

1 1.8 MANAGEMENT AND ADMINISTRATION

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

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

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

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

running
funtioning
approaches
achieving
carrying

alcanzar
enfoques
conducción
funcionamiento
manejo/dirección