

# **Administration**

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# Contents



1 What is Administration?

2 Administration Defined

3 Who is Administrator?

# Contents



4 How to become an administrator ?

5 Principles of Management and administration

# Contents



6 What does an administrator do?

7 What are administrative skills ?

8 Why are administrative skills important?

# Contents



9 Functions Of Administration

10 Type of Administration

A. Centralized Administration

B. Individual Administration

C. Semi-Centralized Administration

# Contents



11 The job role of an administrator

12 Conclusion

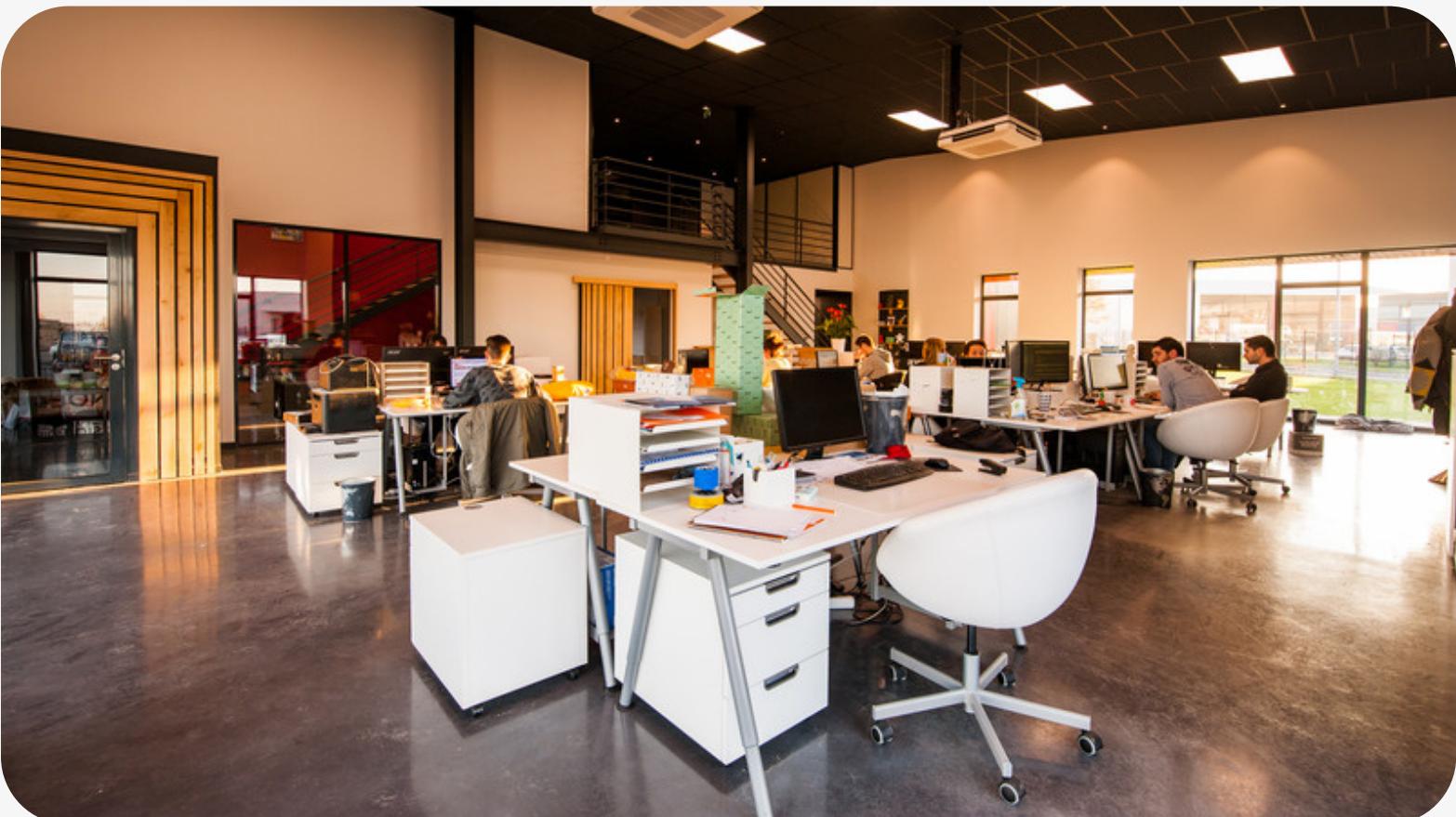
13 References

# What is Administration?

The English word 'administer' is derived from a combination of two Latin words ad and ministrare meaning 'to serve' or 'to manage'. Literally, the term 'administration means management of affairs public or private.

# Administration Defined

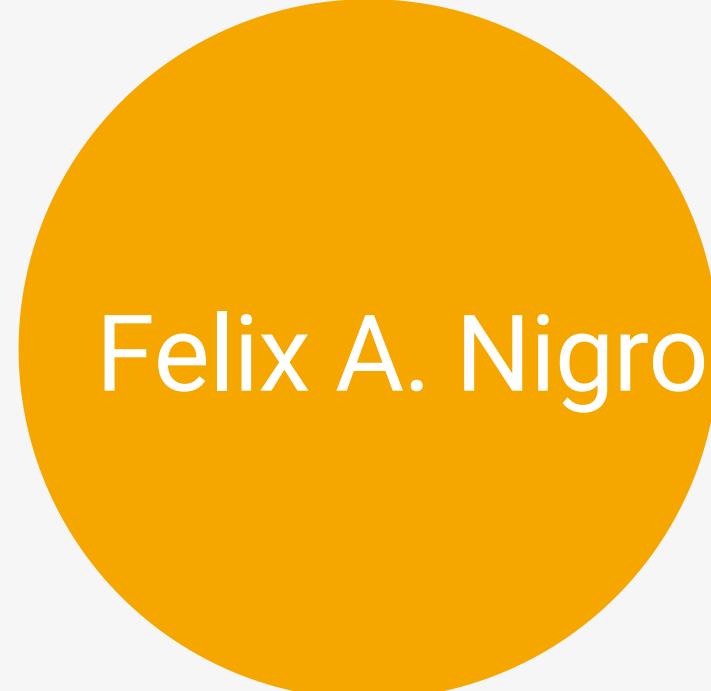
The concept of administration is defined by various writers in the following ways:



1.L.D. White

The art of administration is the direction, co-ordination and control of many persons to achieve some purpose or objective."





