

M.Ed. SEMESTER-IV
Paper; CC14 Education Management, Administration and
Leadership

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Unit-I, chapter-2(d)

Dear students,

Our chapter-2 of Unit-I is going on and we have understood **Meaning of Educational Management, Definition of Educational management, Need and Functions of Educational Management, Characteristics and Scope of Educational Management** and now we will study about **Principles of Educational Management and Difference between Administration and Management.**

Principles of Educational Management

A principle is a generally accepted truth, which is based on experience and the available information. Henri Fayol (1916) listed principles of management with regards to human activities, they were:

- Division of work
- Authority, responsibility and accountability
- Discipline
- Unity of command
- Unity of direction
- Centralization; decentralization
- Scalar chain (the chain of command in an organization)

- Remuneration of personnel
- Subordination of individual

Difference between Administration and Management

The difference between management and administration can be summarized under two categories

- (1) Functions
- (2) Usage / Applicability

ON THE BASIS OF FUNCTIONS

BASIC	MANAGEMENT	ADMINISTRATION
MEANING	Management is an art of getting things done through others by directing their efforts towards achievement of predetermined goals.	It is concerned with formulation of broad objectives, plans and policies.
NATURE	Management is an executive function.	Administration is a decision making function.
PROCESS	Management decides who should do it and how he should do it.	Administration decides what is to be done.
FUNCTION	Management work is doing function because managers get work done under their supervision.	Administration is a thinking function because plans and policies are determined under it.
SKILL	Technical and human skill.	Conceptual and human skill.
LEVEL	Middle and lower level function.	Top level function on the basic usage.

ON THE BASIS OF USAGE/APPLICABILITY

BASIC	MANAGEMENT	ADMINISTRATION
APPLICABILITY	It is applicable to business, concerns profits making organization.	It is applicable to non business, concerns clubs, schools, hospitals etc.
INFLUENCE	The management decisions are influenced by the values, opinions, beliefs and decisions of the managers.	The administration is influenced by public opinion, government policies, religious organizations, customs etc.
STATUS	Management constitutes the employees of the organization who are paid remuneration in the form of salaries.	Administration represents owners of the enterprise, who earn return on their capitals invested and profits in the form of dividend.