



SNS COLLEGE OF TECHNOLOGY

**Coimbatore-35
An Autonomous Institution**



Accredited by NBA – AICTE and Accredited by NAAC – UGC with ‘A+’ Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF MCA

23CAT604 – PRINCIPLES OF MANAGEMENT

I YEAR II SEM

UNIT 1 – INTRODUCTION TO MANAGEMENT

TOPIC 2 – Basic principles & process of management/

Difference between management & Administration



Principles of management

Management as “the art of getting things done through the efforts of other people.”

The **principles of management**, are the means by which you actually manage, that is, get things done through others—individually, in groups, or in organizations.





Principles of Management

This is a seven stage process. The stages in this process are Principles Of Management.





Features of Principles of Management

Principles of Management are Universal

- ✓ Management principles are applicable to all kinds of organizations - business & non business.

Principles of Management are Flexible

- ✓ Management principles are dynamic guidelines and not static rules.

Principles of Management have a Cause & Effect Relationship

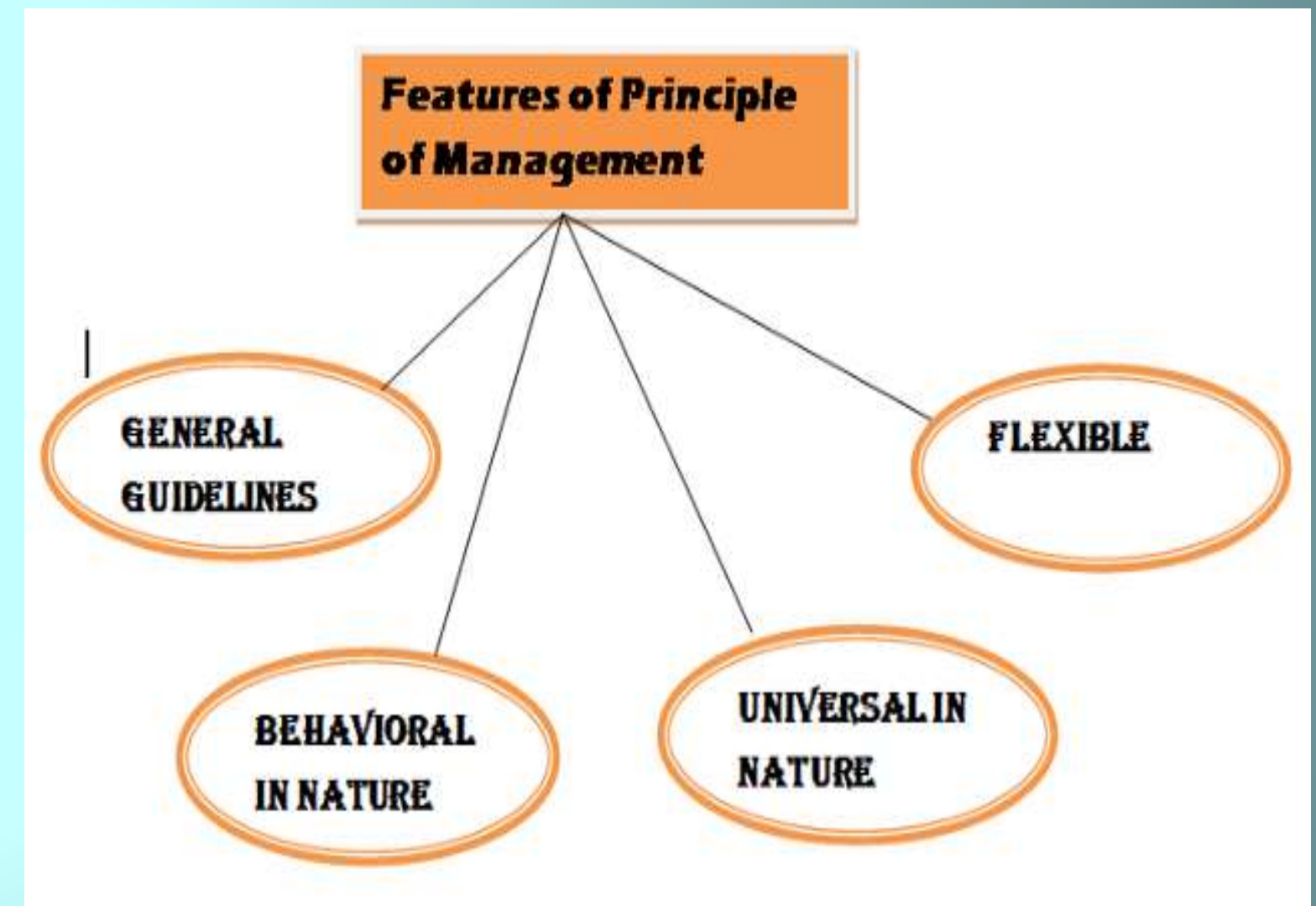
- ✓ Principles of management indicate cause and effect relationship between related variables.

Principles of Management - Aims at Influencing Human Behavior

- ✓ Management is concerned with integrating efforts and harmonizing them towards a goal.

Principles of Management are of Equal Importance

- ✓ No particular principle has greater importance than the other.





PROCESS OF MANAGEMENT



Management process is a process of setting goals, **planning** and/or **controlling** the **organizing** and **leading** the execution of any type of activity, such as:

a project (**project management process**) or

a process (**process management process**, sometimes referred to as the process **performance measurement and management system**).





The Management Process





Features of Management Process



1. **Social Process-** success of all organizational efforts depends upon the willing co-operation of people
2. **Continuous Process-** The process of management is on-going and continuous. Managers continuously take up one or the other function
3. **Universal-** Management functions are universal in the sense that a manager has to perform them irrespective of the size and nature of the organization.
4. **Iterative-** Managerial functions are contained within each other the performance of the next function does not start only when the earlier function is finished.
example, planning, organizing, directing and controlling may occur within staffing function. Similarly, organizing may require planning
5. **Composite-** All managerial functions are composite and integrated.





ASSESSMENT - I

1. Principles of management are _____

- A. Universal
- B. Flexible
- C. Process
- D. (A) And (b)

2. Define Process of management.

3. **Management process** is a process of _____





MANAGEMENT VS ADMINISTRATION

Management is defined as an act of managing people and their work, for achieving a common goal by using the organization's resources.



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.





COMPARISON CHART

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.



BASIS FOR COMPARISON	MANAGEMENT	ADMINISTRATION
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.



BASIS FOR COMPARISON	MANAGEMENT	ADMINISTRATION
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



ASSESSMENT-II

1. The administration is a _____ process.
2. The management authorities are _____.
3. Any two difference between Management & Administration.
4. Write the two functional area's of Administration.





References



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