



**Avinashilingam Institute for Home Science and Higher Education for Women**  
**(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)**  
**Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12B**  
**Coimbatore - 641 043, Tamil Nadu, India**

**Continuous Internal Assessment Test I      February 2020**  
**II semester**

**Class: I BPED**  
**Branch: Physical Education**

**Time: 2 Hrs**  
**Marks: 60**

**18BPDC09 - Organization and Administration in Physical Education**

**Course Outcomes**

1. Understand the principles and process of Administration and Management
2. Administer physical education and sports programs in schools.
3. Develop appropriate physical education curriculum, tools and budget to manage school programs
4. Appraise and manage physical education facilities and personnel in school
5. Design tournament fixtures and structures to organize competitions

**Part A**

**5x1=5**

**Circle the right answer**

1. Administration means CO1 K3
  - a) Planning the work
  - b) Implementing the work
  - c) Executing the work
  - d) Appraising the work
2. The programme termed for specially challenged group CO2 K2
  - a) Interscholastic Programme
  - b) Intramural programme
  - c) Adapted programme
  - d) Class programme
3. Controlling means CO1 K1
  - a) Identifying responsibilities
  - b) leading the people
  - c) Evaluates the quality
  - d) Process of outlining the work
4. Good human relationships maintained in CO3 K2
  - a) Authoritative administration
  - b) Democratic administration
  - c) Laissez faire administration
  - d) None of the above
5. The term defined to see the working of the institution CO4 K3
  - a) Organization
  - b) Administration
  - c) Visitation
  - d) Supervision

**Part B**  
**Answer all the questions**  
**Answer in one or two sentences**

**5x2=10**

- |   |        |
|---|--------|
| 6. Define organization and administration | C02 K1 |
| 7. Define staffing                        | C02 K1 |
| 8. Expand DIPE and SPC                    | C01 K1 |
| 9. State the qualifications of PET        | C02 K2 |
| 10. Define visitation                     | C03 K3 |

**Part C** **3x5=15**  
**Answer either a or b. Answer not exceeding 600 words or 3 pages**

- |  |        |
|--|--------|
| 11. a. Organisation is the fire of good servant but bad master – Justify                   | C03 K2 |
| Or   |        |
| b. Draw an organization flow chart for university  | C02 K4 |
| 12. a. Write a short notes on importance of syllabus in physical education                 | C01 K3 |
| Or   |        |
| b. Explain briefly administrative procedures   | C02 K1 |
| 13. a. Write a short notes on the responsibilities of the physical education teacher       | C04 K5 |
| Or   |        |
| b. Identify the nature of the work if the school is to organize Inter school competitions. | C02 K3 |

**Part D** **2x15=30**  
**Answer should not exceed 800 words or 6 pages**

- |   |        |
|---|--------|
| 14. a. Compare and contrast organization and administration | C01 K2 |
| (or)  |        |
| b. Enumerate the guiding principles of organization         | C03 K1 |
| 15. a. Elucidate on office management                       | C01 K3 |
| (or)  |        |
| b. Explain in detail the principles of Planning?            | C03 K3 |