

MARCH '16

APRIL

077-289

THURSDAY

WK - 12

Appointments

Unit - 03

Organisation

An organisation is a body such as company, an institution or an association, comprising of group of people and having a particular purpose.

or.

It can also be referred as the network through which company work to establish its goal.

• Requirements of a good Organization

- 1) It should have well defined vision & common goal.
- 2) Simple & clear structure.
- 3) It should clearly show the powers given to an individual within the group.
- 4) It must avoid duplicacy in work.
- 5) It should provide sufficient opportunities to the workers to put up suggestion before the higher officials.

Type of Organization

- (1) Line organisation
- 2) Line & Staff organisation
- 3) Functional organisation.

(1) Line Organisation

- Oldest form of organisation
- Superior has an overall control over his junior
- Superior authority is responsible for managing, advising & executing the work under him.
- Also known as Military Organisation
- Simple structure.
- Line of authority flows from top to bottom.
- Rigid type of organisation.
- Concentration of authority at top may lead to partiality.

MARCH '16

APRIL

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079-287

25 19
SATURDAY

Appointments

WK - 12

Contractor or Owner



Engineers

Manager

Assistant Engrs.

Storekeeper

Supervisor

Store clerk

Foreman

Workmen

Line Organisation

080-286

20 SUNDAY

• It maintains a strict discipline

• Provides effective control & command.

Demerits of line organisation

- Not suitable for large projects.
- Difficult to maintain co-ordination.
- It increases the work of authority.

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MONDAY 081-285

WK - 13

MARCH

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Appointments

Line & Staff Organisation.

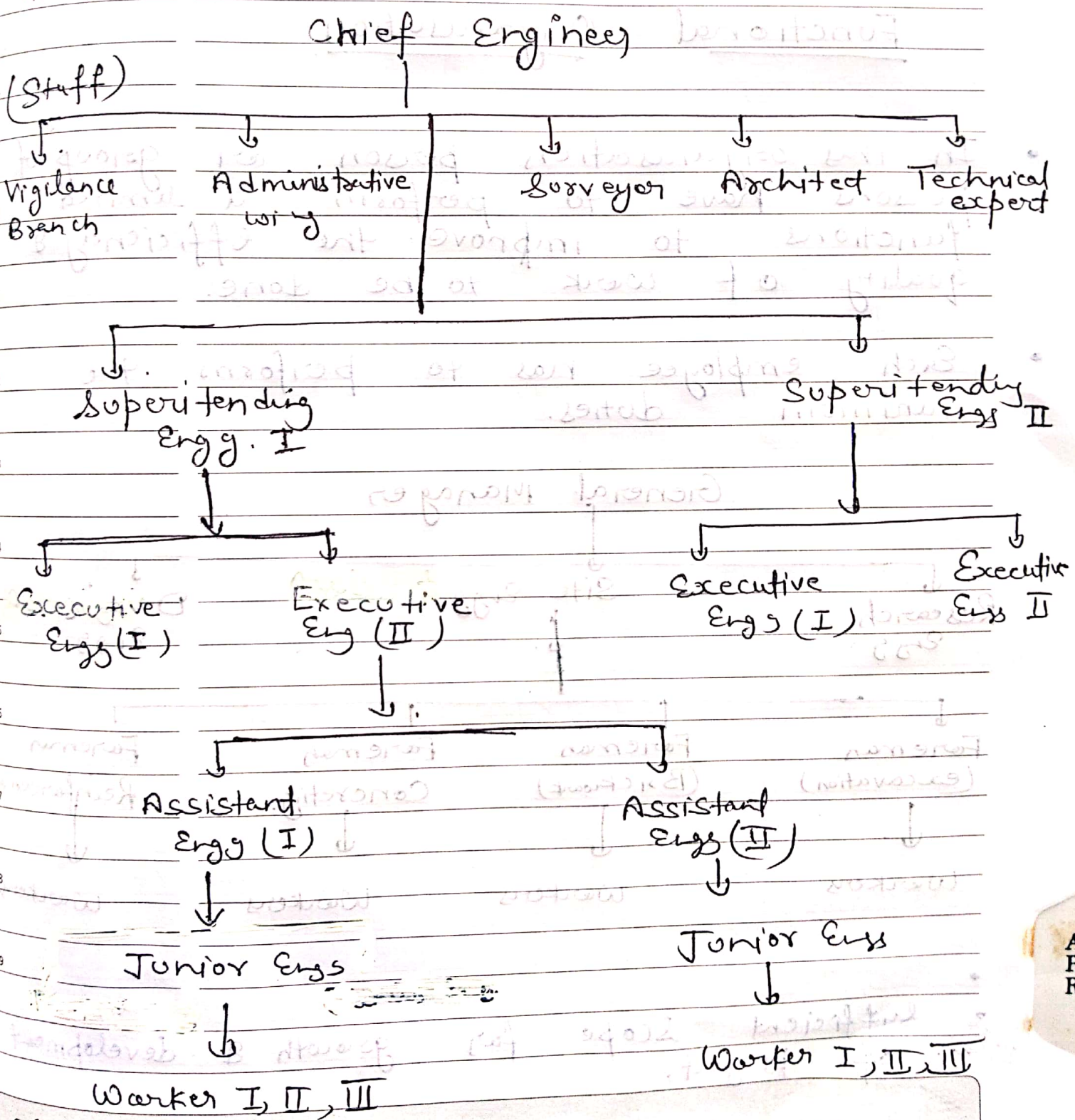
- In this organisation specialists are appointed as staff officers to assist the line authority.
- In line & staff organisation experts knowledge is added to line organisation.
- It is the combination of line & functional organisation.
- Includes both merits of both line & functional organisation.
- Suitable for large & complex projects.
- Overloading of work is reduced.
- Expert guidance is available.
- Increases efficiency & economy.

