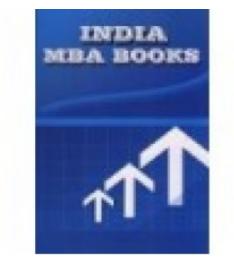
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Unit III Organizing: Concept and process of organizing, Formal Vs Informal organization, Organizational structure: Types of Organizational structure, Bases of Departmentalization. Line &Staff: concept, line-staff conflict. Authority & Power: concept, responsibility and accountability. Delegation: concept, importance, factors affecting delegation, effective delegation, Span of Management, Decentralization and centralization, Staffing, importance and process. Coordination: Concept, importance, difficulties and techniques to ensure effective coordination.

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