

M. Ed. Semester : IV , Course: 2.4.3 Unit-III PART- 2

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E.F.L. Brech:

“Management is a social process entailing responsibilities for the effective and economical planning and the regulation of the operation of an enterprise, in the fulfillment of a given purpose or task. Administration is a part of management which is concerned with the installation and carrying out of the procedures by which it is laid down and communicated and the process of activities regulated and checked against plans”.

Henry Fayol:

“All undertakings require planning, organisation, command, co-ordination and control and in order to function properly, all must observe the same general principles. We are no longer confronted with several administrative sciences but with one which can be applied equally well to public and private affairs.”

Theo Haimann:

“No two separate sets of personnel are required, however, to discharge administrative and managerial functions. Each manager performs both activities and spends part of his time administrating and part of his time managing”.

Top management of the enterprise spends maximum time for policy framing and determination of objective and spends few minutes for direction and controlling. Hence, administration is also one of the functions just like other functions as – purchase, sales, production, finance, etc.

Administration:

1. Policy and objectives – Determines policy to be followed and decide the objectives to be achieved.
2. Directing of human efforts – Not directly involves in the execution of plan and achievement of objectives.
3. Main functions – Planning, organising and staffing.
4. Levels of executive – Top level executives (Owners or Board of Directors).
5. Position – Acts as a Principal.
6. Knowledge – Requires administrative ability more than technical ability.

Management:

1. Policy and objectives – Implements the policy and achieve the objectives.
2. Directing of human efforts – Directly involves in the execution of plan and achieving objectives.
3. Main functions – Direction, motivation and control.
4. Levels of executive – Lower level executives (Manager, supervisor and workers).
5. Position – Acts as an agency.
6. Knowledge – Requires technical ability more than administrative ability.

