

M. Ed. Semester : IV , Course: 2.4.3 Unit-III PART- 4

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Difference between Administration and Management

Administration is a thinking function of the top level management. It sets objectives which management strives to realize. It lays down policies under which management operates. It helps in deciding the field of operation of business activities.

The element of administration increases as one progress to higher ranks (or positions) and the element of management increases as one proceeds to the lower ranks.

Difference # Administration:

- i. Meaning – It means determination of objectives, targets, and policies of an enterprise.
- ii. Nature of work – It is a decision-making function.
- iii. Level of Authority – It is concerned with top level of management.
- iv. Scope – It is a wider term than management.
- v. Relative importance – The element of administration increases as one progress to higher levels of management.
- vi. Use of the term – It is generally used in non-business institutions.

vii. Factors influencing decision-making – Its decisions are influenced by external factors.

viii. Determination of limits – It determines those limits within which management has to function.

Difference # Management:

i. Meaning – It means creating the internal environment towards the attainment of goals of enterprise.

ii. Nature of work – It is an executive function.

iii. Level of Authority – It is concerned with middle and lower levels management

iv. Scope – It takes decisions within the framework set up by the administration.

v. Relative importance – The element of management increases as one descends to lower levels of management.

vi. Use of the term -It is generally used in business enterprises.

vii. Factors influencing decision-making – Its decisions are influenced by internal factors.

viii. Determination of limits – It functions within the limits determined by the administration.