Felix A. Nigro

"Administration is the Organisation and use of men and materials to accomplish a purpose."



Herbert A.  
Simon:

"In its broadest sense, administration can be defined as the activities of groups cooperating to accomplish common goals."

# Who is Administrator?



An administrator is a person responsible for carrying out the administration of a business or organization

# How to become an administrator



There are several routes to becoming an administrator. You can gain the qualifications you need by doing a college course or an apprenticeship. If you have relevant experience, you may be able to apply directly to an employer for a job.

# Principles of Management and administration

## 1. Division of Work

According to this principle, the work is divided into different kinds such as technical, financial, commercial, accounting and managerial

It is assigned to employees as per their qualities and capabilities



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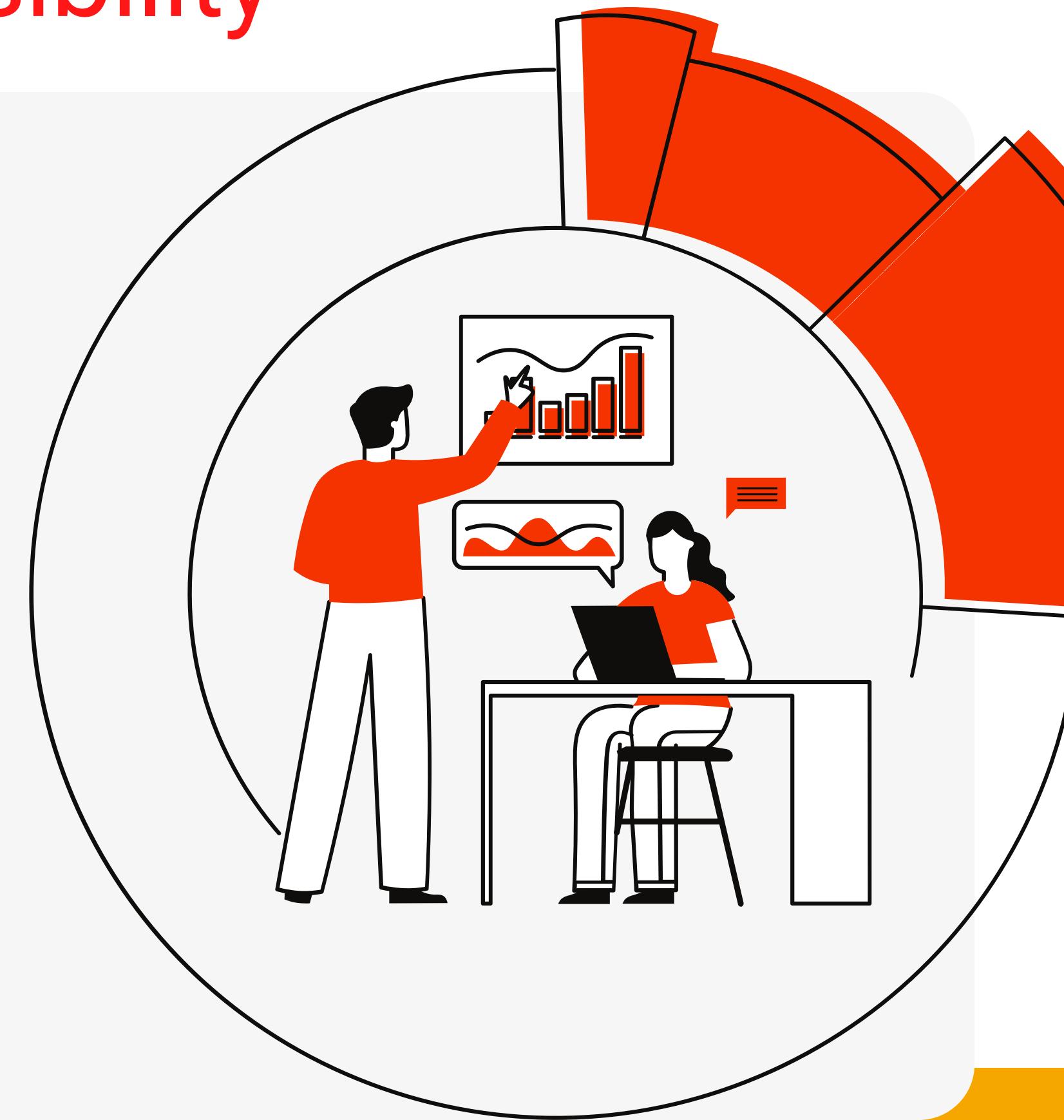
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## 2. Authority and Responsibility

Authority is the right to take decisions, it is

necessary to get the things done appropriately from subordinates



In 2014, Dr Aleksandr Kogan, a psychology professor at Cambridge University, was allegedly paid \$800,000 by CA to develop an application, **thisisyourdigitallife**, to harvest data of Facebook users.

Although the app was downloaded by 270,000 people (**these people granted permission for data collection**), it extracted personal information of each of the users' friends without consent. **Kogan then passed on all the data collected through his app to CA and other companies.**

---



Carole Cadwalladr   
@carolecadwalla

Seguir

Yesterday **@facebook** threatened to sue us.  
Today we publish this.  
Meet the whistleblower blowing the lid off  
Facebook & Cambridge Analytica.



