

Ans:- A well- defined objective of the organization facilitates for effective coordination. When all the members of the organization are able to understand the objective, they can devote their duties in accordance with plan. Besides, the clear definition of authority and responsibility of each staff also facilitates for good coordination.

iii. Harmonized Programs and Policies:-

Ans:- The scientific and practical planning can also lead to a good coordination. The creation of programs, work schedules, and clarification of organizational policies also provide many opportunities for work groups to maintain effective coordination. Plans must be integrated as a whole, and a committee comprised of members from all units and levels should prepare them.

iv. Direct Contact:-

Ans:- Direct contact is one of the effective means of achieving coordination. In organization there must be the system of direct or face- to- face contact among work groups. It is helpful to transmit information among members and brings understanding on method, process and common goals.

v. Early Start:-

Ans:- Coordination should be a part of the planning and policy-making process from the beginning. Early on, all members must have a mutual understanding of the need of performance coordination. The final stages of the development of a coordinating idea make it more difficult to put into practice.

vi. Well Designed System of Communication:-

Ans:-It is one of the most requirements for efficient coordination. A well-designed communication system of the organization helps to exchange information among work group. This two-way and open flow of information among members creates understanding and brings them closer for common goals.

vii. Reciprocal Relationship:-

Ans:- Coordination should be regarded as reciprocal relationship between various factors of production. All production components, such as man, material, money, and management, have a reciprocal relationship. They influence and are influenced by one another. The scarcity of one factor causes issues in the manufacturing process.

viii. Environment Adaption:-

Ans:- Coordination methods, techniques and process should not be rigid or static . It should be dynamic and adapted according to environment changes. Environment factors are changeable according to the changing environment of the society. This is essential to make coordination effective.

ix. Effective Leadership and Supervision:-

Ans:- Effective leadership and scientific supervision ensure coordination both at the planning and also in implementation stage. Because coordination is an interpersonal process, its success is determined by the manager's capacity to lead. In the same way, good

supervision is necessary to boost staff morale and preserve discipline.