

Chart of difference between Policies and Procedures

Points of differences	Policies	Procedures
Meaning	These are meant for how to do the work.	Procedures meant for a sequence of steps.
Nature	These are general and less rigid.	These are more rigid and hard to change.
Description	These describe what to do under different situations.	Procedures tell about the way of doing the job step by step.
Purpose	The purpose of policies is for decision-making and thinking.	The rule is a guide to actions in the organizations.
Example	The policy of giving admission to students that they have to score more than 60%.	To get admission for graduation in the college, the procedure is to collect all required documents and deposit them in the college office then secondly pay a fee for the course.