**Revealed: 50 million Facebook profiles harvested for Cambridge Analytica in ...**

Whistleblower describes how firm linked to former Trump adviser Steve Bannon compiled user data to target American voters

[theguardian.com](http://theguardian.com)

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### 3. Discipline

Employee must obey and respect the rules that govern the organisation



## 4. Unity of Command

Each member of organisation  
should receive orders from  
only one supervisor



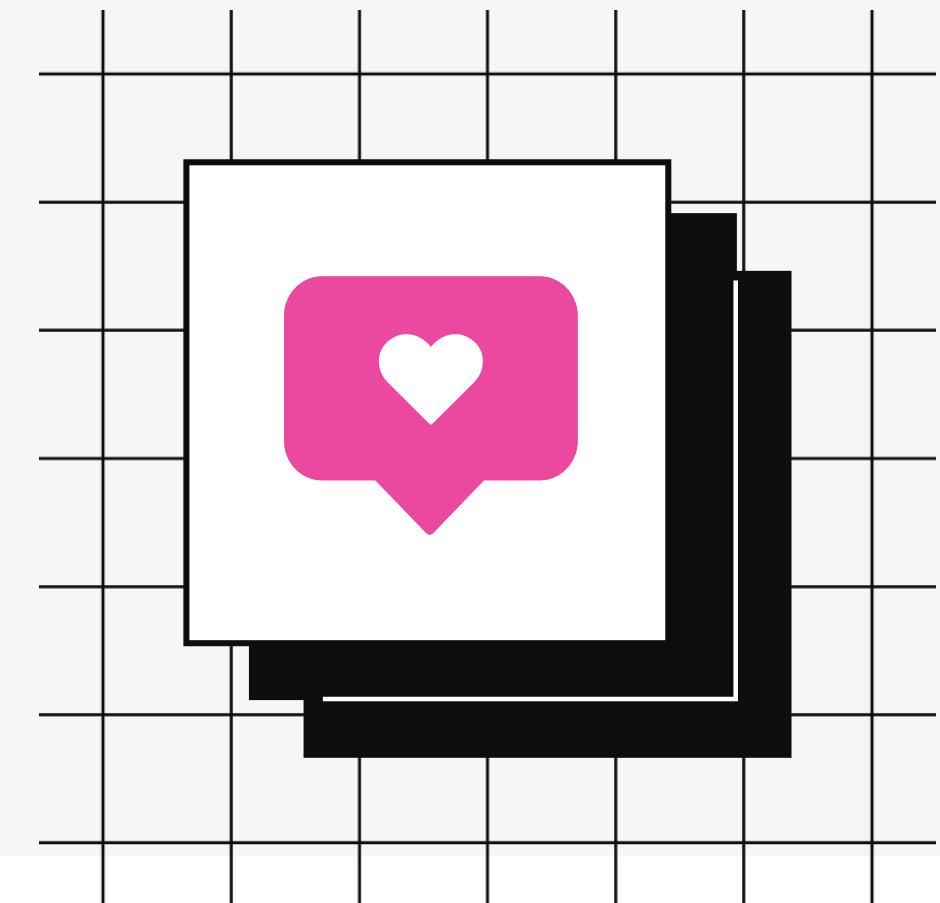
## 5. Unity of Direction

This principle states that there should be one head and one plan in every organization

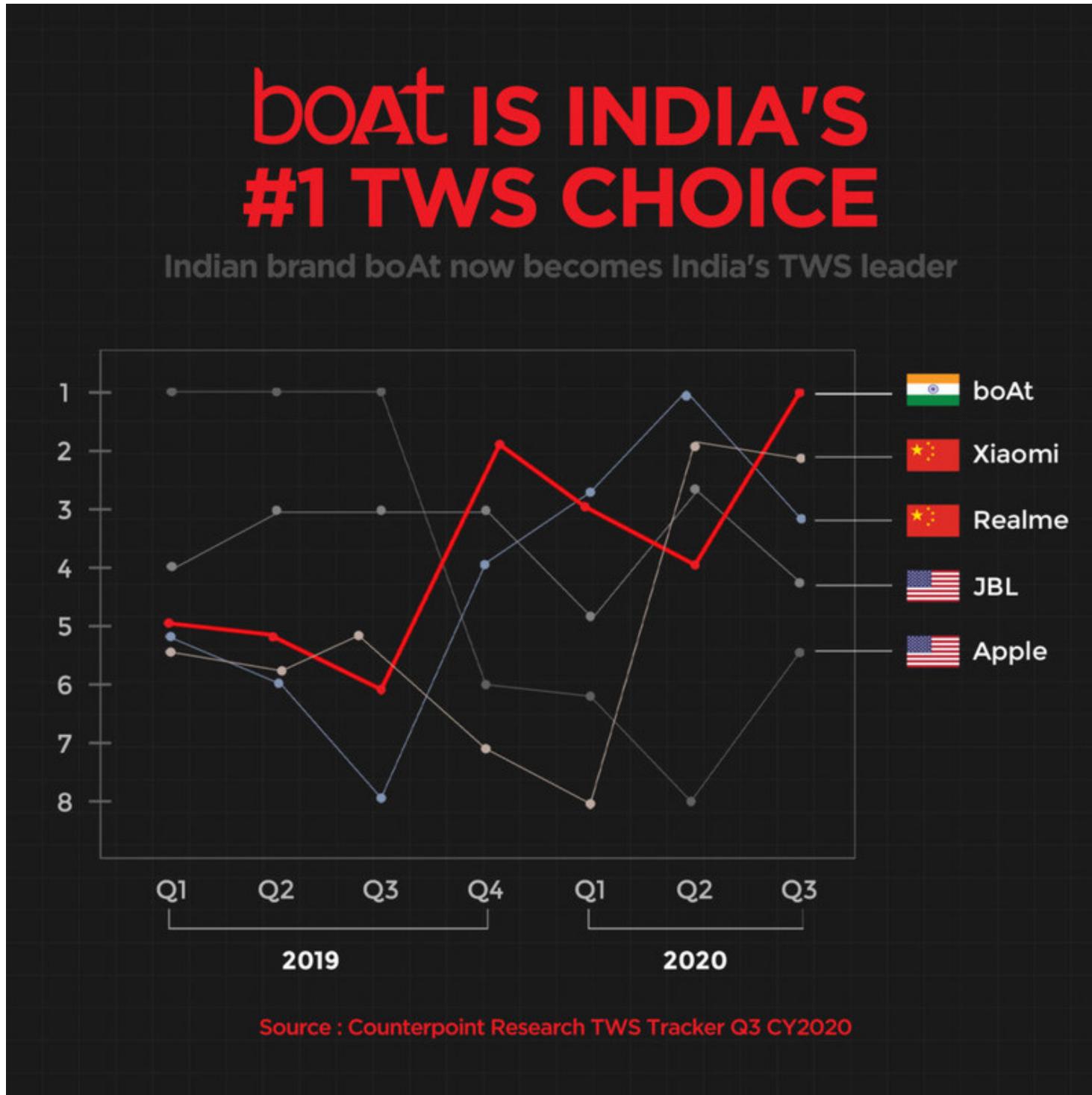


## 6. Subordination of individual interests to the general interest

According to this principle the interest of an individual must be given less importance than the interest of the organization



