

## SEMESTER IV

**BES-S402**

Time allowed: 3Hrs

Max. Marks =100

Theory = 70 Marks + Internal Assessment = 30 Marks

### **ORGANIZATION AND ADMINISTRATION**

#### **Unit-I**

Introduction, Meaning, Definition, Scope and importance of Organization and Administration.  
Introduction, Meaning, Definition and importance of Intra-mural and Extra-mural.

#### **Unit-II**

Types of Organization and Administration  
Function of organization and administration.  
Principles of Organization and Administration.

#### **Unit-III**

Leadership in Physical Education and Sports: Meaning, Definition, Scope and importance; qualities and qualification of Physical Education Teachers.

#### **Unit-IV**

Reports and records; Meaning, Definition and essence of writing different reports. Records maintaining of Physical Education and Sports for future reference.  
Tournaments/Competitions and types  
Fixture, types of fixture and seeding.

#### **References:**

- Singh, Ajmer et.al. "Modern Text Book of Physical Education, Health and Sports", Kalyani Publishers, Ludhiana,2000  
Singh, Ajmer et.al. "Olympic Movement" Kalyani Publishers, Ludhiana,2000  
Gangwar, B.R., Organisation Admn. & Methods of Physical education, Jalandhar: A.P. Pub., 1999.  
Sharma, V.D., Physical & Health Education, ND: Asha Prakashan, 1993.  
Shaw, D & Kaushik, S: Lesson Planning: Technical Methods and Class Management, New Delhi: S.K., 2001.  
Singh, M.K., Shareerik Shiksha Main Sangtan, Prashashan, Avum Parvakshan. N.D. Friends Pub., 2007.