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Chapter 1 : Similarities between office management and office administration? - blog.quintoapp.com Speci

Dissimilarities between Management and Administration: Management theorists who consider management and administration as different hold two viewpoints. According to one viewpoint, administration is above management and management is part of administration and according to the other, management is above administration and administration is part.

What is the difference between management and administration? There are many factors according to which administration can be distinguished from management. These are as follows: It is concerned about the determination of objectives and major policies of an organization.. It puts into action the policies and plans laid down by the administration.. It is a determinative function.. It is an executive function.. It takes major decisions of an enterprise as a whole.. It takes decisions within the framework set by the administration.. It is a top-level activity.. It is a middle level activity.. It consists of owners who invest capital in and receive profits from an enterprise.. It is a group of managerial personnel who use their specialized knowledge to fulfill the objectives of an enterprise.. It is popular with government, military, educational, and religious organizations.. It is used in business enterprises.. Its decisions are influenced by public opinion, government policies, social, and religious factors.. Its decisions are influenced by the values, opinions, and beliefs of the managers.. Planning and organizing functions are involved in it.. Motivating and controlling functions are involved in it.. It needs administrative rather than technical abilities.. It requires technical activities. Administration is understood as a subset of management. However, the two words are often used interchangeably as meaning the running of any business or entity. Administration is focused on record keeping; management is focused on planning, decision making, communicating, and directing. Scientific focuses on the job Administrative focuses on the work of the manager Similarity: Both theories share planning functions. What is difference between management and administration? I have been both in my life time in the Fire Service in London as a Principal Officer and a manager and a junior fire officer We have 3 full time and one part time staff I on the other hand I try to physically demonstrate how to get things done with gestures

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Chapter 2 : Leadership Vs Administration - By Annick M. Brennen

There are a number of similarities between management and administration. Administrative functions quite often mirror the functions of a manager. I'll recommend you that you have to learn the difference between management and administration before going to similarities.

Administration has to do with the setting up of objectives and crucial policies of every organization. What is understood by management, however, is the act or function of putting into practice the policies and plans decided upon by the administration. Administration is a determinative function, while management is an executive function. It also follows that administration makes the important decisions of an enterprise in its entirety, whereas management makes the decisions within the confines of the framework, which is set up by the administration. Administration is the top level, whereas management is a middle level activity. If one were to decide the status, or position of administration, one would find that it consists of owners who invest the capital, and receive profits from an organization. Management consists of a group of managerial persons, who leverage their specialist skills to fulfill the objectives of an organization. Administrators are usually found in government, military, religious and educational organizations. Management is used by business enterprises. The decisions of an administration are shaped by public opinion, government policies, and social and religious factors, whereas management decisions are shaped by the values, opinions and beliefs of the managers. In administration, the planning and organizing of functions are the key factors, whereas, so far as management is concerned, it involves motivating and controlling functions. When it comes to the type of abilities required by an administrator, one needs administrative qualities, rather than technical qualities. In management, technical abilities and human relation management abilities are crucial. Administration usually handles the business aspects, such as finance. It may be defined as a system of efficiently organizing people and resources, so as to make them successfully pursue and achieve common goals and objectives. Administration is perhaps both an art and a science. This is because administrators are ultimately judged by their performance. Administration must incorporate both leadership and vision. It is different from executive or strategic work. Management deals with the employees. Administration is above management, and exercises control over the finance and licensing of an organization. Therefore, we can see that these two terms are distinct from one another, each with their own set of functions. Both these functions are crucial, in their own ways, to the growth of an organization. Management is the act or function of putting into practice the policies and plans decided upon by the administration. Administration makes the important decisions of an enterprise in its entirety, whereas management makes the decisions within the confines of the framework, which is set up by the administration. Administrators are mainly found in government, military, religious and educational organizations. Management, on the other hand, is used by business enterprises. If you like this article or our site. Please spread the word.

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Chapter 3 : Management and Administration

Management theories, also known as transactional theories, focus on the role of supervision, organization and group performance. These theories base leadership on a system of rewards and punishments.