## 6. Cont.



## 7. The degree of centralization

According to this principle there must be a proper balance between centralization and decentralization in the organisation

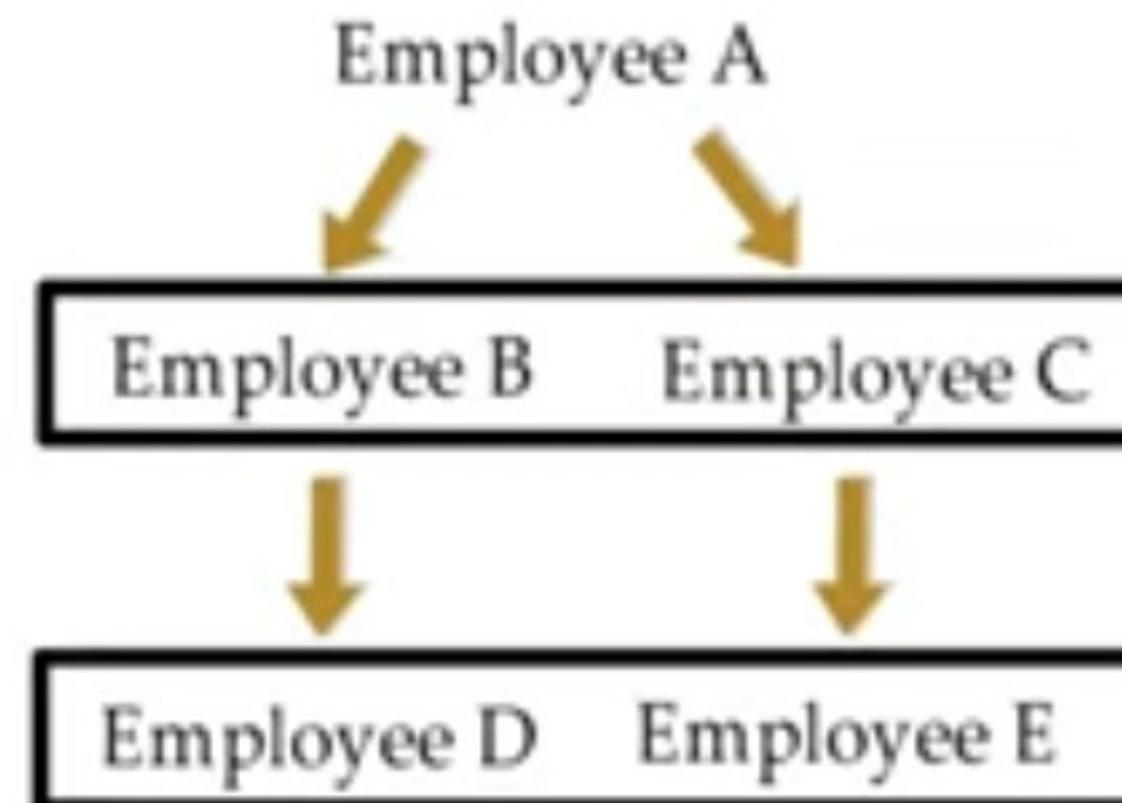
## 8. Remuneration

Employees must be given fair remuneration, wages or salary to keep them satisfied financially as well as retain them for long span of time within the organization

Skills, Expertise, Knowledge, Tenure, cost of living, market trend, profitability of the organisation

