1. Organizational Structure of a Newspaper Prepared by Aditya Kumar Shukla
2. [2.](https://image.slidesharecdn.com/lecture5-170401050952/95/organizational-structure-of-a-news-paper-2-638.jpg?cb=1491023822)Contents • Block Diagram • Different Departments and working
3. [3.](https://image.slidesharecdn.com/lecture5-170401050952/95/organizational-structure-of-a-news-paper-3-638.jpg?cb=1491023822)Block Diagram Administrative Department General Manager Editorial Department Accounts Department Advertisement Department Printing Department Circulation Department Stores Department IT Department Internet Department
4. [4.](https://image.slidesharecdn.com/lecture5-170401050952/95/organizational-structure-of-a-news-paper-4-638.jpg?cb=1491023822)Different Departments and working Editorial Department • This department is headed by the Editor who is responsible for • Collection of news. • Selection of news and features • Editing of news and features and • Interpretation of news The editor of the newspaper alone cannot handle the editing work and is therefore assisted by Chief correspondent, Resident editors, Managing Editors Dy. Editors, Asst. Editors, News Editor (Night and day), Sub-Editors and other functionaries like photographers, cartoonists, feature writers and reviewers. Various types of correspondents are engaged in collection and supply of news to the newspaper's Editorial department.
5. [5.](https://image.slidesharecdn.com/lecture5-170401050952/95/organizational-structure-of-a-news-paper-5-638.jpg?cb=1491023822)Advertising Department Advertising is the major source of revenue fro a newspaper. As such, the work of collection and publication of advertisements becomes crucial in a newspaper organization. The Advertising department looks after this work. There can be several sections in this department one to look after local advertising, one for classified ads, one for general / national advertising, one for legal advertising and yet another one for preparing copy and so on. Circulation Department As circulation is the life blood of a newspaper, this department assumes great importance. The main responsibilities of the circulation department are • Selling the newspaper • Delivering it and • Collection from subscribers.
6. [6.](https://image.slidesharecdn.com/lecture5-170401050952/95/organizational-structure-of-a-news-paper-6-638.jpg?cb=1491023822)Printing Department It looks after all the work of printing including installation of machines, plant layout, composing, processing, loading, scheduling, maintenance of machines etc. Administrative Department This department looks after the general administrative work pertaining to personnel their selection, training, promotion, allotment of work, maintaining leave record, liaison with government departments, general facilities and all such work that facilitates working of other departments. In the absence of a separate legal department the administrative department also handles the work pertaining to legal matters.
7. [7.](https://image.slidesharecdn.com/lecture5-170401050952/95/organizational-structure-of-a-news-paper-7-638.jpg?cb=1491023822)Accounting Department Quite evidently, this department looks after all the accounting work like maintaining books of accounts, preparing balance sheet and other financial statements, payment, receipt, preparation of budget, financial planning, cost control etc. Stores Department It is charged with the responsibility of proper storage of raw material (newsprint) and other materials used in the newspaper office. IT Department It is charged with the responsibility of IT affairs in the news paper. Internet Department Now days internet & social media is very popular platform to share the news, so the newspapers are started to have a separate department for dealing with internet affairs.
8. [8.](https://image.slidesharecdn.com/lecture5-170401050952/95/organizational-structure-of-a-news-paper-8-638.jpg?cb=1491023822)• Big newspaper establishments also maintain separate departments for personnel, legal and public relation matters. The personnel department looks after the work of manpower planning and all personnel functions from hiring to firing (selection, training, placements, promotion, compensation, employee welfare, performance appraisal, personnel research, retirement, personnel policy formulations etc). In many cases, these functions are carried out by the administrative department. • The legal issues are handled by the law department. The work this department is to maintain public relations. • On account of intense competition, promotion of mews paper has become significant. So newspapers urge others to advertise but seldom make use of advertising and other promotional methods for themselves