

## **M. Ed. Semester : IV , Course: 2.4.3 Unit-III PART- 6**

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### **Difference between Administration and Management**

Though there is some terminological conflict, both the terms are used interchangeably. The term administration is used more in connection with Government Departments. C.B. Gupta is of the view that terminological conflict can be addressed by classifying management as –

- i. Administrative management, and
- ii. Operative management.

While administrative management involves determination of objectives and policies, operative management is concerned with execution of plans for the achievement of the above objectives. Higher level management spend chunk of their time on policy making and decision making while operative management spend a great deal of time on execution of such policies.

### **Distinction between Administration and Management:**

#### **Administration:**

1. Nature – This is a determinative function.
2. Scope – It is concerned with determination of major objectives and policies.
3. Level – It is a top level function.
4. Functions – It is concerned with planning and controlling function.
5. Skill Requirement – It requires conceptual and human skills.
6. Person Involved – Administrators are the owners of the concern.
7. Influence – The decisions of top management are influenced more by external factors.

#### **Management:**

1. Nature – It is an executive function.

2. Scope – It is concerned with the implementation of policies.
3. Level – It is middle and lower level function.
4. Functions – Directing and controlling are the major functions involved.
5. Skill Requirement – It requires technical and human skills.
6. Person Involved – Managers are paid employees of the concern.
7. Influence – The decisions of middle level and lower level are influenced by opinion, values and beliefs.