

In conclusion, coordination can be appropriately defined as the process which establishes harmony among the various activities being performed in an organization in order to achieve the objectives of the organization in an effective manner.

### **Characteristics of Coordination :**

Coordination is a process to establish harmony among the different activities of an organization, so that the desired objectives can be achieved. Definitions of coordination present the following facts about its characteristics :

1. **Coordination Integrates Group Effort :** The need for coordination is felt when a group effort is needed for the accomplishment of an objective. In short, it can be said that coordination is related to group effort and not individual effort. The question of coordination does not arise, if the job is done by one person only.
2. **Coordination Ensures Unity of Action :** The nature of coordination is of creating unity in action. It means during the coordinating process an effort is made to create unity among the various activities of an organization. For example, the purchase and sales departments have to coordinate their efforts so that supply of goods takes place according to purchase orders.
3. **Coordination is a Continuous Process :** It is not a job which can be performed once and for all, but its need is felt at every step. Many activities are performed in a business. Sometimes or the other, if any one of the activities goes on fluctuating either for more or less than required, the whole organizational balance is disrupted. Thus, a close watch has to be kept on all the activities to maintain the balance.
4. **Coordination is an All-pervasive Function :** Pervasiveness refers to that truth which is applicable to all spheres (business and non-business organizations) and places uniformly. The nature of coordination is pervasive. Like making time on a table in an educational institution is an apt example of establishing coordination. In the game of cricket, the placement of players at predetermined positions is nothing but coordination. In the same manner, to synchronize the activities of different departments, like purchase, sales, production, finance, etc. in a business organization is coordination.

# Coordination Concept Or Reality A Study Of Libraries In A University System

**M Walker**



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