Importance of Rules

Rules are important to regulate and to resolve the issues of an organization. by avoiding the interference of the manager. Rules are set for the people working in an organization. Rules clears [clear] the do's and don'ts for the pe. workers. According to conditions and needs, rules are set. Careful management is required while making (structuring) the rules as Rules decides [decide] the structure of an organization. Workers are sad in strict rules as it suffers the an organization but also weakens the employee-employer relationship. Absurd rules Leads [lead] to creation of disrespect to all rules.

Total word = 90

Q.1 Write a precis of the following passage and suggest a suitable title.

An important part of management is the making of rules. As a means of regulating the functioning of an organization so that most routine matters are resolved without referring each issue to the manager they are an essential contribution to efficiency. The mere presence of carefully considered rules has the double-edged advantage of enabling workers to know how far they can go, what is expected of them and what channels of action to adopt on the one side, and on the other, of preventing the management from behaving in a capricious manner. The body of rules fixed by the company for itself acts as its constitution, which is binding both on employees and employers, however, it must be remembered that rules are made for people, not people for rules. If conditions and needs change rules ought to change with them. Nothing is sadder than the mindless application of rules which are outdated and irrelevant. An organization suffers from mediocrity if it is too rule-bound. People working in will do the minimum possible. It is called "working to rule" or just doing enough to ensure that rules are not broken. But this really represents the lowest level of the employer/employee relationship and an organization afflicted by this is in an unhappy condition indeed. Another important point in rule-making is to ensure that they are rules which can be followed. Some rules are so absurd that although everyone pays lip-service to them, no one really bothers to follow them. Often the management knows this but can do thing about it. The danger of this is, if a level of disrespect for one rule is created this might lead to an attitude of disrespect for all rules. One should take it for granted that nobody likes rules, nobody wants to be restricted by them. Rules which cannot be followed are not only pointless, they are actually damaging the structure of the organization.