

Difference between Fayol and Taylor Theories of Management -

Basis	Henri Fayol	F.W. Taylor
Personality	Fayol was a practitioner.	Taylor was a scientist.
Perspective	Fayol developed the principles from the point of view of the top level of management.	Taylor developed these principles and techniques keeping in mind the lower level.
Unity of Command	Unity of Command is strictly followed.	Unity of Command was not followed and emphasis was given on functional foremanship.
Applicability	Fayol's principles are universally applicable, as they are flexible.	Taylor's technique or principles are applied in specific situations, as they are less flexible.
Basis of formation	Fayol's principles are based on personal experiences.	Taylor's principles or techniques are based on experiments and observation.
Focus	The main focus is given on the overall administration of the organization.	The main focus is given on increasing productivity of employees.
Expression	Fayol's principles are expressed as general theory of administration.	Taylor's techniques are expressed as scientific management.
Human Element	Importance was given to human element in principles, like equity, initiative and stability of tenure.	Less importance was given to human elements, and more importance was given on increasing production.
Emphasis	Emphasis was given on principles and theory of general administration, and on functions of managers.	Emphasis was given on standardization of work and tools.

BASIS FOR COMPARISON	MANAGEMENT	ADMINISTRATION
Meaning	An organized way of managing people and things of a business organization is called Management.	The process of administering an organization by a group of people is known as the Administration.
Authority	Middle and Lower Level	Top level
Role	Executive	Decisive
Concerned with	Policy Implementation	Policy Formulation
Area operation	It works under administration.	It has full control over the activities of the organization.
Applicable to	Profit making	Government offices, military, clubs, business enterprises, hospitals, religious organizations.
Decides	Who will do the work? And How will it be done?	What should be done? And When should be done?
Work	Putting plans and Policies into actions.	Formulation of policies and setting objectives
Focus on	Managing work	Making best possible allocation of limited resources.
Key person	Manager	Administrator
Represents	Employees, who work for remuneration	Owners, who get a return on the capital invested by them.
Function	Executive and Governing	Legislative and Determinative

1.4 DIFFERENCE BETWEEN MANAGEMENT AND ADMINISTRATION

Definition of Management

Management is defined as an act of managing people and their work, for achieving a common goal by using the organization's resources. Planning, organizing, leading, motivating, controlling, coordination and decision making are the major activities performed by the management. Management brings together 5M's of the organization, i.e., Men, Material, Machines, Methods, and Money. It is a result-oriented activity, which focuses on achieving the desired output.

Definition of Administration

The administration is a systematic process of administering the management of a business organization, an educational institution like a school or college, government office or any nonprofit organization. The main function of administration is the formation of plans, policies, and procedures, setting up of goals and objectives, enforcing rules and regulations, etc.