

Formal and Informal Organizations and their intellectual differences

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Abstract: *With a little reflection, can see that we are all somehow definitely connected to the community, which is the expression of the organization, as we live in the family center from birth and also includes an official organization called the school and finally with the organizations that belong to we have been constantly interacting. The writing of this article is based on the rational distinction between formal and informal organizations, which according to scientific sources such as the principles of organization and management, principles and foundations of management, theories of educational leadership and management and other scientific resources caused achieve to such important points that explains the summary of the issue.*

The concept of organization means that a number of people take part in joint activities in order to achieve common goals. In fact, two types of communication networks can be defined in organizations; Formal relations network and the second is the type of informal relations network that appears in the heart of the formal organization and at the same time it affects. If the informal network managed delicately, caused to eliminate the conflicts from the whole compass of organization.

Keywords: *organization, formal organization, informal organization, organizational structure.*

1. INTRODUCTION:

Formal and informal organizations are together, the informal organization is created within the formal organization and reacts to it. Vice versa the formal organization, which is consciously and carefully planned, but the informal organization has a natural order and structure that evolves in the workplace. The purpose of writing this paper is to clarify the distinction between formal and informal organizations, because the difference between these concepts is vague or unknown to the majority, so by studying and reviewing scientific sources to explain this issue and the expected points will found and the value of research is based on the findings distinction of formal and informal organizations by expressing valuable and important points in the composition of clear and explicit sentences. Actually, informal organizations usually come into being at the same time or after the formation of the formal organization. Indeed, within formal organizations, emotional groups are formed based on shared cultural attitudes and evaluations and shared interests through the establishment of friendly, intimate, and personal relationships. Neglecting the informal system is ignoring the irrational aspects of organizational behavior.

It is important to mention it that neglecting any of them is short-sighted and will caused detriment of the organization. Clearly, the dynamics of organizational life can be understood only when, in addition to the formal structure of the organization, it was aware of its tendencies, groupings and informal relationships. The impact of informal organization on formal organization can have constructive or devastating consequences.

2. LITERATURE REVIEW:

In this section, the concepts and findings of those researches that are similar and near to this subject, and also can be examined to determine what others have said, what theories have been presented regarding the differences between formal and informal organization. By considering these cases, the author of the paper achieves a necessary mentality in relation to the mentioned subject. Domestically, on this issue has not been researched with all the necessary delicacy, especially in this Academic Institution, so far no studies have been done on the title of the difference between formal and informal organization. However, relatively similar studies have been done in another country or outside in this regard, and it is sufficient to mention some of them in the following order in the form of examples.

The concept of informal organization was first formally proposed in 1934 by F. J. Roethlisberger, a Mayo assistant and participant in the Hawthorne experiment, and refined in 1939. Subsequently, masses of management scientists defined informal groups from different perspectives. Which are summarized as following. Informal organizations are those interpersonal interactions that are not regulated by the formal system or actually make up for the lack of formal norms among the members of the organization.

According to Murugesan(2014) Organization is a social unit or human grouping, deliberately structured for the purpose of attaining specific goals, he explain organization as formal and informal. Alaqaband(2014)An organization is the sensible coordination of a number of individuals who work continuously to achieve a common goal or purpose, through the division of tasks and the establishment of orderly and logical relationships. This definition refers to formal organizations by emphasizing specific characteristics. Because these characteristics distinguish formal organizations from other social groups. As the Biancani(2014) cleared, the informal organization is a voluntarily enacted meshwork of actions and connections of employees that enriches their personal and professional possibilities and that creates additional organizational structures within the firm over and above the formal ones.

3. MATERIALS AND METHODS

The choice of research method is more dependent on the subject of the research and its objectives. It is necessary to use methods that attain the purpose of the research. Therefore, in preparing this article, according to the subject of "Formal and Informal Organizations and their intellectual differences", books and reliable sources have been used and the method of work is library method and has a descriptive and explanatory aspect. In writing and completing this article, while collecting important sources, during compiling, arranging and combining topics, every effort has been made to comply with the loan, that each source is used has been accurately introduced in the list of sources.

For more details about formal and informal organizations, at first we should know organizational structure. For any organization, a structural form can be designed and implemented to fit its particular set of circumstances. Bush (2010). An organizational structure, by definition, is a system or network of communications and authority that connects individuals and groups who perform important tasks. This is the way in which the various parts of an organization are organized to divide the collaboration that needs to be done and also coordinate performance results. First formal structure, you may better understand the concept of structure from an organizational chart, a form that shows how jobs and reporting relationships are organized within the organization. An organizational chart typically reflects the formal form of how the organization performs its tasks, Irannejad Parizi(2014). Second the Informal structure's, beyond any formal structure is typically an informal structure, a set of informal working relationships among members of the organization. There is, while the formal structure determines who reports to whom, the informal structure is based on who is actually talking to and interacting with whom. In the latter case, humans can often find ways to do things more easily and in a timely manner. The informal structure also helps individuals communicate and support each other, and meet their needs for social interaction. As follow, the next point will caused to give clearly cognition about formal and informal organizations.

4. DISCUSSION:

An organizatio as a group of persons or people who agree to work together towards a common purpose, It can be formal and informal, There is needs to discuss about it.

4.1. What is Formal Organization?

A formal organization typically consists of a classical hierarchical structure in which positions, responsibility, authority, accountability and the line of command are clearly defined and established. It is a system of well-defined jobs with a prescribed pattern of communication, coordination and delegation of authority. The formal organization is a system of well-defined jobs, each bearing a define measure of authority, responsibility and accountability. Formal organization must be flexible. Each and every person is assigned the duties and given the required amount of authority and responsibility to carry out the job. It creates coordination between workers to achieve common goal. The inter relationship of staff members can be shown in the organization chart and manuals under formal organization Murugesan(2014).