Similarities and Dissimilarities between Management and Administration Article shared by: After reading this article you will learn about the similarities and dissimilarities between management and administration. Similarities between Management and Administration: Authors like Chester Bernard, George R. According to them, two terms are the same. The difference is not in their meaning, but in their application. Administration and management are not performed by different people. Both administration and management are performed by managers at all levels – top, middle and low. While managers at the top perform more of administration, those at lower level perform more of management. In fact, management can be administrative management that deals with laying down policies and operative management that deals with execution of policies. The following figure explains administration and management according to this viewpoint: Both administration and management involve the basic functions of planning, organising and controlling. The difference lies in their application rather than meaning. Thus, different sets of people do not perform different sets of functions. However, the relative importance of these functions varies at different levels. While policy formulation is done at higher levels, execution is done at lower levels. It is not really material whether policy formulation or execution is called administration or management. Dissimilarities between Management and Administration: Management theorists who consider management and administration as different hold two viewpoints. According to one viewpoint, administration is above management and management is part of administration and according to the other, management is above administration and administration is part of management. Administration is above Management: According to them, administration is a higher level function of framing policies, plans, objectives, etc. Management proper is concerned with the execution of policy, within the limits set up by administration and employment of the organisation in the particular objects set before it. Administration determines the organisation; management uses it. Administration defines the goal, management strives towards it. Management is a lower-level function concerned with implementation of plans framed by the top-level administrators. Administration deals with policy formulation and management deals with policy execution. Administration is, therefore, broad and conceptual and management is narrow and operational. Management is above Administration: This viewpoint is advocated by the British authors, viz. This view is opposite to the one advocated by the American authors. Thus, management is a top-level function concerned with framing organisational plans and policies. Administration is a lower-level function concerned with implementing the plans and policies.

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Chapter 4 : Difference Between Management and Administration | Management

Difference Between Management and Administration Definition of Administration The administration is a systematic process of administering the management of a business organization, an educational institution like school or college, government office or any nonprofit organization.

Takes decisions within the framework set by the admin. Motivating and controlling functions also involved. It uses organization for the achievement of the targets fixed by administration. Management is always taking decision while administration implement that decision. Management reports to Administration, and Administration can also enforce and make decisions on set policies, but this small-scale operation is not usually conducted by them Administration makes big-time decisions, while management makes decisions on a smaller scale, although administration can do so also. A manager is someone who plans and makes decisions, organizes, leads and controls human, financial, physical and informational resources. There are three types of managers, Top manager, middle manager and first line manager. Someone writes Administration refers to the determination of major aims and policies. Management is a term appropriate for all activities undertaken to improve the efficiency and effectiveness of any kind of work. In contrast the word administration is used primarily for work concerned with maintaining discipline and order. Thus the work of government and many other public institutions is called administration. Even in business the activities that are primarily concerned with routines to maintain equity and discipline are labeled as administration function. Thus functions such as maintaining and operating facilities along with associated operations like attendance recording are usually called office administration. Also in matrix organizations this a concept of managerial responsibility. Thus a subordinate is reports to functional manager for functional supervision and guidance, while to project manager for administrative supervision. Thus we may say that the administration forms to part management function. All that is administration is also management. But all that is management is not administration. Administration is a subset of management. I believe that assertion made in previous post about difference between manager and administrator on the basis of responsibility for taking versus implementing decisions are not in line with common management practice or literature. Access hundreds of thousands of answers with a free trial.

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Chapter 5 : Difference between Management and Administration

In basic terms, administration and management differ as 'general' and 'particular,' with the former properly understood as 'organization and maintenance of a human institution' and the latter as.

