Semester – IITheory Courses BPD-C203 ORGANZATION AND ADMINISTRATION IN PHYSICAL EUCATION

The Course learning outcomes (COs): On completion of the two years B.P.Ed., program, the

CO-5. Measuring the knowledge to form time-table andto plan various intramural and extramural

CO-1. Defining the concepts of organization and administration in physical education.

CO-3. Explaining the office management, facilities and equipment management.

CO-2.Estimating the needs and importance of office management, record, register & budget.

students will be learning and able to do/perform the following......

tournaments	
Unit – I: Organization and administration Meaning and importance of Organization and Administration in physical education Qualification and Responsibilities of Physical Education teacher and pupil leader	(10 Hrs.)
Planning and their basic principles, Program planning: Meaning, Importance. Functions of Planning, organizing, staffing, directing, communicating, co-ordination, evaluating and innovating.	controlling,
Unit- II: Office Management, Record & Register Office Management: Meaning, definition, functions and kinds of office management	(15 Hrs.)

Offi Records and Registers: Maintenance of attendance Register, stock register, cash register, physical efficiency record, Medical examination Record.

Unit-III: Facilities, & Time-Table Management

Facilities and equipment management: Types of facilities Infrastructure-indoor, out door. Care of school building, Gymnasium, swimming pool, Play fields, Play grounds Equipment: Need, importance, purchase, care and maintenance. Time Table Management: Meaning, Need, Importance and Factor affecting time table.

Unit-IV:Competition Organization

CO-4.Preparing various fixtures.

Importance of Tournament,

Types of Tournament and its organization structure - Knock-out Tournaments, League or Round Robin Tournaments, Combination Tournament and challenge Tournament. Organization structure of Athletic Meet Sports Event Intramurals & Extramural Tournament planning

References:

Broyles, F. J. & Rober, H. D. (1979). Administration of sports, Athletic programme: A Managerial Approach. New York: Prentice hall Inc.

Bucher, C. A. (1983). Administration of Physical Education and Athletic programme.St. Lolis: The C.V. Hosby Co.

Kozman, H.C. Cassidly, R. & Jackson, C. (1960). Methods in Physical Education. London: W.B. Saunders Co.

Pandy, L.K. (1977). Methods in Physical Education. Delhe: Metropolitan Book Depo. Sharma, V.M. & Tiwari, R.H.: (1979). Teaching Methods in Physical Education. Amaravati: Shakti Publication.

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO 1								
CO 2								
CO 3								
CO 4								
CO 5								

(15 Hrs.)

(15 Hrs.)