

**ADMINISTRATION.
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- Introduction - The word Administer is derived from the Latin word 'ad+ministrare' means to care for or to look after people, to manage affairs. Administration is a co-operative effort directed towards the realization of a consciously laid down objectives. The principle aspects of administration are formulation of policy and its implementation for the attainment of the goals.

- ◉ Def - administration is the organization and direction of human and material resources to achieve desired ends.(Piffner & Presthus).
- ◉ Administration has to do with getting things done with the accomplishment of defined objectives (Luther Gullick).

MANAGEMENT

- Management is distinct process consisting of planning, organizing, actualizing activating and controlling, performed to determine and accomplish the objectives by the use of people and resources.

- ◉ **Difference between Management and Administration- Both are used interchangeably.**
- ◉ Administration is the organization and use of resources (3Ms) to accomplish purpose.
- ◉ Distinction is some times made between administration as concerned with matters of broad policy and management as dealing with execution of that policy.

- ◉ Some times administration is used in a restricted sense of dealing with the internal functioning and supporting services of an organization (Personnel and administrative) and management is a organizations primary task.

- ⦿ Administration is the process by which potential of 3Ms are synthesized, mobilized activated and utilized for the achievement of defined goals.
- ⦿ Some authorities say administration is the art of M*, administration is certainly is M*, but something more than M*. Management is usually employed to represent activities with in.

- Administration and Management are considered synonyms. In any enterprise there are two types of functions
- 1. Administrative
- 2. Executive

- ⦿ Administrative functions are entrusted to top level managers or administrators includes planning, organizing, plan for staffing etc.
- ⦿ Executive functions are entrusted to middle level managers or supervisors which includes actual staffing, directing, co-ordinating and controlling (Monitoring).

Public administration -It is the segment of wider field of administration. Administrative activities of the Govt. being the only organization which covers within itself all people. Public Adn. Is defined by some expts as the organization and M* of human and material resources fulfill the objectives laid down by the Govt.

Scope of Administration-

1. Political function - Adn* includes executive legislative relation ship.
2. Legislative function - Preparatory work by the administrative officials and departments in connection with the drawing of the bill to be presented in the assembly.

- ⦿ 3. financial - Budget, accounting, auditing etc.
- ⦿ 4. Defense - Military.
- ⦿ 5. Educational
- ⦿ 6. social admn* - activities concerned with food, housing, health, social security, PF, employment etc.

- ◉ 7. Economic admn* - relating to protection and encouragement, industries and agriculture, securing a stable state economy.
- ◉ 8. Foreign administration
- ◉ 9. Imperial - covers the problems and techniques arising from the rule of one person or nation over another.
- ◉ 10. Local administration