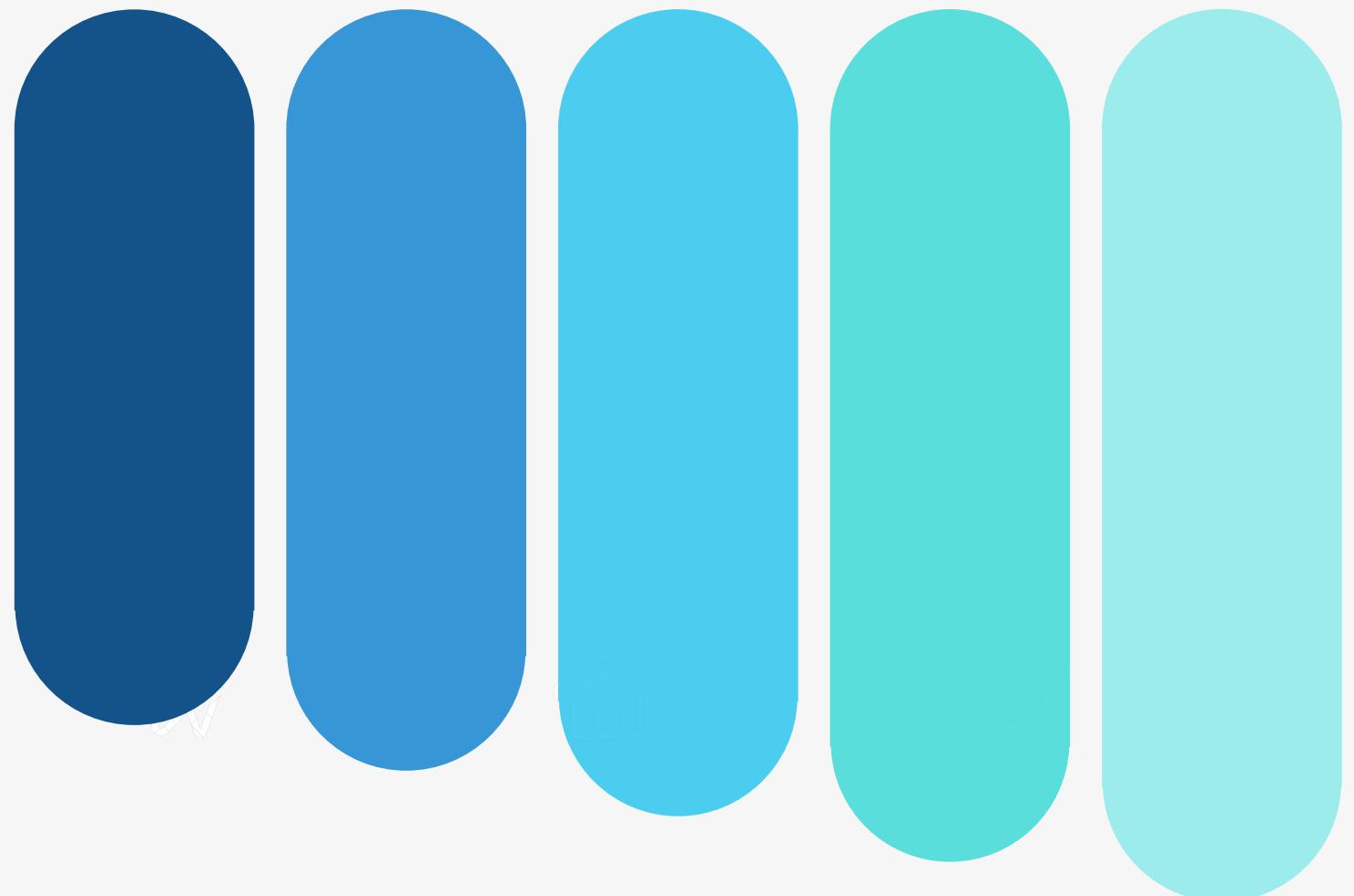
## 9. Line of Authority / Scalar Chain

Scalar chain means the hierarchy of authority from the top level to the lower level for the purpose of communication



## 10. Order

This principle is based on  
A place for everything  
and everything in its  
place



# 11. Equity

Management should be fair  
as well as friendly to the subordinates

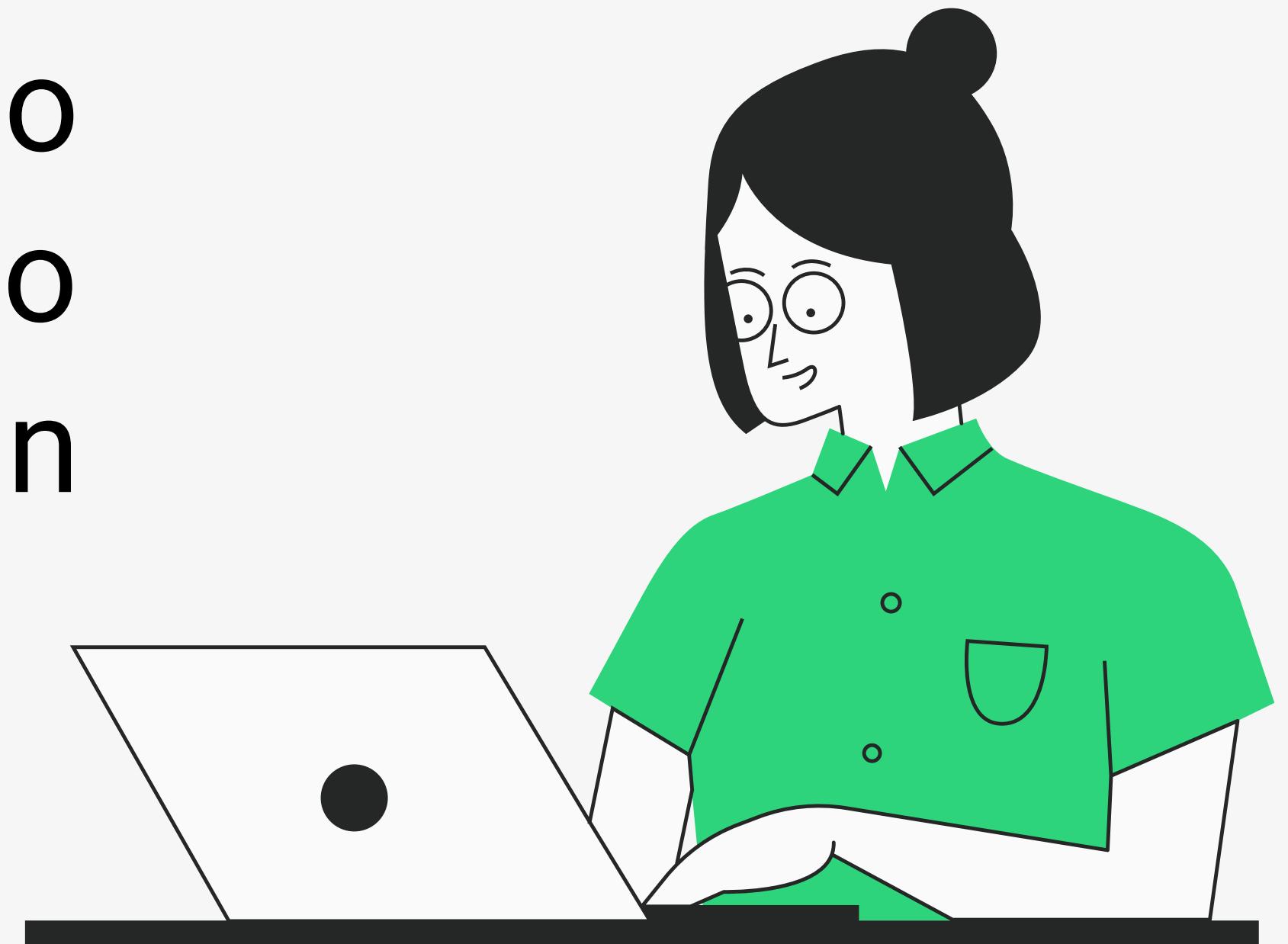


## 12. Stability of Tenure of Personnel

At the time of recruitment of employees, the management should assure them about stability of tenure or job security

# 13. Initiative

Initiative refers to volunteering to do the work in an innovative way.