Difference Between Management and Administration! Before we proceed further to analyze the nature of management, it is desirable to resolve the terminological conflict between management and administration as there is often a terminological conflict between the two. Some authors suggest that there is no fundamental difference between management and administration, whatever difference between the two exists, it exists only in terms of their usage in different walks of life. Other authors suggest that these two terms are different and involve different sets of activities. Therefore, resolution of this conflict is necessary. At the initial level of development of management thought, no distinction was made between management and administration and both the terms were used interchangeably. In , the terminological conflict between the two terms was raised by Oliver Sheldon in his book. After that, this distinction between the two terms was emphasized by many and the terminological conflict proceeded further. Various views expressed in this regard have led to the emergence of three approaches: Administration is above management, 2. Administration is a part of management, and 3. Management and administration are same. Administration is Above Management: According to many classical thinkers, administration is above management so far as different functions in the organization are concerned. They perceive that both administration and management activities are different though both of them may be performed by a single individual in an organization. The general view is that administration relates to policy formulation and management relates to policy execution and these two activities are not the same. For example, Spriegal states that: The basic approach of these authors is that administration determines the basic framework of the organisation within which the managerial functions are undertaken. Since, these sets of functions are different, different types of persons with different sets of qualities are required. The classical authors on management appear to be influenced by the fact that the administrative process in non-business activities was well developed as compared to management. The most of the early contributors to management thought studied managerial process in the business organizations comparatively at lower levels whose primary responsibility was to execute what was decided by higher-level management. Therefore, they could perceive the functions of management as limited to lower levels only. The only exception came from Henry Fayol who studied the entire management functions and never distinguished between management and administration. Administration is a Part of Management: There is another school of thought which treats management as more comprehensive function which includes administration also. For example, Brech has viewed management and administration in the following way: It is a social process entailing responsibility for the effective and the economical planning and regulation of the operation of an enterprise, in the fulfillment of a given purpose or task. Administration is that 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. From this point of view, administration is concerned with day-to-day function and is part of management. According to this approach, the previous analysis, that is, administration is above management, stands completely reversed. Management and Administration are same: Both involve the same functions, principles, and objectives. We are no longer confronted with several administrative sciences but with one which can be applied equally well to public and private affairs. For example, McFarland, who made distinction between management and administration in an earlier edition of his book, revised his stand his viewed that it is difficult to make distinction between management and administration; both are similar to each other. Thus, management and administration are synonymous; the difference between the two terms lies mostly in their usage in different countries or different fields of human organizations. For example, Lepawsky has made observations that: The British conception seems to be the general European usage in which management is given a broader meaning than administration.

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In American usage, administration includes management and organizations. The distinction between the two terms may be drawn by analysing the origin of the word administration. Its origin is found in the bureaucratic structure of government or in regulation of some laws. The government often uses the word administrator, instead of manager, to handle and manage its affairs. In law also, administrators are appointed to look after the estate of a deceased person. While handling the government affairs, administrators are to execute the broad policies laid down by the government, though they may also participate in policy formulation. Similarly, the estate administrators keep intact the property and manage the estate according to some specific mandates of law. On the other hand, management is normally used in business sphere. However, whether administration is used in non-business fields and management is used in business field does not make a fundamental distinction between the two because of similarity of the process involved in these. In fact, even this distinction is also disappearing. Similarly, many institutions offering management courses offer M. Thus, in practice, the difference between the two is disappearing fast. The basic point of controversy between management and administration lies in the terms of coverage of activities. The controversy arises because people call the various level management functions differently. Some call the formulation function as administration, others call it management. It may be suggested that two sets of people may not be required to perform two sets of management functions. Everyone performs all managerial functions; only relative importance of these functions varies. The content of policy formulation is higher at higher levels; it is lower at lower levels while execution is otherwise. Therefore, it becomes unimportant whether policy formulation function is known as administration or management. This is the reason why most of the contemporary authors try to avoid this age-old controversy.

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Chapter 6 : Similarities And Differences Between Management And Leadership

Similarities between Management and Administration: Authors like Chester Bernard, George R. Terry, Koontz and O'Donnell etc. do not distinguish between 'management' and 'administration'. According to them, two terms are the same.

Difference between Management and Administration Article shared by: Read this article to learn about the differences between Management and Administration! A terminological conflict among management thinkers has been observed between management and administration. Broadly, there are two types of views expressed by different schools of thought. First, management and administration are synonymous and there is no fundamental difference between the two. Second, there exists difference between these two terms because both represent different activities. Let us examine these two views one by one.

Management and Administration are the same: According to the first view, including the management thinkers like Peter Drucker , Henri Fayol , and William H. Newman , there is no difference between the two terms management and administration. Both the terms are synonymous and are used interchangeably. According to William H. All must observe the same general principles.

