आर्यभट्ट प्रेक्षण विज्ञान शोध संस्थान
Aryabhatta Research Institute of
Observational Sciences
(An Autonomous Institute under DST, Govt. of India)

SYSTEMS AND PROCEDURES

OF

ORGANISATION

ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES, NAINITAL

SYSTEMS AND PROCEDURES OF ORGANISATION

Definition:

System (प्रणाली / तंत्र / व्यवस्था)

A set of things working together as parts of a mechanism or an interconnecting network; a complex whole;

A set of principles or procedures according to which something is done; an organized scheme or method.

Procedure (प्रक्रिया / प्रक्रम / पद्धति)

An established or official way of doing something;

A tried and trusted process or method used to accomplish a particular task.

SYSTEMS AND PROCEDURES OF ORGANISATION

A system is used for accomplishing an entire cycle of something from beginning to end.

We use many systems each day, without even realizing it, simply because the process of going through the cycle has become so deeply ingrained in our mind. That's one of the many benefits of systems – use them enough and they become second nature.

However, our system encompasses many different procedures.

We have a procedure for the way we attend to the specific tasks assigned to us. We have a procedure for putting up a note on file, submitting an indent, processing a payment, releasing orders, etc. A procedure is simply one component of a larger system and most systems are made up of a series of procedures.

If even one of those procedures doesn't go as planned, our system may fail.

SYSTEM
Standards
Guideline
Regulations
Law
POLICIES &
PROCEDURES
Conduct
Solution
Plan
Constraint

SYSTEMS AND PROCEDURES OF ORGANISATION

Procedure

- A procedure should be documented.
- The procedures need to be consistent.
- A procedure needs to be well written, concise and easy for others to understand and follow.
- A procedure should include points and elaborations whenever possible for ease of scanning the information quickly and illustrating key points.

  Keeping the procedure direct and simple will make it easier for others to follow.

SYSTEMS AND PROCEDURES OF ORGANISATION

System

Like a procedure, a system should be easily replicated and another person should be able to complete all the steps without too much difficulty.

Where are Systems most useful?

Systems are useful for nearly every area in our lives, both personal and professional. However, from the administrative perspective, the main areas where systems are effective include: -

- Task management – Recruitment, Admission, Procurement, etc.
- Event and meeting planning
- Travel planning
- Time management
- Records management / Filing (paper and digital)

Creating effective, reliable systems for these areas will greatly reduce the time, effort and stress.

SYSTEMS AND PROCEDURES OF ORGANISATION

Creating Systems:

