Definition of Management and Difference Between Management and Administration

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Meaning and Definition of Management

Management is the process of **planning, organizing, directing, and controlling** the efforts of people and the use of resources to achieve specific organizational goals efficiently and effectively. It involves coordinating human and material resources to produce desired results.

In simple terms, management is about **getting things done through others** in a systematic and organized way.

Definitions by Experts

1. **Harold Koontz:**
   "Management is the art of getting things done through and with people in formally organized groups."
2. **George R. Terry:**
   "Management is a distinct process consisting of planning, organizing, actuating, and controlling, performed to determine and accomplish the objectives by the use of people and resources."
3. **Henry Fayol:**
   "To manage is to forecast and plan, to organize, to command, to coordinate and to control."

Nature of Management

1. **Goal-Oriented Process:**
   Management always aims to achieve organizational objectives efficiently.
2. **Universal Activity:**
   Management principles apply to all types of organizations — business, government, or non-profit.
3. **Continuous Process:**
   Management is an ongoing activity that continues as long as the organization exists.
4. **Group Activity:**
   It involves working with and through people; hence, it is a social process.
5. **Dynamic and Flexible:**
   Management adapts to changes in business environment, technology, and market trends.

Meaning of Administration

Administration refers to the process of **formulating policies, setting objectives, and making major decisions** for the organization. It deals with determining what is to be done and what goals are to be achieved.

Administration focuses on the **overall direction and control** of the organization, whereas management focuses on **implementing those policies and plans** through proper execution.

Difference Between Management and Administration

Basis of Difference	Management	Administration
1. Meaning	Management is concerned with executing the plans and policies to achieve organizational goals.	Administration is concerned with determining the policies and objectives of an organization.
2. Nature	It is an **executive function** that implements policies.	It is a **decisive function** that frames policies and objectives.
3. Level of Authority	Operates mainly at **middle and lower levels** of an organization.	Operates mainly at the **top level** of an organization.
4. Functions	Involves planning, organizing, directing, and controlling day-to-day activities.	Involves policy-making, goal-setting, and overall supervision.
5. Scope	Narrow — limited to managing and executing work.	Wider — includes management within its scope.
6. Skills Required	Requires **technical and human skills** to manage operations.	Requires **conceptual and decision-making skills** for policy formulation.
7. Focus	Focuses on **managing people and work** efficiently.	Focuses on **policy formation and overall organizational control.**
8. Example	A factory manager implementing production schedules.	The board of directors deciding company policies.

Relationship Between Management and Administration

- Management and administration are **closely related and interdependent**.
- Administration **sets the plans and objectives**, while management **implements them**.
- In small organizations, the same group of people may perform both administrative and managerial functions.
- Both are essential for the success and smooth functioning of an organization.

Conclusion

In conclusion, **management** is primarily concerned with **execution**, while **administration** is concerned with **formulation of policies and overall direction**. Both are equally important — administration provides the framework, and management ensures effective implementation within that framework. Together, they contribute to the **efficient and successful functioning of an organization.**