

2023

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.

1. What do you mean by planning? Write down the basic principles of planning to organize intramural and extramural programmes in a secondary school. 3+6+6

Or,

What do you mean by organization and administration in Physical Education? Discuss the functions of organization and administration in Physical and Education and sports. 6+9

2. What is an 'Office'? What are the main functions of office management? Discuss the managerial role to be played by a Physical Education teacher to maintain his/her office. 2+6+7

Or,

Write the importance of 'time table' for organizing Physical Education activities in educational institutes. What is a register? Enumerate the advantages of maintaining different registers at the Physical Education department of a college. 5+2+8

3. How can indoor and outdoor facilities be developed at school level? Discuss the management of swimming pool in detail. 8+7

Or,

Write down the need and importance of equipment management in Physical Education and sports. 15

4. Write short notes on **any two** of the following : 7½×2

- (a) Merits and demerits of league tournament.
(b) Combination tournament and its uses in Intra-varsity games and sports.
(c) Organizational structure of annual athletic meet at school.
(d) Planning of a 'Sports Day'.

5. Answer the following MCQs by selecting the correct option and writing the same on your answer script (*any ten*): 1×10

- (a) Who said that “Intramural is the best title for recreational sports and activities promoted within the confines of an educational institution and under its jurisdiction”?
- (i) Muller and Mitchell (ii) Leavitt and Price
(iii) Kleindienst and Weston (iv) Barry and Buchard.
- (b) The ability to see the enterprise/sports organization as a whole is called
- (i) Human skill (ii) Conceptual skill
(iii) Mechanical skill (iv) None of these.
- (c) Which of the following is the first step in a sports programme?
- (i) Directing (ii) Staffing
(iii) Planning (iv) Budgeting.
- (d) Terms ‘Administration’ and ‘Management’ are
- (i) synonymous (ii) entirely different from each other
(iii) somewhat similar to each other (iv) totally unrelated.
- (e) Sports management is
- (i) an art (ii) a science
(iii) both art and science (iv) None of these.
- (f) The first step in planning process is
- (i) Determination of objectives (ii) Resource mobilization
(iii) Constraints identification (iv) Evaluation of alternatives.
- (g) Which of the following is the prime objective of planning in sports?
- (i) Entertainment (ii) Enhancement of Physical fitness
(iii) Development of oneness (iv) All of these.
- (h) Intramural programme creates in students the sense of
- (i) achievement (ii) involvement
(iii) humour (iv) enjoyment.
- (i) A leader must possess the following qualities except—
- (i) Missionary zeal (ii) Commitment
(iii) Persuasiveness (iv) Selfishness.
- (j) Which of the following is added to the swimming pool water to kill bacteria and other germs?
- (i) Chlorine (ii) Nitrogen
(iii) Potassium (iv) None of these.

(3)

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(k) To accommodate the equivalent of a high school-size basketball court the minimum dimension of a gymnasium will be:

(i) 50 ft.×84 ft.

(ii) 90ft.×114 ft.

(iii) 30ft.×54 ft.

(iv) 100ft.×112 ft.

(l) If there are N teams, the number of matches to be held in double knock-out tournament is:

(i) N-1

(ii) $(N-1)/2$

(iii) (N-1) or (N-2)

(iv) (N-2).
