

Bachelor of Physical Education Examination - 2025

Department of Physical Education

1st Year, 2nd Semester

Subject Code: CC-203

Organization and Administration

Time: Three Hours

Full Marks: 70

Group - A

Answer any three:

3×15=45

1. What is 'Organization'? Discuss the characteristics of organization. Explain the importances of organization in Physical Education. What are the different functions of an organization?
2+3+4+6
2. What is planning? Why Planning is important? What is office management? Why-Register is so important? How would you maintain a health register?
2+3+3+7
3. What are the needs of sports equipment? Describe the procedure of maintenance of sports equipment. How can you manage the field facilities?
3+6+6
4. What are the different factors which influence the Time Table? Describe the need of time table.
8+7
5. Write about advantages and disadvantages of league tournament. Prepare a knockout fixture considering fifteen teams, with two teams receiving special seeding.
6+9

Group - B

Write short notes on (any two)

2×7.5=15

6. Purchase procedure of equipment
7. Extramural and Intramural competition
8. Kinds of office management
9. Facility management of SAGA of Jadavpur University

Group - C10. Put tick on right answer, (**any ten**)**10×1=10**

- i. The formation of an organization depends upon the
 - a. objectives
 - b. members
 - c. financial condition
 - d. political situation
- ii. Innovation is a process of which one of the following ?
 - a. Management
 - b. competition
 - c. curriculum
 - d. tournament
- iii. Which one is the main criterion of Purchase?
 - a. Personal matters
 - b. supply of fund
 - c. committee decision
 - d. requirements
- iv. Arranging of different subcommittee meeting to hold a competition is a function of :
 - a. Pre meet work
 - b. During meet work
 - c. Post meet work
 - d. none of these
- v. Which of the following is not a function of management?
 - a. Inviting
 - b. Co-ordination
 - c. Evaluating
 - d. Innovating
- vi. Which one may come under the considerations of facility management?
 - a. court maintenance
 - b. planning
 - c. rewarding
 - d. analyzing
- vii. What is an 'round-robin' tournament?
 - a. Knockout competition
 - b. Teams play until eliminated
 - c. Each team plays against every other team
 - d. Only top teams play each other

- viii. What is an intramural event?
- a. A national-level tournament
 - b. Sports between different schools
 - c. Sports within the same institution
 - d. International tournament
- ix. What is a major benefit of extramural competitions?
- a. Less participation
 - b. Restricted learning
 - c. Exposure to outside competition
 - d. No travel required
- x. In a double round-robin tournament with 4 teams, how many total matches are played?
- a. 6
 - b. 8
 - c. 12
 - d. 16
- xi. Which of the following is not a type of tournament?
- a. Knockout
 - b. League
 - c. Intramural
 - d. Round-robin
- xii. In a tournament there were six teams with 30 matches. The nature of the tournament was :
- a. Single round robin tournament
 - b. Double round robin tournament
 - c. Consolation Tournament
 - d. Challenge Tournament
