

## Chart of difference between Policies and Procedures

Points of differences	Policies	Procedures
<b>Meaning</b>	These are meant for how to do the work.	Procedures describe the <b>best way of going the work step by step.</b>
<b>Nature</b>	Policies are more rigid.	Procedures are less rigid.
<b>Description</b>	These describe what to do under different situations.	Procedures tell about the way to do the actions.
<b>Purpose</b>	The purpose of policies is for decision-making and thinking.	Procedures are guides to actions.
<b>Objective</b>	The objective of making the policy is to achieve the organizational objectives effectively.	The objective of procedures is to eliminate the misunderstanding and provide certain steps to accomplish the task.
<b>Example</b>	The policy of giving admission to students that they have to score more than 60%.	For example, maintaining the admission is to keep admission forms in a file, checking data, keep original documents in a separate file.