



**SREE NARAYANA
NURSING COLLEGE**

Mrs. J.ANUSHA M.Sc(N).,

Associate Professor

Department of Community Health

Nursing Sree Narayana Nursing College

FUNCTIONS OF ADMINISTRATOR

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PLANNING

- **According to KOONTZ**, “Planning is deciding in advance – what to do, when to do & how to do. It bridges the gap from where we are & where we want to be”. A plan is a future course of actions.
- Planning is a process of determining the objectives effort and devising the means calculated to achieve them.

- **Millet**



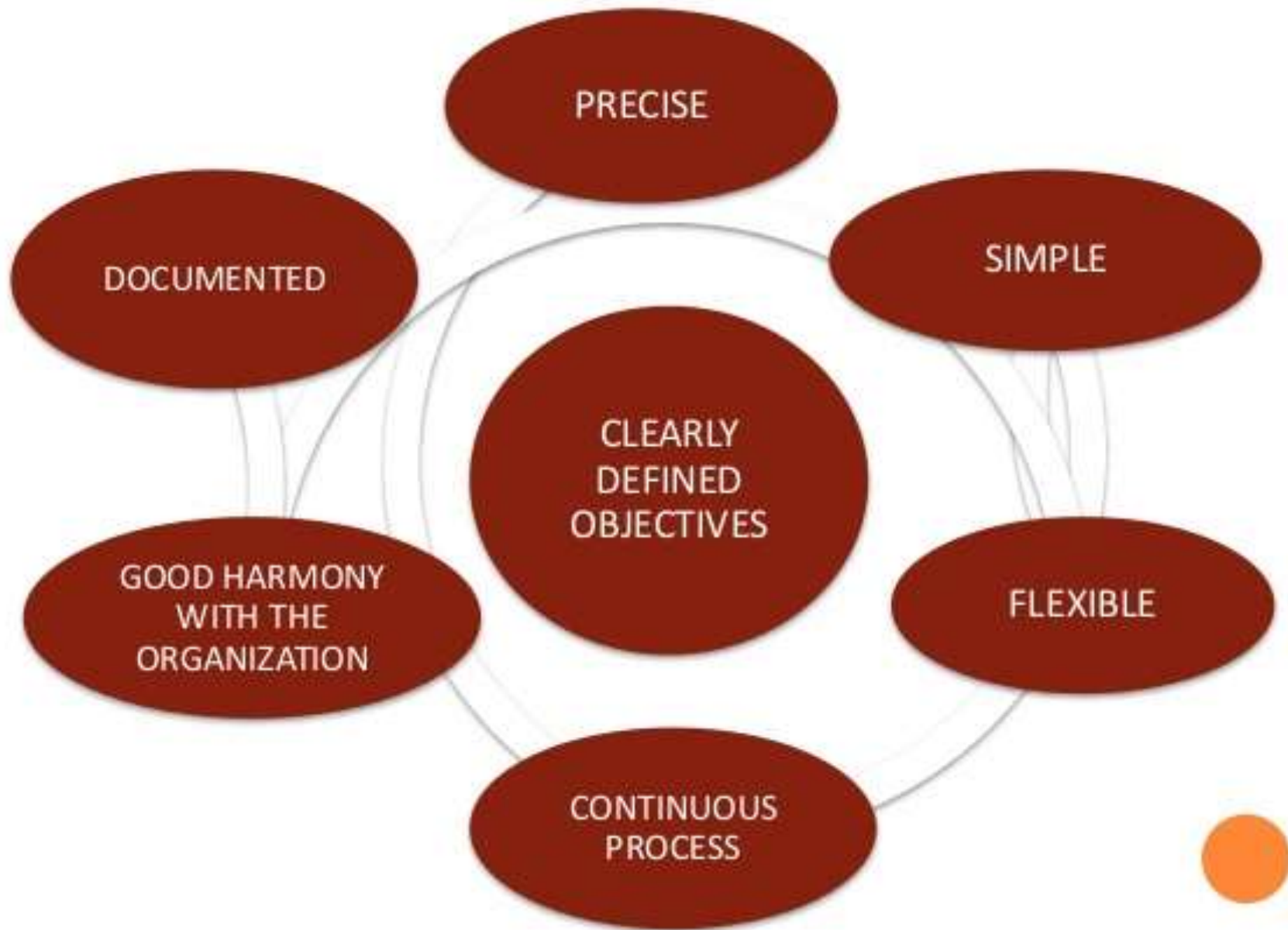
ESSENTIALS OF GOOD PLANNING:

- Yields reasonable organizational objectives
 - Reduce the future uncertainty
 - Gain economical operations
 - Foundation for organizing
 - Facilitates co-ordination & control
 - Dictates those activities to which employees are directed
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PLANNING PROCESS IN HEALTH SERVICES



PRINCIPLES OF PLANNING



TYPES OF PLANNING


TIME-PERIOD

Depends on the type of the business and structure of the organisation.

