

2021

ORGANIZATION AND ADMINISTRATION

Paper : CC-203

Full Marks : 70

The figures in the margin indicate full marks.

*Candidates are required to give their answers in their own words
as far as practicable.*

Answer *all* questions.

1. What is planning? Write down the importance and basic principles of planning in Physical Education. 3+6+6

Or,

What do you mean by Organization and Administration? Discuss the functions of Organization and Administration in Physical Education. 6+9

2. Explain in your own words the meaning of Office Management. Discuss the types and functions of Office Management in detail with suitable examples. 6+9

Or,

Why is maintenance of Registers important in Physical Education? Describe the different types of registers used in an institution of Physical Education. 7+8

3. What is infrastructure? What are the points you should keep in mind for management of (a) Store room and (b) Swimming pool? 3+6+6

Or,

What is Record? Write down the need and importance of maintaining record of equipment used in the field of Physical Education. 3+6+6

4. Write short notes on (*any two*) : 7½×2

- (a) Importance of Tournaments
- (b) Merits and demerits of knock-out and league tournaments
- (c) Drawing the fixture of league tournament by seven teams
- (d) Organizational structure of an Athletic meet.

Please Turn Over

5. Choose the correct answer and write it on your answer script (*any ten*): 1×10
- (a) Organization is a process of—
- (i) Identifying and grouping of work to be performed
 - (ii) Defining and delegating the responsibility and Authority
 - (iii) Both (i) and (ii)
 - (iv) None of the above.
- (b) Which of the following is not a principle of Organization?
- (i) Principle of exception
 - (ii) Principle of balance
 - (iii) Principle of complexity
 - (iv) Principle of co-ordination.
- (c) A good Health of an Organization implies proper relationship between
- (i) people, work and resources
 - (ii) customer, work and resources
 - (iii) people, work and management
 - (iv) customer, work and management.
- (d) Organization and Administration of Physical Education should be based on the principles of
- (i) Activity
 - (ii) Bio-mechanics
 - (iii) Humanity
 - (iv) Teaching.
- (e) Which of the following factors is considered to be most important in the construction of Indoor Gymnasium?
- (i) Orientation
 - (ii) Lighting
 - (iii) Ventilation
 - (iv) Floor.
- (f) The most important consideration in selecting sports equipment for an institution of Physical Education is
- (i) Price
 - (ii) Source
 - (iii) Utility
 - (iv) Quality.
- (g) The most important objective of organizing Intramural competitions is
- (i) Developing Leadership
 - (ii) Augmenting Facilities
 - (iii) Encouraging Planning
 - (iv) Maximizing participation.
- (h) Geographical and climatic conditions should be considered while planning
- (i) Indoor activities
 - (ii) Outdoor activities
 - (iii) Child activities
 - (iv) Activities of senior citizens.
- (i) Terms 'Organization' and 'Administration' are
- (i) Synonymous to each other
 - (ii) Entirely different from each other
 - (iii) Somewhat similar to each other
 - (iv) All of these.

- (j) For effective Administration, the physical Education teacher must possess
- (i) High qualification
 - (ii) Good personality
 - (iii) Technical knowledge and skills
 - (iv) Teaching ability.
- (k) A knock-out tournament is preferable when
- (i) limited infrastructural facilities and fund are available.
 - (ii) all the teams must get chance to play with each other.
 - (iii) all the teams must play the equal no of matches.
 - (iv) All of the above.
- (l) In a school setting the major agent of publicity for Physical Education Programmes is
- (i) Teachers
 - (ii) Students
 - (iii) Advertisement
 - (iv) Intramural competitions.
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