

ADMINISTRATIVE DISCIPLINE AS TOOL FOR TEAM BUILDING IN ORGANIZATIONAL GOALS' ACHIEVEMENT IN TERTIARY INSTITUTIONS.

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Abstract

Many institutions and organizations today, never realize their organisational goals not because they lack the human and material resources to do so, but because most administrators gloss over administrative discipline and team building that foster and accelerate growth. Administrative discipline and team building are essential tools for organizational goals achievement in tertiary institutions. Indiscipline in workplaces hinders and devastates organizational goals attainment. This study reviewed various disciplinary issues that pervade organizational setups. Some strategies for stemming the tide of administrative indiscipline in tertiary institutions were spelt out as well as strategies for fostering team building.

Keywords: *Administrative discipline, team building, organizational goals achievement.*

Introduction

Administrative discipline is an indispensable tool in building progressive teams and fostering organizational goals achievement in tertiary education. Administrative discipline for employees in tertiary institutions as opined by Betterteam (2021) and Rob Moss (2013) may include verbal warnings, written admonitions or reprimand, reduction in grade, suspension from duty without pay or removal from office amongst others which restrains from anti-growth attitudes/behaviors and fosters team growth. It takes discipline to form a team. Teams are group of people working harmoniously together to achieve the goals in an organization. Adeleke (2008) in Boakye (2015) opined that teamwork gives employees a sense of ownership and encourages cooperation. An undisciplined man is reckless and a slave to vices which he has no control or ability to resist. A disciplined man is a free man who is able to discern between that which seems good

and that which is good. He is able to integrate without friction into the system.

The dream for administrative efficiency and goal achievements in tertiary institution can only be a reality when the right spirit of discipline and team building is inculcated and imbibed by administrators and teachers in the tertiary institutions. Discipline according to Oxford Advanced Learner's Dictionary means training or control, often using a system of punishment aimed at producing obedience to rules etc. Discipline is more than punishment at the hand of constituted authority for doing wrong. It involves self-discipline, the ability of a man to regulate his own heart and mind to doing the right things at the right time, the ability to discern good from evil, as well as suppress evil and imbalanced passions. Administrative discipline reforms attitudes and produces positive changes of workers' behaviors towards their work and the workplace. Discipline is educational in nature.

Statement of the problem

Indiscipline and schism have always been the clog in the wheel of corporate organizational and group team building for institutional goals achievement. Administrative discipline gives employees the ability to suppress the depraved human nature that erodes cooperation, oneness and sustainable development. There is power in unity and team building as man always strove innately before the incidence at the tower of Babel to build a team. *“And the LORD came down to see the city and the tower, which the children of men builded. And the LORD said, Behold, the people is one, and they have all one language; and this they begin to do: and now nothing will be restrained from them, which they have imagined to do. ⁷Go to, let us go down, and there confound their language, that they may not understand one another's speech.”* (Genesis 11:5-7) The story in the bible implies and reveals the power of team building in development and the power of communication in fostering cooperation in a group. It also reveals God's Administrative disciplinary intervention in curbing man's excesses. Administrative discipline is veritable tool in directing the affairs of any group or organization to ensure organizational goals achievement. This study is based on the administrative discipline as tool for team building in organizational goals' achievement in tertiary institutions.

Objectives of the study

The study seeks to achieve the following objectives:

1. To identify some common forms of indiscipline in workplace

2. To identify disciplinary measures in organizations.
3. To examine team building as tool for goal achievement

Significance of the study

Although, some researches have been carried out on administrative discipline and teamwork but none to the knowledge of the researcher has been written on administrative discipline and team building as tool for organizational goals achievement in tertiary institutions. However, the researcher in this work tries to ascertain the role of administrative discipline in enforcing team building for goals achievement. This study will be of great significance to managers, chief executives and other stakeholders in ensuring and sustaining discipline and teamwork in their organizations and especially in tertiary institutions.

Discipline in Organization

Before any administrative or organizational goal can be achieved, discipline is a paramount tool that must be put in place. Discipline can either be accepted or imposed. Although discipline does not consist merely of punishment at the hands of constituted authority for wrongdoing but it is very important in regulating individuals. The sanctity or decay of discipline in tertiary institutions can be reflected in the workers attitude or disposition to work. When there is high incidence of lateness to work, insubordination, non-challant attitude to work amongst others these vices reflects indiscipline. Discipline is necessary for all types of achievement, especially great achievements.

Without discipline there can be no advancement in the world. Discipline goes hand in hand with hard work. Discipline direct works, making it fruitful, efficient and excellent. Positive work attitude leads to favorable disposition that propels the staff towards goal achievement or attainment.

Some Common Forms of Indiscipline in Workplaces

There are some common acts of indiscipline or offence in workplaces that adversely affect or hinder organizational goal attainment in institutions. These offences are as follows:

- i. Lateness to work and leaving the office before closing hour.
- ii. Insubordination
- iii. General misconduct
- iv. Misuse of the phones, social media, and the internet
- v. Harassment, intimidation, and bullying of weaker colleagues
- vi. Carelessness in handling official assignment/assigned duties.
- vii. Loafing or wandering about during official hours
- viii. Absenteeism
- ix. Sleeping on duty
- x. Smoking in the office or prohibited places.
- xi. Rumor mongering and witch haunting of staff.
- xii. Absconding from duty
- xiii. Sluggishness in duty
- xiv. Leaking of official and confidential matter to unauthorized persons.
- xv. Fighting at workplace.
- xvi. Impersonation
- xvii. Theft
- xviii. Forgery

xix. Gross immorality

xx. Cultism etc.

These vices mentioned above impact negatively at places of work and are capable of hindering administrative efficiency and productivity. Nevertheless, disciplinary measures can be carried out on erring staff who breach disciplinary codes. This may take the form of:

- i. Verbal warning
- ii. Query or written warning
- iii. Withholding of annual increment
- iv. Demotion
- v. Suspension
- vi. Termination of appointment or dismissal.
- vii. Performance improvement plan
- viii. Loss of privileges

Team Building Tool for Administrative Goal Achievement

Team building means taking deliberate steps to understand the mission or objectives of the organization as well as working with fellow members of the organization to achieve set organizational goals. It is the process of putting up the desire and willingness of people to work together and help one another as part of the team to achieve the goal of the organization. Achieving administrative effectiveness and efficiency in tertiary institutions in Nigeria, can only be possible when we have a cream of seasoned administrative staff who are disciplined, articulate and conscientiously forging ahead to attain organizational goals. Administrative discipline and Team Building are tools needed to form a formidable and an unbeatable team of administrative workers who according to

Abraham (2003), are characterized by self-sacrifice, diligence, consideration for others, integrity, cooperation and sympathy. They make deliberate effort to do what is right and at the right time too. In other words, achieving the bigger picture of the organization, according to Heathfield (2009), is the reason of setting up the organization. The bigger picture for which the organization is set up, should drive the actions of the individual members of the organization to serve the bigger picture which is the organization. In an environment where team spirit is upheld, everyone collaboratively works as a team to achieve the set goals of the organization and realizing the overall bigger picture.

Conclusion

The value of discipline and team building as tools for administrative goals achievement in tertiary institution cannot be over-emphasized in the administrative efficiency of any giving institution. It requires the collective involvement of all stakeholders, staff, students, parents, community. It is more profitable to be honest, upright, truthful to the people you are working with or for, for organizational goals to be attained.

Finally, be disciplined, love and enjoy your job and co-workers, be positively motivated and the sky will be your limit both in attaining your personal and general organizational goals.

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