

2024

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 is planning? Write down the importance and basic principles of planning a Physical Education program for a secondary school. 3+6+6

Or,

What is meant by Organization and Administration? Discuss the need and importance of Organization and Administration in Physical Education. 3+6+6

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

Or,

Why record keeping is important? Discuss the method of record keeping for equipments and facilities in an institution of Physical Education and Sports. 5+10

3. What is infrastructure? What are the points you should keep in your mind for management of Store Rooms for sports equipments in a Gymnasium? 3+6+6

Or,

Write down the need and importance of equipment and facilities in physical education. How and why physical fitness record of students will be maintained by the physical education teacher at school? 5+(5+5)

4. Write notes on (*any two*) : 7½×2
- (a) Importance of Tournaments
 - (b) Merits and demerits of knock-out and league tournaments
 - (c) Drawing the fixture for seven teams participating in a league tournament
 - (d) Organizational structure of an Athletic Meet.

5. Answer **any ten** of the following MCQs by selecting the correct option for each and write on the answer script : 1×10

- (a) One of the following which is against the principles of organization is
- (i) Proper decentralization
 - (ii) Proper communication
 - (iii) Overlapping of authority
 - (iv) Delegation of power.
- (b) 'Getting the right facts to the right people at the right time in the right way' is called
- (i) Game management
 - (ii) Public relations in sports
 - (iii) Motivation for sports
 - (iv) Leadership in sports.
- (c) The last link of the sports management chain is
- (i) Control and evaluation
 - (ii) Finance and budget
 - (iii) Public relations
 - (iv) None of these.
- (d) One of the following which is not a principle of lesson planning is
- (i) Age and sex
 - (ii) Progression
 - (iii) Warming up
 - (iv) Teacher's experience.
- (e) Management functions include
- (i) Planning and organizing
 - (ii) Directing
 - (iii) Controlling
 - (iv) All of these.
- (f) Who is known as the father of scientific management?
- (i) Fredrick W. Taylor
 - (ii) Henry Fayol
 - (iii) Robert Owen
 - (iv) None of them.
- (g) Strategic planning as a broad concept consists of
- (i) Corporate strategy and business strategy
 - (ii) Strategy formulation and strategy implementation
 - (iii) Inputs and outputs
 - (iv) Environmental analysis and internal analysis.
- (h) One of the following factors which is to be considered most important for construction of Indoor Gymnasium is
- (i) Orientation
 - (ii) Lighting
 - (iii) Ventilation
 - (iv) Floor.
- (i) The most important consideration in selecting sports equipment for an institution of Physical Education is
- (i) Price
 - (ii) Source
 - (iii) Utility
 - (iv) Climate.

- (j) 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.
- (k) The blue print of a competition plan is called
- (i) Technique
 - (ii) Tactics
 - (iii) Strategy
 - (iv) Skill.
- (l) Funds for the sports programmes of a college can be collected by
- (i) Alumni associations
 - (ii) Donations/gifts from the local people
 - (iii) Sponsorship from public sectors
 - (iv) All of the above.
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