LONG TERM :

- Strategic in nature.
- Involves generally 3-5 years.
- It relates to matters like new product ,product diversification .

SHORT TERM :

- Short term planning typically covers time frames of less than one year in order to assist their company in moving gradually toward its longer term.
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APPROACH

PROACTIVE PLANNING :

The suitable course of action are designed considering the changes expected in a relevant environment.

REACTIVE PLANNING :

It is the type of planning that is done after the environment changes have taken place.




DEGREE OF FORMALISATION

FORMAL PLANNING:

- It is a structured plan. (systemic)
- It has some procedure to follow.
- Written record is followed in formal plan.
- Eg. Five year plan of a country.

INFORMAL PLANNING:


- It is unstructured plan.
 - It does not have any procedure to follow.
 - No record is maintained for future purpose.
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TYPES OF PLANS

Standing Plans: Developed for activities that recur regularly over a period of time.

- Policy
- Standard Operating Procedure
- Rules & Regulations

Single use plans: Developed to carry out a course of action not likely to be carried out the future.

- Program plans
 - Project plans
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Strategic plans:

Strategic planning is a disciplined effort to produce fundamental decisions and actions that shape and guide **what an organization is, what it does, and why it does it with the focus on the future.**



ADVANTAGES OF PLANNING

- Planning facilitates management by objectives
- Planning minimizes uncertainties
- Planning facilitates co-ordination
- Planning improves employee's morale
- Planning helps in achieving economies
- Planning facilitates controlling
- Planning encourages innovations



ORGANIZING

Organization is the form of every human association for the attainment of common purpose and the process of relating specific duties or function in a whole.

- **J.D.Mooney.**

Principles of organizing:

- * Hierarchy
- * Span of control
- * Integration Versus disintegration
- * Centralization Versus Decentralization
- * Unity of Command
- * Delegation



STAFFING

○ According to Koontz & O'Donell, “Managerial function of staffing involves managing the organization structure through proper and effective selection, appraisal & development of personnel to fill the roles designed and the structure”.

Staffing involves:

- ✓ Manpower planning
 - ✓ Recruitment, selection & placement.
 - ✓ Training & development.
 - ✓ Remuneration.
 - ✓ Performance appraisal.
 - ✓ Promotions & transfer.
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DIRECTING

Directing is influencing people's behaviour through motivation, communication, group dynamics, leadership and discipline.

Directing includes the following activities:

- ✓ Giving orders
- ✓ Making supervision
- ✓ Leading
- ✓ Motivating
- ✓ Communicating



CO-ORDINATING

- ★ It is the act of synchronising people and activities so that they function smoothly in the attainment of organization objectives.
- ★ Co-ordination is the integrating process in an orderly pattern of group efforts in an organization towards the accomplishment of a common objective.

- **Terry**



Types of co-ordination:

Internal co-ordination:

- Blending of all efforts & activities & forces operating within the organization.

External co-ordination:


- Refers to the blending of all efforts, activities and operating forces without the outside the enterprise or organization.




CONTROLLING

- Controlling is the process of checking whether or not proper progress is being made towards the objectives and goals and acting if necessary, to correct any deviation. - **Theo Haimann**

Steps of control:

- Establishments of standards performance
 - Measuring performance
 - Correcting deviations from standards
 - Comparing the actual results with the standard
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REPORTING & RECORDING

- Reports are oral or written exchanges of information shared between caregivers or workers in a number of ways.
 - A report summarizes the services of the person, personnel and of the agency.
 - Reports are written usually daily, weekly, monthly or yearly.
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BUDGETING

It is expressed in financial terms and based on expected income and expenditure. It is the form of fiscal planning, accounting and controlling of financial resources. It served as a powerful tool of coordination and negatively an effective device of eliminating duplicating and wastage.

Features of budget:

- Flexible.
- Synthesis of past, present and future.
- Statistical standard
- Support of top management



THANK YOU

