



1. Subject - office management
2. Topic - departmentation
3. Class. - B.Com (1st year)
4. mobile no. - 9415 992431
5. Email - ms9602859@gmail.com
6. College name - Jagatpur PG College Varansi
7. Department / faculty - Department
8. E content creator - Dr. Manoj Kumar Srivastava



Self declaration

The content is exclusively meant for academic purpose and for enhancing teaching and learning. Any other use for economics / commercial purpose is strictly prohibited. the user for the content shall not distribute or disseminate or share it it with anyone else and its use is restricted to advancement of individual knowledge the information provided in this is authentic and best as per my knowledge."

Dr Manoj kumar Srivastava

(Assitant Professor)

Meaning of Departmentation

Activities of diversified nature and character are performed in different kinds of organisations. It is not possible to perform all the activities or functions of the business at one single place or in one single undivided office. Various activities are divided in a number of groups or functions which are termed as departments. The process of grouping activities into units for the purpose of Administration called Departmentation. The groups or units so created are called divisions, units, branches or departments. We may have accounts Department for maintaining accounts, sales Department for looking after sales and purchase Department for buying raw material from suppliers.

Definition of Departmentation

The process of departmentalizing an enterprise for gaining efficiency and coordination the grouping of task into departments and sub departments and delegating of authority for accomplishment of the task.

Factors determining Departmentation

1. Specialization
2. Control

3. Coordination
4. Adaptability
5. Economy
6. Importance

Basis of Departmentation

Different units of an organisation can be grouped into branches or departments of any of the following basis:

1. On the basis of products or services handled:

Department's can be created for handling different kind of products for example delhi cloth mills have different departments like foods chemicals, textiles etc. This is generally done in the case of big organisations. The object of this kind of Departmentation is to know the results and profitability of each product separately and fix responsibility for good or bad results of each departments on someone. The main drawback of this system is that there is a much duplication of work and lack of coordination.

2. On the basis of territory:

If an organization's business extend to wider areas or it has more than one unit, located at different places, Departmentation can be done on the basis of geographical location. For example an organization may create different Departments for different states or regions like northern region, central region, southern region etc. The idea behind

this type of Department tation is to let each Department function independently adapting itself to local conditions.

3. My functions:

Different subunits of an organization, performing different kinds of activities can be divided into departments on the basis of functions or the activities they perform. Under this system all major groups of functions are performed by a separate group of office workers. For example, there can be accounts Department to maintain record of financial transactions, there may be sales Department to look after marketing, etc. This is the most commonly practiced basis of Departmentation.

4. By shifts:

If the same type of work is performed by different persons during different part of the day, the enterprise can be departmentalized on the basis of shifts. For example there may be a day and an evening shift in a college similarly factories have even three shifts or 8 hours each.

5. By quality of product or services:

departments, sometime are created on the basis of quality of products or services rendered. For example of publisher of book can have two Department on one dealing which production and sale of quality textbooks an the other dealing with production and sale of cheap questions and answers type of help books. Similarly a hotel may have

two department's one running a cheap canteen and the other an affluent restaurant.

Departmentation of office services

In many big organisations various functions performed in the office are further subdivided into small sections for example recruiting training, laying down promotional policies and the functions of office. In a very big organisation a separate section can be created to deal exclusively with these matters. Following are the main sub departments of an office:

1. Legal advice section
2. Accounts section
3. Personnel section
4. Public relations section
5. Secretarial section
6. General administration section

Keywords

1. adaptability
2. Coordination
3. Department
4. Economy

Questions

Short:

1. What do you mean by Departmentation?
2. Explain legal advice section in office?

Long:

1. What factors should be taken into account when deciding about basis of Departmentation in an organisation?
2. What can be the various basis of Departmentation in a business organisation?

Reference

Dr. I.M SAHAI
Sahitya bhavan publications

Thanks