



Sambath

Avinashilingam Institute for Home Science and Higher Education for Women
Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment Test II – March 2026
II Semester

Class : I BPEd

Time: 2 hours

Major : Physical Education

Maximum Marks: 60

23BPDC09 - Organization and Administration in Physical Education

Course Outcomes:

At the end of the course, students will:

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

6 x 1 = 6

Choose the Correct Answer

1. The primary purpose of office management in physical education is to CO3 K3
a. Conduct sports competitions b. Maintain administrative efficiency and proper documentation
c. Train athletes d. Teach sports skills
2. The document used for recording financial transactions in the sports department is CO3 K2
a. Lesson Plan b. Cash Book c. Attendance Register d. Inventory Card
3. Budget preparation in sports administration mainly helps to CO3 K2
a. Maintain discipline b. Plan financial expenditure and income
c. Conduct matches d. Train coaches
4. A sports department with limited funds must prioritize expenditure. Which budgeting strategy would be most effective? CO3 K4
a. Spending equally on all sports activities b. Allocating funds based on priority and necessity
c. Purchasing maximum equipment immediately d. Ignoring maintenance costs
5. The most critical factor in ensuring long-term usability of gymnasium equipment is CO4K3
a. Increasing number of users b. Storing equipment in open areas
c. Periodic inspection and preventive maintenance d. Avoiding cleaning procedures
6. When designing a Physical Education timetable using Bloom's taxonomy, which sequence best promotes holistic learning? CO3 K5
a. Psychomotor → Cognitive → Affective b. Cognitive → Affective → Psychomotor
c. Affective → Cognitive → Psychomotor d. Cognitive → Psychomotor → Affective

Part - B

3 x 6 = 18

Answer ALL Questions

Each answer should not exceed 400 words or two pages

7. a. Define office management in physical education and state its types CO3 K2
(or)
7. b. Write a short notes on physical efficiency register CO2 K3
8. a. What are the records and registers in sports management and explain in detail any two important records CO1 K3
(or)
8. b. Prepare a circular for a meeting regarding the conduct of the sports day CO5 K4
9. a. State the importance of medical examination records CO4 K3
(or)
9. b. Write a short notes on points to be consider in care of school building and school play fields CO3K3

Part - C

3 x 12 = 36

Answer ALL questions

Each answer should not exceed 800 words or four pages

10. a. Elucidate the functions of office management in physical Education CO3 K3
(or)
10. b. Explain the role of effective office management in the organization and administration of physical education and sports programmes in schools. CO3 K3
11. a. Detail on the conduct of a sports meet - pre, during and post meet work CO4 K3
(or)
11. b. Present the sports budget in a tabular format with proper allocation of funds totaling ₹5,00,000 for a private school with all major sports facilities CO4 K3
12. a. Explain in detail on care and maintenance of the gymnasium CO4K2
(or)
12. b. Enumerate the need and maintenance of swimming pools. CO4K2

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