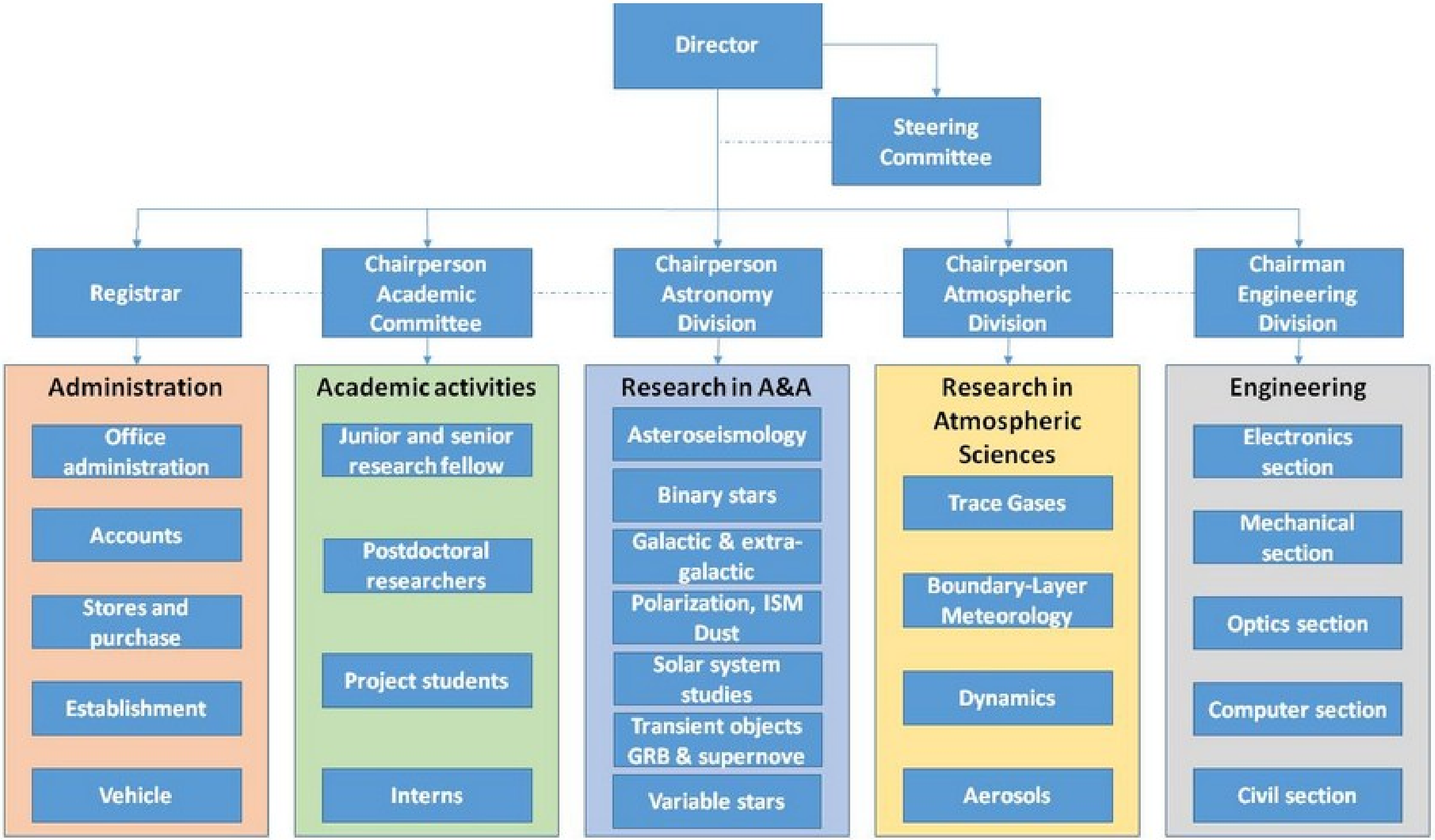
Plan of Action

- Identify the systems that are in place today.
- Identify the procedures embedded within the systems that need to be improved, replaced or created.
    - Pick procedures on a one-by-one basis that need improvement or creation.
- Brainstorm what the ideal system would look like with the improved / newly created procedures.
    - Test it. Identify the shortcomings. Fine tune it. Test again.
    - Incorporate the procedures in the system and implement the system.

Repeat the abovestated process until all the earmarked systems get upgraded.