Demerits

- Complex structure
- Poor co-ordination b/w line & staff affects the functioning of project.
- Do not provide any authority to staff only appointed for advice.

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Appointments



Line & Staff organisation

23

WEDNESDAY 083-283

WK - 13

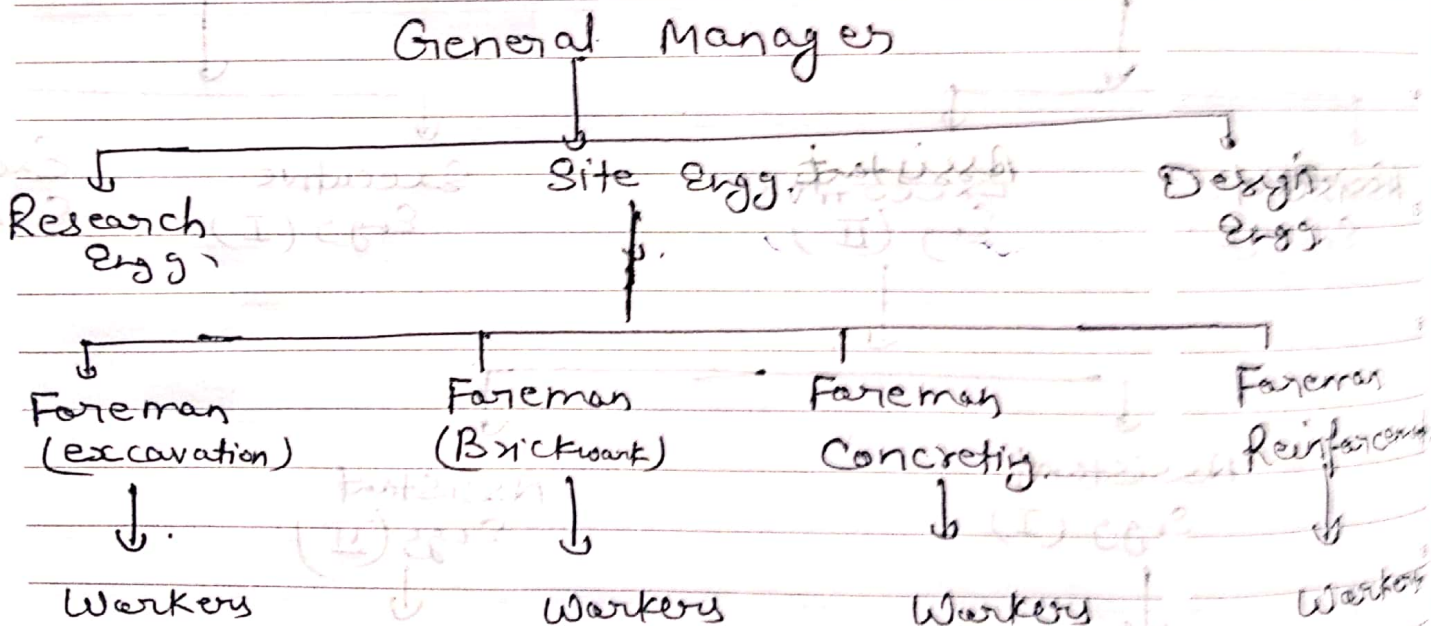
MARCH

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Appointments

Functional Organisation

- In this organisation person or group of persons have to perform a limited functions to improve the efficiency & quality of work to be done.
- Each employee has to perform the minimum duties.



- Sufficient scope for growth & development of project.
- Proper subdivision of work.
- Efficiency of organisation is increased.

MARCH '16

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29 24

084-282

THURSDAY

WK - 13

Appointments

Demerits

- Lack of discipline & team spirit.
- Lack of co-ordination b/w two different departments may affects overall efficiency.
- Structure is less simpler than line organisation.
- Overlapping of responsibility.