

## PART-II

**Q.2 Write a précis of the following passage and suggest a suitable title: (20)**

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 Nothing is sadder than the mindless application of rules which are outdated and irrelevant.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 nothing 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.

# SUITABLE TITLE

Importance of good rules in an organization

## PRECIS:-

Rules and regulations are important for the smooth operation of an organization. By referring to rules, employees can understand what is expected of them, what are their limitations, and what course of action they should adopt in certain circumstances. These rules are applicable on everyone. Although rules are rigid, yet if the situation demands, these rules can be altered. Too many rules can enchain the productivity and environment of an organisation. Therefore, only practicable rules should be adopted. Management do not break even bad rules out of fears that it may endanger other rules. Nobody wants to be chained by rules and hence, excessive rules adversely affect the organization.

(TOTAL WORDS = 330)  
(PRECIS WORDS = 120)