

P.M.E.

TD-301

II. TEST

M.M. 15

Describe following: —

- (A) Authority
- (B) RESPONSIBILITY
- (C) LEADERSHIP

ANSWERS:

Authority:

is the kind of right and power through which it guides and directs the action of others so that the organization's goals can be achieved. It is also related with decision making. It is vested in particular position not to the person because authority is given by a institution and therefore it is real.

Authority is the right to perform or command. It allows its holder to act in certain designated ways and to directly influence the action of others through orders. It also allows its holder to allocate the organization's resources objectives.

TYPES OF AUTHORITY:

Three main types of authority can exist within an organization:

A. LINE AUTHORITY:

The most fundamental authority within an organization reflects existing superior subordinate relationship. It consists of the right to make decision and to give orders concerning the production sales or finance related behaviour of subordinate.

B. STAFF AUTHORITY:

Staff authority consists of the right to advise or assists those who possess line authority as well as other staff personnel.

Line and staff personnel must work together closely to maintain the efficiency and effectiveness of the organization.

C. FUNCTIONAL AUTHORITY:

Functional authority consists of the right to give order within a segment of the organization, in which this right is normally non-existent.

Functional authority generally covers only specific & tasks areas and is operational only for designated amount of time. It is given to individuals who is order to meet responsibilities in their own areas.

(B) RESPONSIBILITY

Responsibility indicates the duty assigned to a position. The person holding the position has to perform the duty assigned. It is his responsibility.

The term Responsibility is often referred to as an obligation to perform a particular task assigned to a subordinate.

In an organization, responsibility is the duty as definitions.

Responsibility is the duty or obligation to perform tasks, functions or assignment in organization.

Characteristics of Responsibility:

- (1) The essence of responsibility is the obligation of a subordinate to perform the duty assigned.
- (2) It always originates from the superior - Subordinate relationship.
- (3) Normally responsibility moves upwards whereas authority follows downwards.
- (4) Responsibility is in the form of continuing obligation.
- (5) The person accepting responsibility is accountable for the performance of assigned duty.
- (6) It is hard to conceive responsibility without authority.

(C) LEADERSHIP

Leadership is the process of directing others towards the accomplishment of goal. It is the ability to influence the behaviour of others to accomplish particular goals.

Leadership is an interpersonal process of directing and influencing the behaviour of others towards the attainment of particular goals. It is a personal ability and skill to initiate and guide the efforts of group.

Characteristics of leadership:-

- (A) Involves guiding and motivating
- b. Need subordinates and common interests
- c. Need support from all
- d. Influence subordinates through personal qualities
- e. Dynamic and continuous process
- f. Assume obligations
- g. Importance of communications

Styles of leadership:-

- (A) Autocratic style
- (B) Democratic style
- C. Laissez - Faire leadership

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