

**2025**

**ORGANIZATION AND ADMINISTRATION**

**Course : 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. Define the terms 'Organization' and 'Administration'. Write the functions of organization and administration to achieve the goals of a Physical Education Institution. 3+3+9

**Or**

What is Planning? What are the basic principles to be kept in mind while planning a program for Physical Education Institution? 5+10

2. What is Office Management? Write in detail the kind of office management required for a big institution. 5+10

**Or**

Design a weekly time table for a Physical Education Teacher Training College keeping in mind resource availability, student needs and program objectives. Justify your planning approach. 5+10

3. Evaluate the role of infrastructure and facility management in promoting high performance sports at the institutional level. Discuss types of sports facilities. 10+5

**Or**

What is meant by Medical Examination record? Explain the procedure of purchase of equipment for Secondary schools. 5+10

4. Write short notes on the following (**any two**) : 7½×2

- (a) Types of tournaments
- (b) Intramural and Extramural programs in terms of educational outcomes
- (c) Physical Efficiency record
- (d) Fixture of the single knockout tournament with eleven teams.

5. Answer the following MCQs by choosing the right option given below and write it on your answer script (**any ten**) : 1×10

- (a) Which of the following is not a key function of Administration in Physical Education?

- (i) Planning and scheduling activities
- (ii) Organizing equipment and facilities
- (iii) Directing and coaching athletes
- (iv) Funding the program.

**Please Turn Over**

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- (b) What is the primary role of the Head of a Physical Education Department?
- (i) To solely coach athletic team
  - (ii) To oversee the overall management and operations of the department
  - (iii) To teach all Physical Education classes
  - (iv) To manage the budget only.
- (c) Which of the following is an example of a facility management task in Physical Education?
- (i) Selecting the best team uniforms
  - (ii) Ensuring the gymnasium floor is clean and safe
  - (iii) Developing a new training program for athletes
  - (iv) Designing the Physical Education curriculum.
- (d) What is the first step in planning a Physical Education program?
- (i) Selecting equipment
  - (ii) Identifying need of the participants
  - (iii) Determining the budget
  - (iv) Assigning staff.
- (e) Which of the following is an important aspect of communication in Physical Education administration?
- (i) Ignoring feedback from students
  - (ii) Providing clear and consistent information to all stakeholders
  - (iii) Keeping information secret from others
  - (iv) Making decision without consulting others.
- (f) What is the role of evaluation in a Physical Education program?
- (i) To only assess student's performance
  - (ii) To assess the effectiveness of the program and make necessary adjustments
  - (iii) To only focus on student's grades
  - (iv) To ignore feedback from students.
- (g) What is the purpose of a staff meeting in a physical education program?
- (i) To discuss individual problems
  - (ii) To share information, discuss issues and make decisions
  - (iii) To assign individual tasks
  - (iv) To ignore the needs of staff members.
- (h) What is the most important objective of organizing intermural competitions?
- (i) Developing Leadership
  - (ii) Augmenting Facilities
  - (iii) Encouraging Planning
  - (iv) Maximizing Participation.

- (i) The terms 'Organization' and 'Administration' are
- (i) Synonymous to each other
  - (ii) Entirely different from each other
  - (iii) Somewhat similar to each other
  - (iv) None of these.
- (j) The number of match in a single league tournament for ten teams will be
- (i) 30
  - (ii) 45
  - (iii) 55
  - (iv) 100.
- (k) The number of Byes when twelve teams participate in a single knockout tournament will be
- (i) 02
  - (ii) 04
  - (iii) 06
  - (iv) 08.
- (l) A knockout tournament is preferable when
- (i) limited infrastructural facilities and fund are available
  - (ii) all the teams get chance to play with each other
  - (iii) all the teams must play the equal number of matches
  - (iv) All of the above.
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