



SNS COLLEGE OF TECHNOLOGY

Coimbatore-35
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DEPARTMENT OF COMPUTER APPLICATIONS

19CAT607 – PRINCIPLES OF MANAGEMENT
I YEAR I SEM

UNIT II – PLANNING

TOPIC 7 –Policy & Policy Formulation



Topic Outline:

- Understanding the meaning of Policy and Policy Formulation
- Characteristics of a good Policy
- Steps in making a Policy





What is a policy?

- Is a principle or rule to guide decisions in order to achieve rational outcomes.
- Is a statement of intent and is implemented as a procedure or protocol.
- Is a statement that provides for **decision making** by members of the organization charged with the responsibility of operating the organization as a system with the purpose of attaining the establishment objectives of the organization.
- It contains the “what” and the “why” (needs to be done)



What is policy formulation?



Policy Formulation

- A process typically includes an attempt to assess as many areas of potential policy impact as possible in order to lessen the chances that a given policy will have unexpected or unintended consequences.
- Involves the crafting of alternatives or options for dealing with a problem.
- May also refer to the process of making important organizational decision.

Cont.

- Is the development of effective and acceptable courses of action for addressing what has been placed on the policy agenda.



Why formulate policy?



Why the need for policies and procedures in a workplace?





Purpose is to

–Ensure a safe, organize, warm, friendly, hospitable, empowering, non-discriminatory work place.





What if there's no Policy Formulated?

- Employees would feel as if they reside in a free-for-all environment of favoritism and unfair treatment.



Policy is necessary

- To comply with government policies and laws.
- To establish consistent work standards, rules and regulations.
- To provide consistent and fair treatment for employees.

Functions of Policy

- Consistency – Provides as planning document or framework in which actions are to be executed.
- Serves as a tool for quality improvement within the organization.

CONSISTENCY is key



To Success



- Predictable Behavior – policies provide an important method of letting personnel know what is expected of them. Thereby increasing predictability of desired behavior.





- Delegation – Policies promote delegation making to the level in the management hierarchy must face the problem when it arises.





- Communication – Policies reduce communication relating to routine decisions.



- Coordination - the organization of the different elements of a complex body or activity so as to enable them to work together effectively.





Characteristics of a good Policy

- Clear and Simple.
- Assumptions are clear and explicit.
- There is linkage to organizational direction.
- Both efficient and effective.
- Clearly indicates the condition to whom and to what extent it applies.
- Outcomes are stated are clearly stated.



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- It has been appropriately funded and supported by resources.
- It does not conflict with the cooperative policies identify.
- It is enforceable.





Steps in Policy Formulation





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