

and lack of utilization of power and responsibility without power will lead to poor utilization of human and another resource.

- **Discipline:** An employee should be obedient and respectful to the authority and the established rules and regulation of the organization. Clarity of Rules, Reward-Punishment system, good supervision etc. are some ways to maintain discipline. But it depends on the need and policies of the organization on how to maintain discipline.
- **Unity of Command:** An employee must get orders from only one immediate supervisor. And the employee should be accountable to the immediate supervisor only. There should not be other supervisors to guide the employee. This will help to clear the confusion and will make the employee loyal to the activity.
- **Unity of Direction:** According to this principle, there should be only one manager under the guidance and plan of which the groups having same goals and objectives should move forward. This principle suggests that one department, section, the division should only get instruction from one head. This helps in coordinating the group activity to attain a single goal.
- **Subordination of individual interest to general interest:** There are two types of interests. One is interest of the individuals and the other is organizational interest. So, this principle suggests that there must be harmony between these two interests. Organizational interest must be given more priority as doing good for the organization will bring rewards for the individuals.
- **Remuneration of Personnel:** There must be monetary as well as non-monetary remuneration to the employees based on their performance level. Fayol focuses more on non-monetary remuneration in which he believes will create bonding between the employee and the organization. So, the remuneration must be fair, reasonable and satisfactory.
- **Centralization:** This principle implies that the top most level of authority should be centralized to the top-level management. There should be delegation of power to the subordinate but the power to make the important decisions in the organization should remain with the top-level management.