

## 1.8 MANAGEMENT AND ADMINISTRATION

The term administration and management are used synonymously. Some writers urge that running of a business requires skills, which is known as management, and functioning of government departments and non-profit institutions requiring skill is known as administration. Various views expressed by thinkers of management led to the emergence of three approaches:

- (1) Administration is above management.
- (2) Administration is a part of management.
- (3) Management and administration are same.

According to classical thinkers, Administration is above management so far as different in the organization are concerned. According to Spreigal, "Administration is that phase of business enterprise that concerns itself with the overall determination of institutional objectives and the policies necessary to be followed in achieving those objectives. Management on the other hand is an executive function which is primarily concerned with carrying of broad policies laid down by the administration". This implies that administration deals with establishing objectives and policies and is done by the top level whereas management is the execution of these policies by the middle and lower organizational level. Table 1.4 shows the distinction between administration and management.

Sin usar el diccionario, une estas palabras del extracto a sus significados más apropiados en este contexto.

running	alcanzar
functioning	enfoques
approaches	conducción
achieving	funcionamiento
carrying	manejo/dirección