# Amazon vs Flipkart

**Festive sale clocked \$4.6 billion in GMV; Flipkart emerges as leader with 64% market share: Redseer**

Mobile phones remained a strong category with around Rs 68 crore of mobiles purchased every hour during the period.

PRIYANKA SAHAY | OCTOBER 14, 2021 / 07:24 PM IST

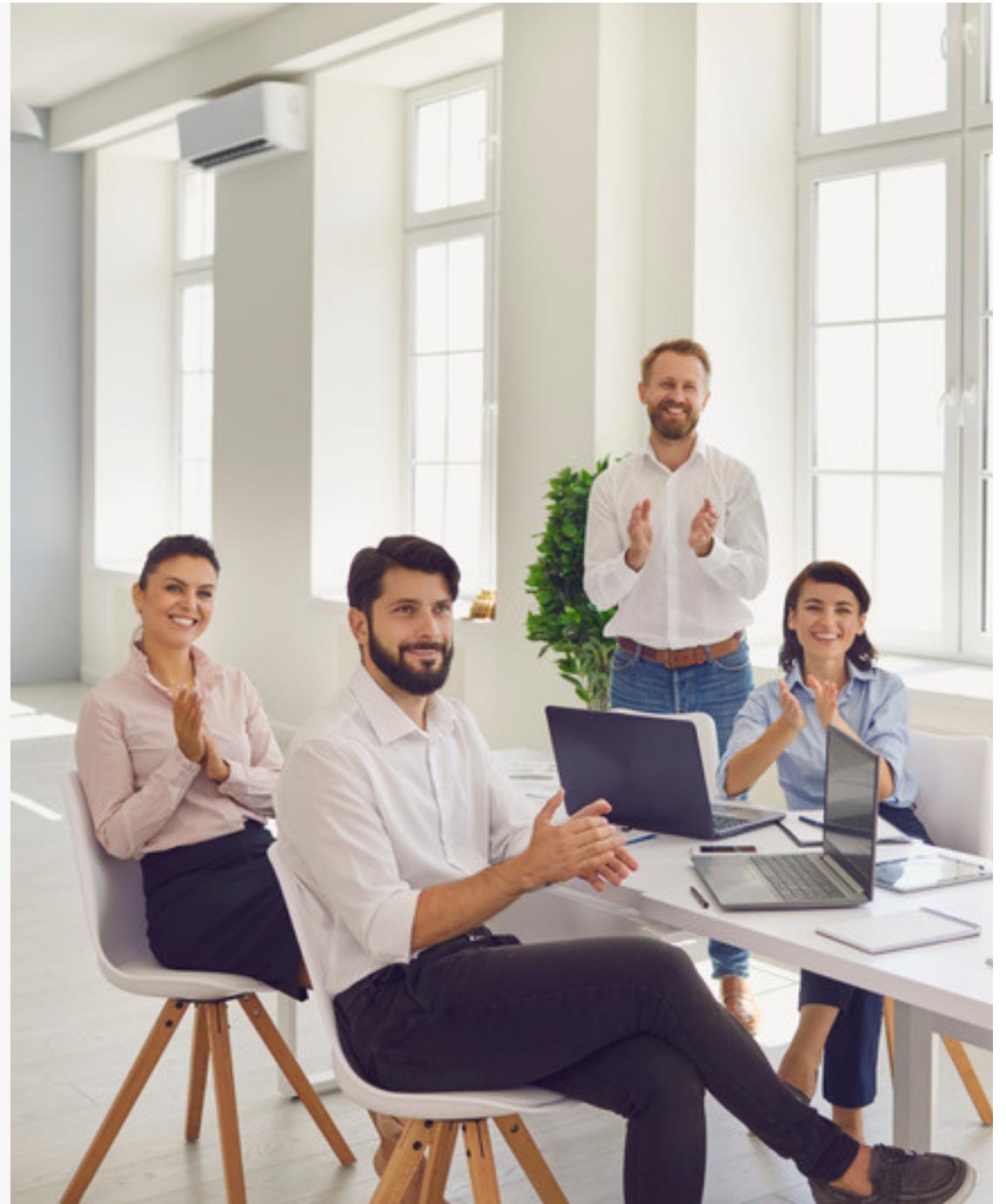


# Amazon vs Flipkart



## 14. Esprit de corps / Team work

If all employees are working as a union and with mutual trust the difficulties can be solved quickly



# What are administrative skills ?

- Be thorough and pay attention to detail
- Able to work well with others
- Able to work on your own
- Sensitivity and understanding
- Flexible and open to change
- Excellent verbal communication skills
- Customer service skills
- Able to use a computer and the main software packages competently

# What are administrative skills ?



# Why are administrative skills important?

Administrative skills are important because they keep business processes running smoothly. Any successful, efficient organization should have both administrative professionals who have strong skills in this area, as well as individual contributors who have good administrative skills..

# Functions Of Administration

The administration is for administrating the management of an organization. In order to do this administrators performs certain actions, these are called the functions of administration.

Here are some functions of administration:

- Planning
- Budgeting & Pricing
- Co-ordinating
- Staffing & directing
- Controlling



# Type of Administration



You must decide how much control the individual sites will have over their replicas. Your choices are focused or centralized administration, individual administration, or a combination of the two.

## A. Centralized Administration

With centralized administration, there is a hub site. For each family, all its replicas are mastered by a replica at the hub site. Administrators at the hub site maintain all replicas and all synchronization patterns and schedules. These administrators have the approval to access the replica servers at all sites.

## B. Individual Administration

With individual administration, each replica (copy/branch) is self-mastering and there is an administrator at each site. Administrators are responsible for making and maintaining replicas, synchronization patterns, and synchronization schedules at their sites.

