

MANAGEMENT

PRINCIPLES AND APPLICATIONS

UNIT-1

PART-VI

CO-ORDINATION: MEANING AND NATURE

Meaning of Co-ordination

Co-ordination is nothing but bringing various parts or movements into a proper or required relation to ensure harmony or effective operation. In an organisation with large human force who work at different levels and performs different activities, it is necessary to synchronise the work at different levels, and in the enterprise as a whole. Co-ordination is the art of achieving harmony of individual and group efforts for the achievements of common goals. It unifies and integrates the different activities towards common ends. It is the binding force which orderly links all components of an enterprise. For example, a speaker co-ordinate his different ideas when speaking, and a swimmer co-ordinate the movements of different parts of his body while swimming.

Definitions of Co-ordination

(1) "Co-ordination is the process whereby an executive develops an orderly pattern of group effort among his sub-ordinates and secures unity of action in the pursuit of common purpose."

-Dalton E. McFarland

(2) "Co-ordination is the essence of management for the achievement of harmony of individual efforts towards the accomplishment of group goals."

-Koontz and O'Donnell

(3) "Co-ordination is an orderly arrangement of group effort to provide unity of action in pursuit of a common purpose."

-Mooney and Railey

(4) "The task of binding the activities of different individuals and groups of individuals, or reconciling their differences in interest or approach goes by the name of co-ordination."

-M. Banerjee

(5) "Co-ordination is to harmonise all the activities of a concern in order to facilitate its working and success."

-Henry Fayol

(6) "Co-ordination, i.e., balancing and keeping the team together by ensuring a suitable allocation of working activities to the various members, an' seeing that these are performed with due harmony among the members themselves."

-E.F.L. Brech

(7) "Co-ordination is the effort to assure a smooth interplay of the functions and forces of all the different component parts of an organisation to the end that its purposes will be realised with a minimum of friction and a maximum of collaborative effectiveness."

-Tead

Effect of Co-ordination

As a matter of fact, co-ordination is the core function of management. The efficiency of a business organisation certainly increases with effective co-ordination. It brings harmony between organisation and the changing environment, tailors the organisation structure to the appropriate technology and strategy, combines growth and stability, order with freedom, creativity with conformity, efficiency and effectiveness and so forth. Co-ordination is the basis

of success of planning, organising, directing and controlling. **M.P. Follett** says, "Co-ordination begins since planning and extends up to the control."

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