

Management and Administration

A group of persons, who are employees of the organization is collectively known as management. On the other hand, administration represents the owners of the organisation.

Management is defined as an art of managing people and their work for achieving a common goal by using the organizations resources.

Administration is a systematic process of administering the management of a business organization or any non-profit organization.

Differences between Management & Administration

Basis of Difference	Management	Administration
1. Nature of work	Management is an operational function of the organization. It executes the plans and policies.	Administration is the decision making function. It formulates the plans and policies.
2. Level of Management	It is a ^{middle & lower} top level management.	It is a ^{top} middle or lower level management.

3. Scope	It is used in profit making organisations.	It is mostly used in government and military offices, schools, clubs, hospitals & all non profit organisations.
4. Functions performed	Executing and governing.	Legislative & determinative
5. Effect on the working	Managerial function is effected by the internal forces, like the objectives and policies of an organisation.	Administrative function is effected by internal as well as external forces like government policies and public opinion.
6. Determination of Boundaries	Management performs within the boundaries laid down by administration.	Administration lays down the boundaries and limits for the management.
7. Relationship	Management is the employee of the organisation.	Administration is the owner of the organisation.
8. Form of consideration	Managers get salary or commission.	Administrators are earn profit.

9. Administrative and Technical ability

Management requires technical as well as administrative skill.

Administration needs administrative skill rather than technical skill

10. Examples.

Collector, Commissioner, Vice-Chancellor, Registrar, Minister, Chief-justice, etc. are the example of administrators.

Examples of management are General Manager, Managing Director, Finance Manager, etc.

Theoretically, both the terms are different but in practical both are more or less similar. The managers who are working on the top-most level are the part of administration whereas managers working on the middle or lower level represents management. So, we can say that administration is above management.