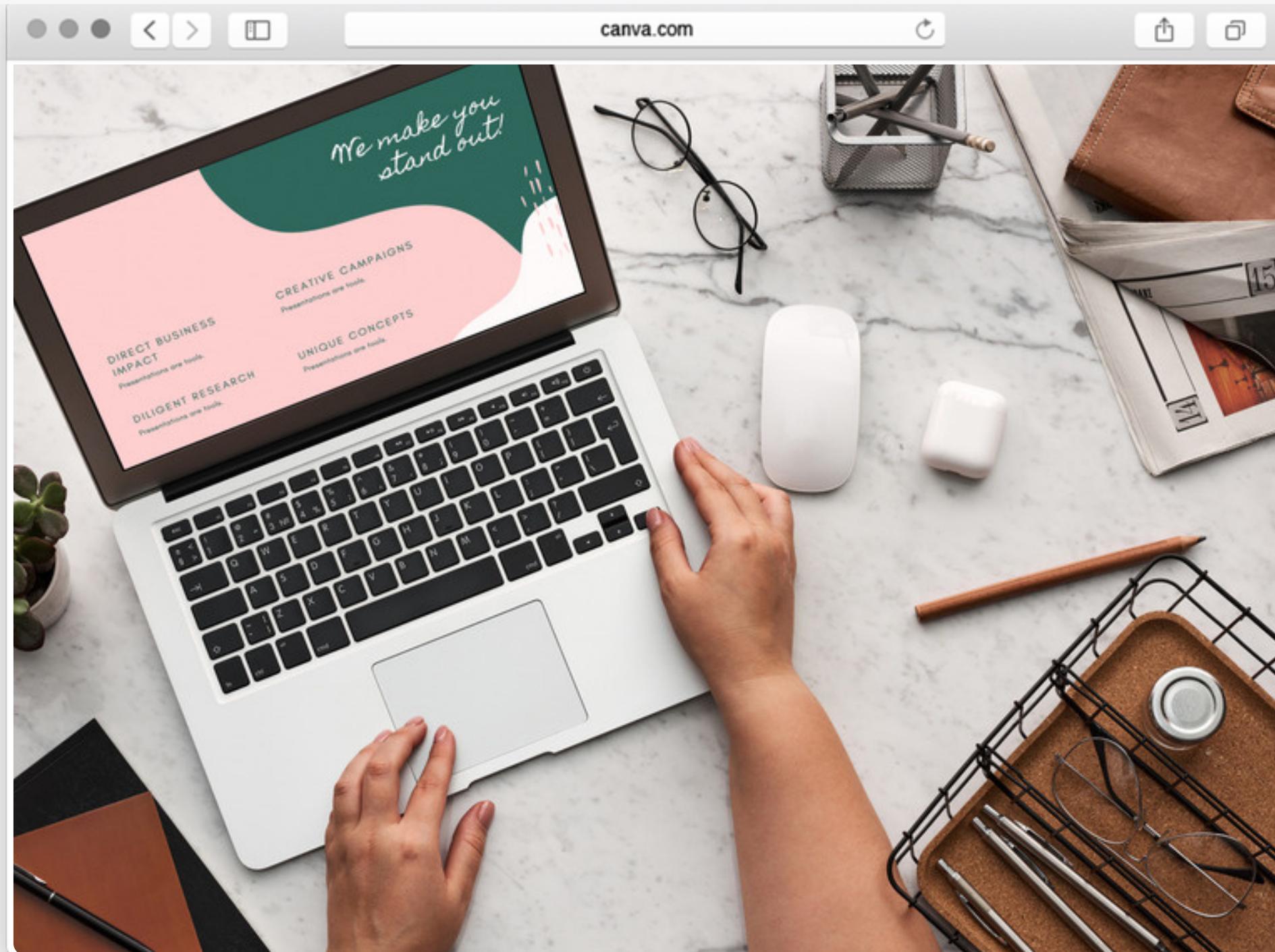
## C. Semi-Centralized Administration

You can also have semi-centralized administration. For example, sites with major development efforts have local Multi Site administrators, and responsibility for administering smaller sites is distributed among the MultiSite administrators.

# What does an administrator do?

- As an administrator, you will be responsible for helping the smooth running of the business by ensuring filing and documentation is kept up to date. Duties may include using specialist computer software and understanding the requirements of the business you are working in. You could also be required to be customer-facing - via email, phone, or greeting visitors.

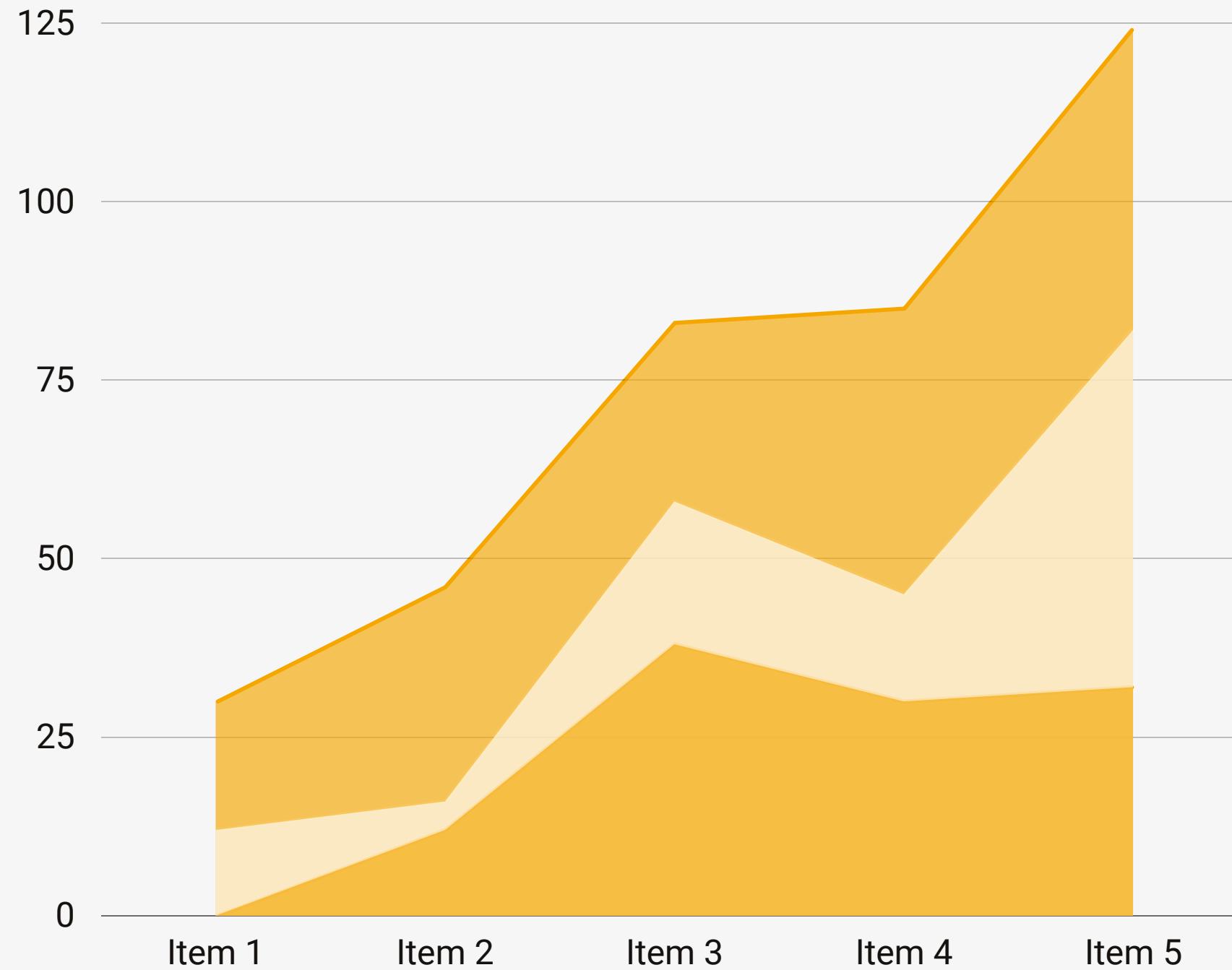
# The job role of an administrator involves the following duties