Meyer and Rowan (1977) define the formal organization as follows, "systems of coordinated and controlled activities that arise when work is embedded in complex networks of technical relations and boundary-spanning exchanges.

4.2. Characteristics of formal organization

- It is flexible and properly planned.
- It is based on principle of division of labour and efficiency in operations.
- It concentrate more on the performance of jobs and not on the individuals performing the jobs.
- Organization charts are usually drawn.
- Coordination among members and their control are well specified through processes, procedures, rules etc.

4.3. What is Informal Organization?

In general, the informal organization arises as a result of social relations between individuals and is formed without any serious relations outside the formal authority system. Mirabi(2012). It refers to the pattern of activities, interactions and human relationships, which emerge spontaneously due to social and psychological forces operating at the work place. It arises naturally on the basis of friendship of some common interest, which may or may not be related with work. It is an unintended and non- planned network of unofficial and social patterns of human relationships. Informal organization represents the pattern of interpersonal and intergroup relations that develop within the formal organization. For example, the typists working in different department may form an informal group due to similarity of work. Common language, common habits, common hobby may also lead to informal groups. It is an unofficial and social pattern of human interactions Murugesan(2014).

4.4. Characteristics of informal organization

- It arises without any external cause i.e, voluntarily. It is a natural outcome at the work place.
- Has no place in the organization chart.
- It has no structure and definiteness to the informal organization.
- The rules and traditions of informal organization are not written but are commonly followed.
- It one of the useful channel of communication.

5. ANALYSIS:

Attention must be paid that a human being is not able to live without having social relations with others and that's why the informal organizations will appear after introducing formal routines. Hence, the most important strategy is to make alliance between individual and organizational goals and in this case, informal structures will have positive effects on the formal routines. Indeed the informal structures shows unofficial relationships that are developed amongst organization employees, Vibrant Publishers(2018). Negative impacts of informal organizations will arise when the employees are not satisfied with their work and do not feel fair in their wages and rewards. In this case, some employees form informal organizations and mix the real news with rumors to fight with the top-management strategies. To fully understand what the informal organization is about, one must first know what the formal organization is. The links between the formal and informal organization are plenty and have been established. Many formal routines, processes, and other parts of the formal design were once informal. Making it hard to distinguish the two, as the informal organization has no clear boundaries and is much harder to recognize Katzenbach & Khan, (2010).

It is more worthwhile that there mention the advantages of formal and informal organizations concisely. Since the definite boundaries of each worker are clearly defined in formal organization, the conflict among the workers is automatically reduced, overlapping of responsibility is easily avoided, more stable organization can be ensured, it makes the organization less dependent on one man and a sense of security arises from classification of the task. It motivates the employees. Since informal organization gives satisfaction to the workers, it motivates workers and also maintains stability of the work and it fills up gaps and deficiency of the formal organization.

5. FINDINGS:

An organization is the planned coordination of the activities of a number of persons or employees for the accomplishment of some common explicit purpose or goal through division of labor and functions and through hierarchy of authority and responsibility. If two or three persons have to work to achieve a common goal, there arises the need for an organization. Without having a cooperative and systematic relationship between them the results are likely to be disappointing.

Formal organizations are established to provide services to individuals and the society in general. Some are profit making organization, while others are not. In a formal organization, people are engaged to serve as employees to render services towards the achievement of the set goals of the organization. Since employment involves a contract between employers and employees, there are expectations and obligations from each party to meet the needs of the individuals and the organization. Where the needs or interests of the employees constitute an informal group or clique otherwise referred to as an informal organization within the formal organization, to make demands for sustained interests of their members. The informal organization with their negative features can be obnoxious for formal organization because the informal organization is lack of systematic working. Informal structure does not form a structure for smooth working of an organization. Moreover, may bring negative results. If informal organization opposes the policies and

changes of management, then it becomes very difficult to implement them in organization. It is necessary that informal organization managed that work with a good conformity of formal organization.

6. CONCLUSION:

From the basis of the discussion of the differences between formal and informal organization, it can be concluded that individuals come together in order to carry out tasks and activities that they cannot do alone with the help of each other. The formal organization is the means by which most of these activities take place. Although the formal organization does not make up the whole organization, it does cover a large part of it. A formal organization is an organization that is based on a hierarchy and is formally created with a clear intention and will to achieve certain goals and has a formal structure and operates under certain rules and regulations. But an informal organization is not bound by the prescriptive structure of the formal organization based on the relationships that are formed within the organization, nor is it reflected in the sample. In fact, the basis of the formation of the informal organization is the structure of social relations and the common beliefs and orientations of individuals that are created within the formal organization, which is why this type of organization is called the shadow of the formal organization.

However, in the absence of effective management, the informal organization may confront the formal organization and move in conflict with the organizational goals. The important point that is inferred from this discussion is that it should be known that the informal organization plays an extremely important role in the fate of the formal organization if the management can have the definite support of the shadow organization in achieving organizational goals. Therefore, formal and informal organizations are necessary and provide facilities in performing organizational tasks. Finally, it is worth mentioning that paying attention to informal organizations is one of the most important and effective measures in achieving organizational goals.

7. RECOMMENDATIONS:

- Considering that many factors play a role in the improvement and transformation of organizations, especially educational organizations, understanding the nature and importance of the organization and the difference between formal and informal organizations is an extremely valuable factor, therefore it is requires to further researches to do and effective scientific studies and writings in this regard.
- Generalize the results of similar researches in order to create and reinforce a subtle understanding that if the informal organization is properly managed, its conflict with the formal structure of the organization will be eliminated and the organization will be more effective.

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