

M. Ed. Semester : IV , Course: 2.4.3 Unit-III PART- 3

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Difference between Administration and Management

Difference # Administration:

1. Managerial level – It is a top level Management. Personnel of the top level like the ownership or the Board of Directors are in charge of it.
2. Illustrations – Personnel are designated as Administrators- Collector, Commissioner Vice-chancellor Registrar, Minister, chief Justice etc.
3. Main Functions – Planning & organising are the main functions.
4. Policy Determination – Administration is concerned with policy making. It determines the goals or the target to be achieved.
5. Implementation of policies – Administration is not directly concerned with the implementation of policies.
6. Determinative vs. Executive – Its functions are legislative & largely determinative.
7. Direction of human efforts – It is not actively concerned with the direction of human efforts in the execution of the plan or policy.
8. Administrative vs. Technicality – It needs administrative rather than technical ability.
9. Coordination and control – Administration coordinates finance, production and distribution. It frames the organisation structure and exercises control over the enterprise.
10. Men-boss Relation – Administration is the master of industry which provides the various agents of production and in lieu of this service earns profit.
11. Expansion of functions – Its functions expand at the upper level and decrease in importance at the lower levels.

12. Govt. vs. Private sector – The term administration is used mostly in Government or public sector.

Difference # Management:

1. Managerial level – It is a middle or lower level of management. Personnel below the top level like General Manager or Managing Director are in charge of it.
2. Illustrations – Personnel are designated as Managers, General Manager of the company. Managing Director of a company Director of Personnel Administration Deptt. etc.
3. Main Functions – Motivating & controlling are the main functions.
4. Policy Determination – Management is concerned with the implementation of the policy. It has no direct concern with goal or target fixation.
5. Implementation of policies – Implementation of policies framed by administration is the main task of management.
6. Determinative vs. Executive – Its functions are executive & largely governing.
7. Direction of human efforts – It is mainly concerned with the direction of human efforts in the execution of the plan and policy.
8. Administrative vs. Technicality – Management requires technical ability more than administrative ability.
9. Coordination and control – It uses organisation for the achievement of the targets fixed by administration.
10. Men-boss Relation – Management is the employee of administration, it gets salary or a part of the profit in lieu of its services.
11. Expansion of functions – Its function contract at the upper level and expand at the lower levels.

12. Govt. vs. Private sector – Management is mostly used in the business or industrial sector.