Management and Administration are the Two Distinct Terms: According to the second view consisting of eminent management thinkers like Oliver Sheldon, William R. Milward and others, both management and administration are two distinct terms. According to them, administration is a broader concept than management. It is a top-level function which centers round the determination of policies and objectives of the business. Thus, administration is a thinking function. Management, on the other hand, is a lower level function which involves the execution of policies and directing the function to accomplish the objectives set by the administration. In this way, management is a doing function. In fact, the distinction so drawn between management and administration is superfluous and thus, meaningless. As Henri Fayol opined, the two terms observe the same general principles and function and, hence, are used interchangeably. In an attempt to solve the terminological problem, management is categorized into administrative management and operative management. Administrative management is top-level management in-charge of planning function. Operative management is middle and lower level management responsible for execution of plans. These two functions can also be depicted in the following Figure

Based on above, management and administration can now be differentiated in a more orderly manner as follows:

Distinction between Management and Administration: Administration is mainly concerned with policy making and objective setting. These functions are largely of legislative nature. It is a top-level management. It needs more administrative and less technical ability. It is a thinking function. Management is concerned with the implementation of policy determined by the administration. These functions are mainly of executive nature. It is a lower-level management. It requires more technical and less administrative ability. It is a doing function. In practice, more especially in micro and small enterprises, the manager, or say, the owner plans as well as executes the plans. Two separate sets of people are hardly required to perform the two functions-administration and management in micro and small enterprises. Instead, both functions are performed by the same set of people called entrepreneurs. It may be possible that sometimes more time is spent on one function and less on another and vice versa. In a way, administration and management are the two sides of the same coin. As such, it is not desirable to separate them from the coin.

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Chapter 7 : Difference between Management and Administration | Management vs Administration

The analysis also compares one accelerated filer and one non-accelerated filer to understand difference and similarities between different sized companies in the initial SOX compliance and implementation phase (documentation, risk analysis, gap identification & remediation and testing).

As you explore the field of public administration, you may find the terms, public management and public administration used interchangeably. Nevertheless, are these terms interchangeable? Is there enough difference to make it a consideration in choosing your field of study in preparation for public administration jobs? Public works administration is also defined as both a field of study and profession. According to some definitions, public management looks closely at the implementation of policies, procedures, and actions of administration in light of management in private and non-profit sectors. Public works administration traditionally has been connected to government offices or public service. Administration is most often concerned with determining goals, objectives, and purpose while management functions to achieve the goals set by the administration. In an effort to overhaul government administration there have been efforts to blend these two aspects supporting the use of both administration and management interchangeably. This new administration explains the conflict or confusion sometimes experienced in clearly defining public works administration today. Public administration jobs may include aspects of both administration and management. The flexibility of study involved Masters in Public Administration gives you the background, knowledge, and versatility to handle this challenging field. While this diversity within studies for masters in public administration make it difficult to differentiate between administration and management, it also embraces techniques, theories, and planning from private management that places an emphasis on relationships between organizations, as well as relationships among those assigned the task of meeting the goals and objectives of various public service programs. Is this new public management or simply an evolution in growth necessary to adapt new technology and techniques to accomplish goals set by administration? The answer may depend on the organization in which you are involved. A closer look at administration and management reveals various degrees of difference:

Determines policy, procedures, goals and objectives
Management: Carries follows or carries out the policy, procedures, goals, and objectives set by administration. Is usually a top-level authority
Administration: Is usually a middle-level authority
Administration: Has long been connected with government office, military organization, or educational organization. Has long been connected with business enterprises in the private or non-profit sectors. Has been traditionally seen as making decisions based on politics, public opinion, or government policies
Management: Has been traditionally seen as making decisions based on personal values, opinions of managers, or the value to the bottom line profits. Handles the business of the organization. Handles the relationships among employees. No doubt, administration and management will be used interchangeably in some situations. You may even find yourself in a unique position to shape those definitions for local community, state, or national organizations. Any public service venture does require components of both administration and management to accomplish their mission. Public service organizations and non-profit groups as well as private businesses will continue to join forces. The most important point to remember is to not get so concerned over agreeing on an exact definition that you lose track of the goals the platform that public service has to offer that can make a real difference in your communities. Find Your Real Degree Use the degree finder to select and view the real degree that is right for you.

