

SEMESTER-VII

B.A. (Prog.) with Physical Education

DISCIPLINE-7(4): B.A.-PE-DSC-13 ORGANIZATION AND ADMINISTRATION IN PHYSICAL EDUCATION

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
DISCIPLINE 7(4): B.A.-PE-DSC-13- ORGANIZATION AND ADMINISTRATION IN PHYSICAL EDUCATION	4	3	0	1	Class XII pass	NIL

Learning Objective: The objective of this course is to provide an understanding and practice to the learners about the organization, administration, planning, and management of facilities, equipment, and tournaments, the role of technology and media in physical education.

Learning Outcomes:

1. The learners will be able to understand the elements and principles of administration and management.
2. The learners will be able to organize physical education and sports program.
3. The learners will be able to perform different managerial functions.
4. The learners will be able to prepare a budget for different activities.
5. The learners will be able to adopt modern technologies for effective teaching and sports promotions.

SYLLABUS

CREDITS: 4 [Theory-3, Practical-1]

Theory- 45 hours

Practical-30 hours

PART-A: THEORY

Unit-I: Introduction

(10 Hours)

- 1.1 Concept and significance of Planning, Organization, Administration, and Supervision in Physical education and sports
- 1.2 Use of Technology in Physical Education and Sports
- 1.3 Role of Media and Public Relations in Physical Education

Unit-II: Planning and Organization of Events in Physical Education and Sports (12 Hours)

- 2.1 Programme planning: Meaning, Importance and Principles of program planning in physical education
- 2.2 Functions of Planning, organizing, staffing, directing, communicating, co-ordination, controlling, evaluating and innovating
- 2.4 Organization of events in physical education and sports (Seminars/Workshop/ Lectures/Clinics)

Unit-III: Sports Office Management (11 Hours)

- 3.1 Meaning, definition, functions, and kinds of office management
- 3.2 Records and Registers - Maintenance of attendance register, stock register, cash register, Physical efficiency record, and Medical examination record.
- 3.3 Meaning, Importance of budget making, Criteria of a good budget, Preparation of budget

Unit-IV: Facilities, Equipment and Tournaments (12 Hours)

- 4.1 Facilities and equipment management: Types of facilities - Infrastructure-indoor, outdoor, Gymnasium, Swimming pool, Play fields; Location, Preparation, Layout, and maintenance of facilities
- 4.2 Need and importance of equipment: - Purchase, care and maintenance of equipment, Maintenance of equipment. Process of write-off and condemnation of stock.
- 4.3 Types of tournaments- Knock-out, league or round robin, combination, Organization of Intramural & Extramural sports competitions

PART-B: PRACTICALS: (30 Hours)

- Plan and organize an intramural/ extramural tournament in your college
- Plan and organize a Seminars/Workshops/ Lectures/ Webinar in your college
- Prepare a budget to organize any event in your college/ department
- Presentation on any topic from physical education using modern technology.

Marking Scheme:

Theory Written Exam	:	90 Marks
Internal Assessment	:	30 Marks
Practical	:	40 Marks

Suggested Readings:

1. Broyles, F. I. & Rober, H. D. (1979). **Administration of Sports, Athletic programme: A Managerial Approach.** New York: Prentice hall Inc.
2. Bucher, C. A. (1983). **Administration of Physical Education and Athletic Programme.** St. Louis: The C.V. Mosby Co.
3. Chakraborty, Samiram (1988), **Sports Management**, Sports publications, New Delhi.
4. Hughes, L.W. and French, E. (1990) **The Administration of Physical Education**, Ronald Press Co.
5. Kamlesh, M.L., **Management concepts of physical education and sport**, New Delhi: Metropolitan Book Co., Pvt., Ltd.
6. Kozman, H.C. Cassidy, R. & Jackson, C. (1960). **Methods in Physical Education.** London: W.B. Saunders Co.

7. Pandey, L.K. (1977). **Methods in Physical Education**. Delhi: Metropolitan Book Depot.
8. Sharma, V.M. & Tiwari, R.H.: (1979). **Teaching Methods in Physical Education**. Amaravati: Shakti Publication.
9. Thomas, J. P. (1967). **Organization & Administration of Physical Education**. Madras: Gyanodayal Press.
10. Tirunarayanan, C. & Haiharan. S (1969), **Methods in Physical Education**. Karaikudi: South India Press
11. Voltmer, E. F. & Esslinger, A. A. (1979). **The Organization and Administration of Physical Education**. New York: Prentice Hall Inc.
12. Shaw D. (2018) **“Fundamental Statistics in Physical Education and Sports Sciences”** Sports Publication, ISBN: 81-86190-57-0.
13. Shaw D. (2020) **“Physical Education Practical Manual for Class XI”** Prachi Publication, ISBN: 978-8193-7698-0-5.
14. Shaw D. (2020) **“Physical Education for Class XII”** Prachi Publication, ISBN: 978-81-7730-848-8.
15. Shaw D. (2020) **“Physical Education for Class XI”** Prachi Publication, ISBN: 978-81-7730-847-1.
16. Shaw D. (2020) **“Physical Education Practical Manual for Class XII”** Prachi Publication, ISBN: 978-81-937698-1-2.
17. Shaw D. (2020) **“Parable Global English Hindi Dictionary of Physical Education & Sports Sciences”** Khel Sahitya Kendra, ISBN: 978-93-90461-18-9.

Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.