A Study on Basic Elements of Organizing

V Omkar Goud[1], Pidugu Dhanunjay[2], N Avinash Reddy[3], S Santosh Kumar[4], Sai Krishna[5], Kotham Sai Krupakar[6]

[1,2,3,4,5,6] *Anurag Group of Institutions*

Abstract- **The organization establishes effective authority relationships between selected jobs, people and workplaces for the group to function effectively. Or is it a process of dividing work into sections and departments.**

OBJECTIVES

- Identify the basic elements of the organization.
- Describe alternative approaches to job design.
- Discuss the most common and rational bases for grouping jobs into departments.
- Discuss how authority is distributed in the organization.

INTRODUCTION

A carefully planned and strategic organizational structure helps a business to operate efficiently. An inefficient structure can cause serious problems for a business, such as lost profits, rapid employee turnover, and lost productivity. Management experts use the six basic elements of the organizational structure to design the right plan for a specific business. These elements are: departmentalization, chain of command, range of control, centralization or decentralization, job specialization and degree of formalization. Each of these influences how workers interact with each other, with management and their work to achieve the employer's goals.

BASIC ELEMENTS OF THE ORGANIZATION

Departmentalization:
The division into departments refers to the way in which the organizational structure brings together the functions, offices and teams of the company. These individual groups are generally called departments. Departments are generally classified according to the type of activity carried out by workers in each department, but this is not the only way to create the departmental division of a company. You can also divide the business into groups based on product lines or brands, geographic locations or even customer needs.

Chain of command:
Most organizations, from businesses to nonprofits to the military, use a chain of command. This eliminates inefficiencies by reporting each employee to a single manager, rather than to multiple managers. In the business context, this type of chain of command is reflected in the organizational structure and influences job descriptions and office hierarchies. Managers assign tasks, communicate expectations and deadlines to employees and motivate one to many. When employees encounter obstacles or problems, they report to the appropriate manager. If necessary, the manager is responsible for worrying or sending the chain of command to the next level, etc. This chain of authority or command simplifies business operations and communications for a more efficient and productive business.

Scope of control:
The control range of an organization defines the number of employees responsible for each manager within the company. There is not a single type of control range that is ideal for all businesses or even for all businesses in a specific industry. The optimal period will depend on several factors, including the size of the workforce, how the business is divided into departments, and even the specific goals and strategies of the business. Other factors to consider are the type of manager assigned to each specific department and the job descriptions of the employees reporting to that manager. Depending on the manager's style or individual approach, the control interval can vary from three or four to 15 or more. Clearly, senior managers in the chain of command generally have a narrower range of control, as they

are directly accountable to middle managers or team leaders.

Centralization and decentralization:

Organizational structures are also based somewhere on a spectrum of centralization. In general, the most conservative societies adopt a centralized structure. In this project, level C managers make all the decisions, the management plans an execution plan and the front line employees execute this plan. Level C officials are generally those at the highest level of the organization, such as the CEO, the operations manager and the marketing manager.

The centralization of authority in a business means that middle managers usually have no say in the goals set by the business. This system is typical in large companies, as well as in companies in more conservative sectors. On the other hand, a company could take a more decentralized approach. This system is typical in large companies, as well as in companies in more conservative sectors. On the other hand, a company could take a more decentralized approach. A decentralized system offers all levels of management the opportunity to express their opinion on high vision goals and objectives. In general, larger corporate decisions are reserved for Level C officers, but department heads have more freedom in the functioning of their teams.

Professional specialization:

In any business, employees at all levels usually receive a description of their roles and the expectations that arise from their work. In large companies, job descriptions are usually officially adopted in writing. This approach makes it possible to meet the specific needs of company personnel without unnecessary repetition. Job specialization ensures that all employees have specific tasks that must be performed based on the work experience, education and skills of each employee. This avoids expecting employees to perform activities for which they have no previous experience or training and prevents them from performing activities below their capacity.

Formalization:

Finally, the organizational structures implement a certain degree of formalization. This item describes inter-organizational relationships. Formalization is the element that determines the procedures, rules and directives of the company adopted by management. The formalization also determines the cultural aspects of the business, for example whether employees must log in and log out when they arrive and leave the office, how many breaks workers can take and how long these breaks can last, how and when employees can use the business computer and how workers of all skill levels must dress to work.

Advantages of the organization:

Work planning:

Work planning is the determination of an individual's professional responsibilities. The most common form is job specialization. Due to various disadvantages of job specialization, managers have experienced job rotation, job expansion, job enrichment, concentration on job characteristics and workgroups as alternatives.

Consolidation work:

After designing the jobs, they are grouped into departments. The most common bases for division into sectors are function, product, customer and position. Each has its own advantages and disadvantages. Large organizations employ multiple ministerial bases at different levels.

Reports:

The report begins with clarifying the chain of command. The scope of administration partly determines whether the organization is relatively large or flat. In recent years, the trend has been towards flatter organizations. Various situational factors influence the ideal arc.

Distribution authority:

The distribution authority begins with delegation. Delegation is the process by which the manager allocates part of his total workload to others. Systematic delegation throughout the organization is decentralization. Centralization means keeping power and authority at the top of the organization. Many factors influence the appropriate degree of decentralization.

WHY ORGANIZE?

Organizations are systems created to achieve common goals through people-to-public and persons-to-work relationships. They are essentially elements of organizing goal-oriented social operations, deliberately structured for coordinated activity systems linked to the external environment. Organizations are made up of people and their mutual relationships. Managers deliberately structure and coordinate organizational resources to achieve the organizational goal.

Each organization has its internal and external environments which define the nature of relationships according to their specific needs. Organization is the function that managers undertake to design, structure and organize the components of the internal environment of an organization to facilitate the achievement of the objectives of the organization. The organization creates the framework necessary to achieve the goals and objectives of a business.

CONCLUSION

In conclusion, management is an innovative solution to problems. Creative problem solving is accomplished through four administrative functions: planning, organizing, directing and controlling. The expected result is the use of the organization's resources to achieve its mission and goals.