



SNS COLLEGE OF TECHNOLOGY
(An Autonomous Institution)
Coimbatore -35.



19MEE312

**PRINCIPLES
OF
MANAGEMENT**



UNIT I

OVERVIEW OF MANAGEMENT

Difference between Management and Administration

Basis	Management	Administration
Meaning	Management encompasses the process of strategically planning, organizing resources, coordinating efforts, directing activities, and maintaining control within an organization to achieve its intended goals and objectives.	Administration involves overseeing an organisation's day-to-day operations, ensuring they run smoothly by implementing policies and decisions set by management.
Focus	Management is primarily concerned with planning, organizing, directing, and controlling resources to achieve organizational goals.	Administration focuses on establishing policies, guidelines, and procedures to ensure the smooth operation of the organization.
Scope	Management is a broader term that encompasses various functions such as planning, organizing, staffing, leading,	Administration is a narrower term, often associated with the implementation of policies,



Basis	Management	Administration
	and controlling.	rules, and regulations set by the management.
Key Person	Manager is the key person in the case of management.	Administrator is the key person in the case of administration.
Decision-Making	Managers make strategic decisions related to setting goals, formulating plans, and allocating resources.	Administrators make decisions related to implementing policies, procedures, and guidelines set by the management.
Nature	It is more dynamic, action-oriented, and focused on achieving objectives through efficient resource utilization.	It is more concerned with establishing a stable framework, ensuring adherence to rules, and maintaining order within the organisation.
Time Horizon	Managers focus on both short-term and long-term goals, with an emphasis on adapting to changing circumstances.	Administrators tend to have a longer-term perspective, aiming to establish enduring structures and processes.
Function	Management involves guiding, directing, and leading	Administration involves establishing policies, rules,



Basis	Management	Administration
	employees toward achieving organizational goals.	and regulations that guide the actions of employees and ensure organisational efficiency.
Role	The role of management is executive in nature.	The role of administration is decisive in nature.