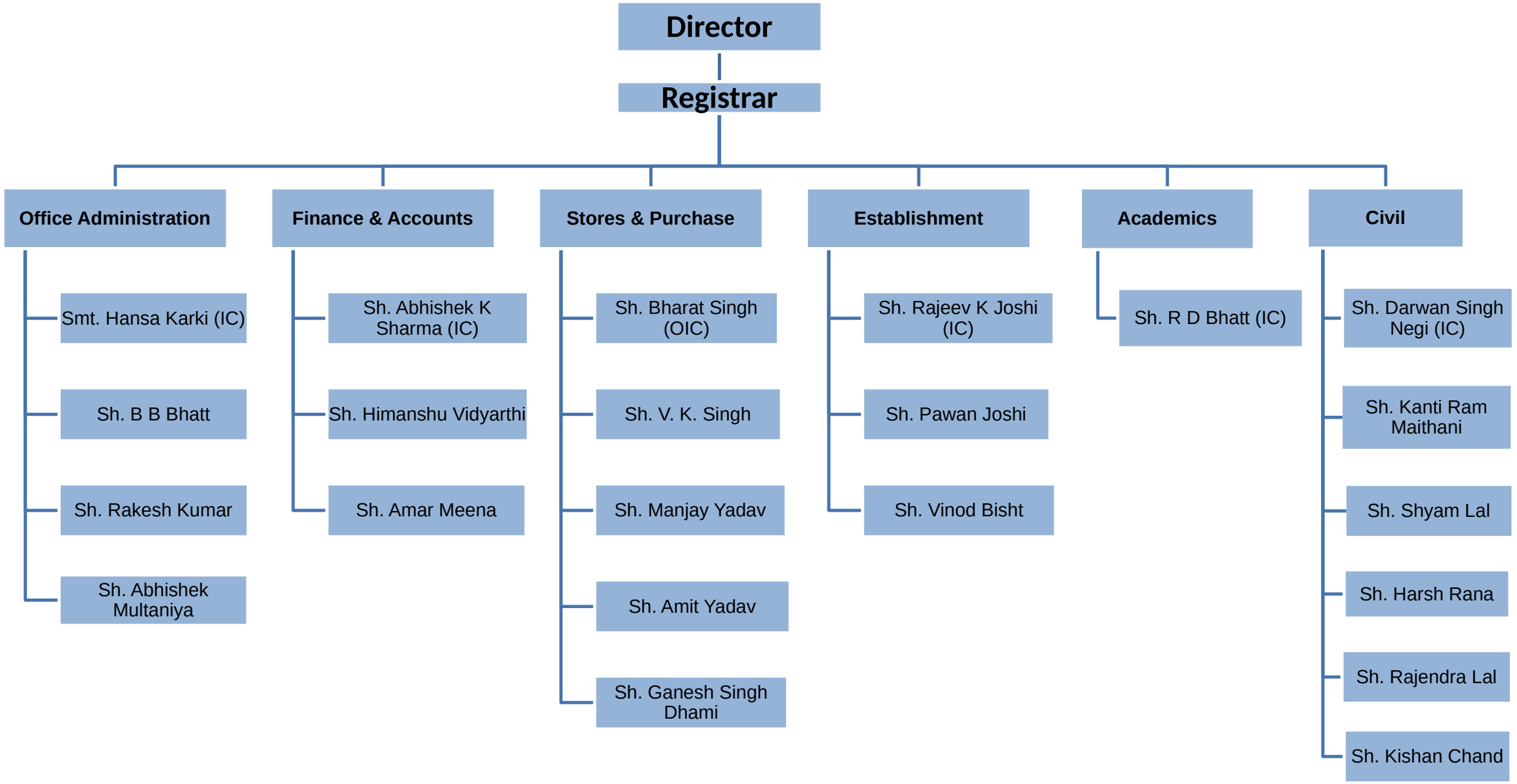
SYSTEMS AND PROCEDURES OF ORGANISATION

ORGANISATION STRUCTURE



SYSTEMS AND PROCEDURES OF ORGANISATION

ORGANISATION STRUCTURE



SYSTEMS AND PROCEDURES OF ORGANISATION

ORGANISATION STRUCTURE

- Organisation Chart
- Organisation Manual
- Work Distribution Chart

Important principles of an organisation can be stated as follows:-

- Clear definition of objectives
- Minimum layering
- Defined span of control
- Unity of command
- Delegation of authority
- Clear demarcation of staff and line functions

- Activity List
- Duty List
- Job Description

SYSTEMS AND PROCEDURES OF ORGANISATION

CASE STUDY

PROCEDURES FOR OFFICE MANAGEMENT

Attendance: Arrival / Departure / Leave / Official Tours

Responsibility: Job / Official papers and articles belonging to the office

Maintenance of order in the Section: General discipline of the office

Admission of outsiders to the office: Public interaction

Taking of papers outside the office: Circumstances and permissions

Inspection and Surprise visits

SYSTEMS AND PROCEDURES OF ORGANISATION

CASE STUDY

PROCEDURES FOR DRAFTING AND NOTING

Forms of Communication

✓ Letter

✓ Demi-Official Letter

✓ Office Memorandum

✓ Inter–Departmental Note

Circular and Advertisement can be issued in the formats of Letter and Office Memorandum.

E-Mail is a paperless form of communication to be used by departments

Fax, Speed Post and Registered Post / Registered AD are methods of delivery.

SYSTEMS AND PROCEDURES OF ORGANISATION

CASE STUDY

PROCEDURES FOR DRAFTING AND NOTING

- Ephemeral cases
- Routine/Repetitive cases
- Action in Correspondence cases
- Problem Solving cases
- Planning and Policy cases

SYSTEMS AND PROCEDURES OF ORGANISATION

To summarise;

Systems and procedures are crucial for our administrative work, whether carried out on daily, weekly, monthly or annual basis.

Systems and procedures make the job easier and support us.

Systems and procedures help the office run smoothly.

They facilitate stress relief and allow someone else to do the job with little to no problem if someone is not available due to sickness, vacation or tour.

Systems invariably depend upon individual procedures.

So, if the procedures are devised meticulously, system automatically and always prevails.

THANKS

SYSTEMS AND PROCEDURES OF ORGANISATION

RAJNEESH MISHRA
REGISTRAR
ARYABHATTA RESEARCH INSTITUTE OF OBSERVATIONAL SCIENCES, NAINITAL