



SNS COLLEGE OF TECHNOLOGY

Coimbatore-35
An Autonomous Institution



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Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF BIOMEDICAL ENGINEERING

19MEE312 - Principles of Management IV YEAR/ VII SEMESTER

Unit 1 : INTRODUCTION TO MANAGEMENT



INTRODUCTION TO MANAGEMENT



- Management: Definition
- Evolution of Management Studies
- Nature, Functions
- Levels and role of management
- Basic Principles and Process of Management
- Management vs. Administration
- Taylor & Fayol's contribution to Management
- Role of Managers
- Current trends and issues in Management



Management vs. Administration



- Simply put, **management** can be understood as the skill of getting the work done from others.
- It is not exactly same as **administration**, which alludes to a process of effectively administering the entire organization.
- The most important point that differs management from the administration is that the former is concerned with directing or guiding the operations of the organization, whereas the latter stresses on laying down the policies and establishing the objectives of the organization.



- Broadly speaking, management takes into account the directing and controlling functions of the organization, whereas administration is related to planning and organizing function.
- With the passage of time, the distinction between these two terms is getting blurred, as management includes planning, policy formulation, and implementation as well, thus covering the functions of administration. In this article, you will find all the substantial differences between management and administration.



Objectives



Management

- Stated as broad strategic aims

Administration

- Stated in general terms and reviewed or changed infrequently



Success Criteria



Management

- Performance mostly measurable

Administration

- Mistake avoiding
- Performance difficult to measure



Ressource Use

Management

- Primary task

Administration

- Secondary task



Decision Making



Management

- Many decisions
- Decisions affect few
- Decisions must be made quickly

Administration

- Few decisions
- Decisions affect many
- Decisions take time to be made



BASIS FOR COMPARISON	MANAGEMENT	ADMINISTRATION
Meaning	An organized way of managing people and things of a business organization is called the Management.	The process of administering an organization by a group of people is known as the Administration.
Authority	Middle and Lower Level	Top level
Role	Executive	Decisive
Concerned with	Policy Implementation	Policy Formulation
Area of operation	It works under administration.	It has full control over the activities of the organization.
Applicable to	Profit making organizations, i.e. business organizations.	Government offices, military, clubs, business enterprises, hospitals, religious and educational organizations.



Decides	Who will do the work? And How will it be done?	What should be done? And When is should be done?
Work	Putting plans and policies into actions.	Formulation of plans, framing policies and setting objectives
Focus on	Managing work	Making best possible allocation of limited resources.
Key person	Manager	Administrator
Represents	Employees, who work for remuneration	Owners, who get a return on the capital invested by them.
Function	Executive and Governing	Legislative and Determinative



Thank You!