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Chapter 8 : Difference Between Management and Administration (with Comparison Chart) - Key Differences

Relationship of Public Administration and Public Management. Jake A Paredes Relationship between Public Administration and Public Management After reading the bulk of files downloaded from the internet about Public Administration and Public Management, I tried to analyzed their respective definitions and I realized that these two contexts have similarities and differences with each other.

Profit oriented Definition of Public Administration Public Administration is a field of study that is concerned with the systematic application of public policies and programmes formulated by the state. It relates to the administrative functions carried out by the government. It focuses on providing services to the general public, to ensure a good and safe life to people. It is both a discipline as well as an activity. While as a discipline, it covers all the subjects, i. As an activity, it performs services like welfare services, social security services, management of government undertaking, regulation of private enterprises, and so on. In short, public administration is a non-political public bureaucracy that operates within a legal framework. It deals with the objectives of the government, the public interest and laws. All the branches of the government, i. It works on the principles of uniformity, external financial control and service motive.

Definition of Private Administration Private Administration is defined as management and organisation of private business enterprises. It is an administrative function carried out by the private individuals or a group, to earn a profit. It is a business activity which is non-political in nature. It involves an array of activities like planning, organising, controlling, coordinating and implementation of policies and programs, performed by the management of the organisation. It works for the economic benefit of the organisation, taking into account the interest of employees and clients or partners as well of the concerned organisation.

Key Differences Between Public and Private Administration The important points of difference between public and private administration are given below: The systematic and well-planned management of the affairs of the state to achieve the purposes established by the government is known as Public Administration. Public Administration is a political process. On the other hand, the private administration is a business activity. Public administration takes place in governmental setup, whereas private administration operates in the structure other than the governmental setup. Public administration follows a bureaucratic approach, while the private administration has an egalitarian approach. Decision making in public administration is pluralistic, but in private administration, there is monopolistic decisions are taken. In public administration, the revenue is generated from taxes, fees, duties, penalties and other dues paid by the general public. As opposed to private administration, where profits from operating activities are the major source of revenue. When it comes to accountability, public officials are accountable to the general public. Unlike, private administration where the employees are accountable to the owners. Public administration is welfare oriented; it works with service motive. Conversely, the private administration is profit oriented.

Conclusion Public administration runs in a governmental setting, and that is why it is also known as government administration. On the contrary, the private administration is a business process, hence considered as business administration. Both of them play a crucial role in contributing towards the development of the society in different ways. Moreover, the measurement of performance, progress and results thereof, can be done using different methods.

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Chapter 9 : Difference Between Public and Private Administration (with Comparison chart) - Key Differences

discuss the similarities and differences of public and private administration.

He or she ensures that everyone knows how to claim expenses, get supplies and follow other office systems and protocols. Other duties include ordering stationery and making sure that maintenance is carried out on office equipment. They keep track of invoices, purchase orders and receipts and maintains the condition of the office. Frequently, the office administrator also acts as the personal assistant to the head of department.

Manager Responsibilities The office manager is responsible for developing and implementing new administration systems, such as record management, and for reviewing and updating health and safety policies. He or she is likely to have a team of staff. They often manage, for example, the reception area, mail room and security personnel. Their role includes recruitment, training and induction of new staff and ensuring adequate cover at all times, using agencies for temporary staff when needed. Managing the booking of meeting rooms and availability of audio-visual equipment is also among their duties. As their job involves looking after the whole office, their budget is significantly larger than that of the office administrator. They may also have to write reports for senior management and deliver presentations on office efficiency. Office manager the the top of the office support staff , he guides, share and participate the office policies. Authors like Chester Bernard, George R. According to them, two terms are the same. The difference is not in their meaning, but in their application. Administration and management are not performed by different people. Both administration and management are performed by managers at all levels – top, middle and low. While managers at the top perform more of administration, those at lower level perform more of management. In fact, management can be administrative management that deals with laying down policies and operative management that deals with execution of policies. Both administration and management involve the basic functions of planning, organising and controlling. The difference lies in their application rather than meaning. Thus, different sets of people do not perform different sets of functions. However, the relative importance of these functions varies at different levels. While policy formulation is done at higher levels, execution is done at lower levels. It is not really material whether policy formulation or execution is called administration or management.

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