- Preparing, organising and storing information in paper and digital form

- Dealing with queries on the phone and by email





Greeting visitors at  
reception



Managing diaries,  
scheduling meetings  
and booking rooms



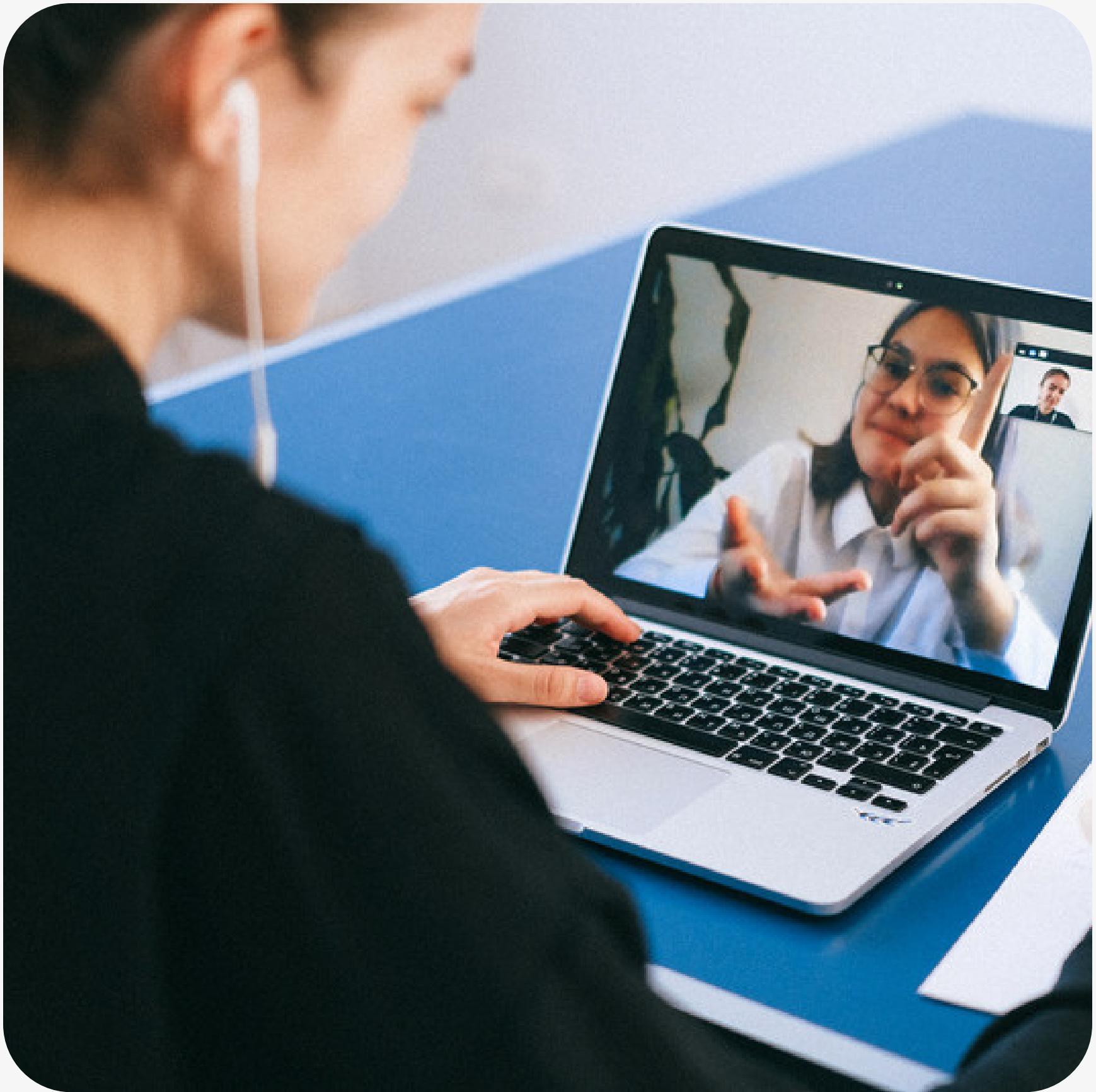
Arranging travel and  
accommodation





Updating computer  
records using a  
database

# Maintaining office systems



# Conclusion

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

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