

# **Maulana Mazharul Haque**

## **Arabic and Persian University**

**Topic:- Meaning of Educational Management**

**Course:- Education**

**Paper:- 304**

**Semester:- III**

**By:- Owais Sir**

# What is Administration?

- Administration means overall determination of policies, setting of major objectives, the identification of general purposes and laying down of programmes and projects (Haimann)
- Administration means guidance, leadership & control of the efforts of the groups towards some common goals (Newman)
- It refers to the activities of higher level. It lays down basic principles of the enterprise

# What is Management?

- According to Henri Fayor, “to manage is to forecast and plan, to coordinate, and control”
- Van Fleet and Peterson define Management is “a set of activities directed at the efficient utilization of resources in pursuit of one or more goal”
- it is an art of getting things done through & with the people in formally organized groups.

# Differences Between Management and Administration

- Management works with and through people to accomplish organizational goals, administration is [more] concerned with directing and controlling.
- Administration establishes policies that guide decision making, laws and regulations. Management implements the of Laws and Regulations.

## On the basis of Function

| Basis   | Management   | Administration   |
|---------|--|--|
| Meaning | Management is an art of getting things done through others by directing their efforts towards achievement of pre-determined goals. | It is concerned with formulation of broad objectives, plans & policies.                  |
| Nature  | Management is an executing function. Managers get things done under supervision.   | Administration is a decision-making function. Plans and policies are determined under it |



## On the basis of function...

|         |  |  |
|---------|--|--|
| Process | Management decides who should what & how should he should do it. | Administration decides what is to be done & when it is to be done. |
| Skills  | Technical and Human skills                                       | Conceptual and Human skills  |
| Level   | Middle & lower level function                                    | Top level function   |

## On the Basis of Usage

| <b>Basis</b>  | <b>Management</b>  | <b>Administration</b>   |
|---------------|--|---|
| Applicability | It is applicable to business firms   | It is applicable to non-business firms  |
| Influence     | The decisions are influenced by the values, beliefs & decisions of the managers. | It is influenced by public opinion, govt. policies, customs etc.              |
| Status        | Constitutes the employees of the organization who are paid                       | Represents owners of the enterprise who earn profits in the form of dividend. |

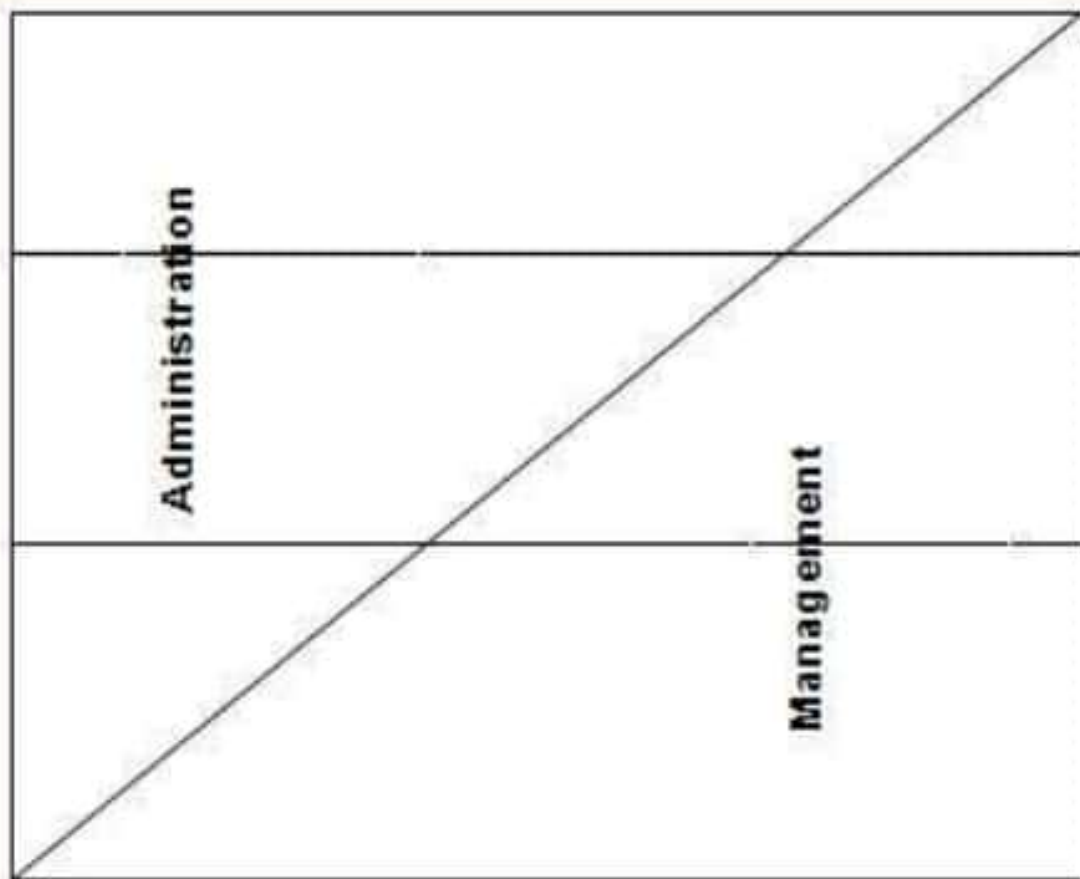
# Similarities Between Management and Administration

- Practically, functions of managers and administrators overlap.

Administrators not only set goals, standards and rules, but direct and control functions of the organization.

Every manager is concerned with both administrative management function and operative management function.





Top Level

Middle Level

Lower Level

## Similarities...

- Management is a subset of administration. They are not separate. Both are concerned with achievement of organizational goals.
- Both Managers and Administrators perform at different levels all management functions (Planning, organizing, directing, controlling, and staffing)

# **Educational Management and Administration**

- Educational Management and Educational Administration are applied fields. They both originate from theories of Organizational and Business Management and Administration
- Therefore we can define educational management and administration based on definitions used in business management and administration.

# Educational Administration

- Educational Administration refers to guidance, leadership and control of the efforts of education institutions or programs towards achievement of educational goals.
- It is higher level authority that determines policies, identifies goals and lays down principles of running an educational institution or project.

# Educational Management

- Educational Management is executive authority of an educational organization that deals with planning, staffing, organizing, directing, and controlling of activities and resources.
- It is an art of working with people and through people in the efforts of achieving predetermined educational goals through efficient utilization of available resources of a school, college, or university.