

**SKILL ENHANCEMENT COURSE  
SEMESTER IV  
ORGANIZATION AND ADMINISTRATION**

Max. Marks =100

Theory = 70 Marks + Internal Assessment = 30 Marks

**BES-S402**

Time allowed: 3Hrs

The Course learning outcomes (COs): On completion of the four years B.P.E.S, program, the students will be learning and able to do/perform the following.....

**CO-1.** Memorizing the Importance of Organization and Administration.

**CO-2.** Describing the Scope, Need and Importance of Organization and Administration.

**CO-3.** Acquiring the knowledge of Leadership in Physical Education and Sports.

**CO-4.** Determining the Role of Reports and records.

**CO-5.** Estimating the concept of drawing Fixtures.

**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.