

**Standing Committee on Academic Matters dated 17.08.2018
Annexure No.-33**

	SEMESTER-6 DSE (iii) Sports Administration & Management	SEMESTER-6 : DSE-II (ii) Organization and Administration in Physical Education	
PART-A : Theory	<p>Unit-I: Planning, Administration and Supervision</p> <p>1.1 Concept and Scope of Planning and Organization</p> <p>1.2 Administration and Supervision with reference to Physical Education</p> <p>Unit-II:</p> <p>1.1 Office Management and Budgeting</p> <p>1.2 Maintenance of Records and Accounts</p> <p>Unit-III: Sports Management</p> <p>1.1 Sports Facilities Management</p> <p>1.2 Marketing and Publicity Management in Sports</p> <p>1.3 Organization and conduct of Inter-college competitions</p>	<p>Unit I: Introduction to Planning, Organization, Administration, Supervision and Management</p> <p>1.1 Concept and Significance of Planning, Organization, Administration and Supervision in Physical Education and Sports</p> <p>1.2 Concept, Significance and process of Management in Physical Education and Sports</p> <p>1.3 Office Management, Budgeting, Maintenance of Records and Accounts</p> <p>Unit II: Sports Management</p> <p>2.1 Management of Facilities (Location, Preparation, Layout, and Maintenance of Play Fields and Indoor Sports Facilities), Equipment (Criteria of selection, procedure of purchase, care and maintenance of equipment), Marketing and Publicity</p> <p>2.2 Organization of Intramural / Extramural Competitions (Formation of Committees and their specific roles, fixtures, conduct of Competition, opening and closing ceremony, prize distribution)</p> <p>2.3 Organization of other Events in Physical Education and Sports (Seminar, Workshop, Clinic, Lecture)</p> <p>Unit III: Technology, Media and Career in Physical Education and Sports</p> <p>3.1 Use of Technology in Physical Education and Sports, Audio-Visual Aids</p> <p>3.2 Role of Media and Public Relations in Physical Education</p> <p>3.3 Professional Courses and Career in Physical Education, Sports and allied areas</p>	<ul style="list-style-type: none"> • Contents re-arranged and specified • Topics of Media & Career incorporated in this paper •
PART-B PRACTICAL	<ol style="list-style-type: none"> 1. Demonstration of Supervision activities in Sports Management. 2. Demonstration of skills of Management. 3. Demonstration of fixers of various kinds in sports competitions. 4. Demonstration of technical and non-technical purchase procedure. 	<ol style="list-style-type: none"> 1. Plan and Organize an event / intramural / extramural tournament in your college. 2. Learn and explain the procedure of purchase and stock maintenance. 3. Presentation on any topic from Physical Education using an audio-visual aid. 	Revised

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