

4997

Organisation Techniques

house

~~DEFINITION~~ "Organisation" - Acquired different meanings over the years.

- a. as a firm in its totality - eg Tatas
- b. narrowly to designate an individual employed by the firm - eg. an organised individual i.e. orderly and systematic in his actions.
- c. a group of employees may be called 'organised' because they constitute an association or a union.

LSP - an institute that gives training in citizenship

Therefore we discuss the term organisation in terms of long-term and short-time groupings or institutions - depending on perspective.

In other words - in public life as part of citizenship

Not organising as a function of management.

Why not?

A competent or efficient Executive not necessarily a good 'organiser' in terms of an institution involved in public work.

Said not necessarily - there can be efficient professionals who make good organisers. This is an exception to prove the rule.

Similarly businessmen make good fund raisers but poor ~~organ~~ organisers.

With a little training - "orientation"! this can be set right!

Hence I am here ! Have been in both types of "organisations" - ~~over~~ 14 years in political party - last $4\frac{1}{2}$ years ~~in~~ - a management consultant

~~x3xxx~~ First -some general observations on organisations generally:

- A
- a. Objectives vague
 - b. Often motivated by a spirit of rivalry
 - c. often become ends in themselves
 - d. Committees rarely function. Ultimately two or three share the burden
 - e. But at public functions "absentee activists"
- & Therefore generally "paper bodies". In management Jargon - because they do not cater to a "felt need" Also contemptuously referred to as "rackets".

Illustrate how organisations are born :

My friends calls me up - says he has something important. Meet over Lunch at the ~~Marhabar~~ Taj

We meet.

He says: "did you read in the papers yesterday
What, I ask

That 40% of our people live below the Poverty line

Yes I did, I say

What are we going to do about it ?

Well I start

Don't say well... Glorious opportunity to start
an organise an association . Even name I have
"Association to Abolish Poverty in India"

Excellent ~~Imti~~ idea. Why not begin with Bombay ?
Think big man.

I am . Bombay has 6 Crores. 40% is 2.4 Crores

My friend ignores. Continues I have even thought
of a President. What do you think of Mr.X.

Great.

I wonder if you will be Secretary or Treasurer
If not then I suppose I will have to accept the
responsibility.

Really you will have to count me out. I shall be
a member of your Committee.

Thanks.

A few weeks later I receive a circular on an impressive letterpaper asking me to attend the inaugural meeting.

I do. The atmosphere is "exciting"

My friend takes the chair. Makes a speech. Produces a draft statement of policy.

The meeting is over in 30 minutes.

A lovely invitation follows a month later. The Association is being inaugurated by the Minister for Social Welfare.

I attend. The hall is airconditioned. Applauses all around. The organisation is launched.

Pressmen are entertained after the function.

Reported in the next day's papers.

I have not heard either from my friend or about the organisation since then.

Humorous ? Maybe. But true.

The right way to go about this.

a. There is need for an organisation eg. LSP

b. friends get together -discuss this need. Why need for separate organisation. Why not strengthen similar ones if they exist.

c. are enough of those present interested and can

they find the time ?

d. What about funds ?

e. A small group is set up. ~~They~~ to go into the matter at depth, what we call ~~in~~ "feasibility report" ~~and~~

f. This report is later circulated and then discussed dispassionately.

g. Thereafter once a decision is taken ad hoc arrangements are taken on hand.

So much on how to go about setting up an organisation.

What about functioning within existing organisations

Much depends on the nature of the organisation and ~~in~~ its extent.

Rules, Regulations, election of office bearers and Committees, Constitution etc. are not must.

Eg. AEI and ICCF

Yet, there are things in common

1. collection of funds - vitamin M

subscriptions renewals only when there is visible activity
e.g. my Tenants Association and milk scheme
or of a Cooperative society

Life subscriptions - wise method - keep in F.D. and use
only interest.

Donations - depends on 'contacts', cause and I.T.

exemption give AEI experience

Target setting for members

Souvenirs - favourite - arrange a function, produce a
souvenirs. Even better like political parties
"District Souvenirs" - relate experience in
Sw. Pty.

Galas - ANA Ball

Conferences - invite participants and charge per diem.

At meetings - box in hand going ~~xxxxxx~~ around.

2. Communications - keeping members informed. Periodic
circulars, or even informal get-togethers;
Newsletters. The chain that links. Assures
a measure of involvement

3. Conduct of meetings:

see attached notes