BACHELOR OF PHYSICAL EDUCATION EXAMINATION, 2024

(1st Year, 2nd Semester)

ORGANIZATION AND ADMINISTRATION

PAPER - CC - 203

Time : Three hours   Full Marks : 70

Mention the Question number clearly before writing the answer.

Group - A

Answer *any three* questions: 15×3=45

1. What is meant by 'Organization'? What are the importances of organization in Physical Education? What are the different functions of an organization?   3+5+7=15

   সংগঠন' বলতে কি বোঝায়? শারীর শিক্ষায় সংগঠনের গুরুত্বগুলি কি কি? সংগঠনের বিভিন্ন কার্য্যক্রমগুলি কি কি?

                                                   ৩+৫+৭=১৫

2. What is planning? Why Planning is important? What are the basic principles of planning?

                                                   3+5+7=15

   'পরিকল্পনা' কি? 'পরিকল্পনা' গুরুত্বপূর্ণ কেন? পরিকল্পনার সাধারণ নীতিগুলি কি কি?   ৩+৫+৭=১৫

3. What is office management? Why Register is so important? How would you maintain an equipment register?   3+4+8=15

   কার্য্যালয় পরিচালনা কি? নিবন্ধন এতো গুরুত্বপূর্ণ কেনো? সাজসরঞ্জামের নিবন্ধন তুমি কিভাবে রক্ষণাবেক্ষণ করবে?

                                                   ৩+৪+৮=১৫

4. What is meant by seeding? Why the league tournament has more advantage than the knock out tournament. Prepare a knockout fixture of 19 teams considering special seeding of 4 teams.

                                                   3+6+6=15

   সিডিং কি? নকআউট টুর্নামেন্টের চেয়ে লীগ টুর্নামেন্টের সুবিধাজনক কেন? 4টি দলকে স্পেশাল সিডিং দিয়ে 19 দলের একটি নকআউট প্রতিযোগীতার সূচী তৈরী করো।   ৩+৬+৬=১৫

Group - B

Write short notes *(any two)* :   7.5×2=15

5. Administration

   প্রশাসন

6. Purchase procedure

   ক্রয় প্রক্রিয়া

7. Maintenance of facilities

   সুযোগসুবিধার রক্ষণাবেক্ষণ

8. Intramural and Extramural competition

   অন্তঃপ্রাচীর ও আন্তঃপ্রাচীর প্রতিযোগীতা

[Turn over

Group - C

9. Select the correct answer and write it down on your answer script (*any ten*) : 1×10=10

i) Which of the following is the first step in organizing a sports programme?

   a) Directing
         b) Staffing

   c) Planning
          d) Budgeting

ii) From the following, identify the one which is not included in the principle of organization:

   a) Decentralization
      b) Delegation

   c) Over-lapping
        d) Communication

iii) Funds for the sports programmes can be collected through

   a) Alumni associations
    b) Donations

   c) Funds from public sector
   d) All the above

iv) Which of the following is the prime objective of planning in sports?

   a) Future road map
     b) For physical fitness

   c) Development of oneness
   d) All the above

v) Intramural programme creates in students the sense of

   a) Achievement
       b) involvement

   c) humor
           d) enjoyment

vi) The basic functions of organization are

   a) Planning and organization

   b) Directing and programme development

   c) Personnel management and financial management

   d) All the above

vii) Blue print of the competition plan is called

   a) Technique
         b) tactics

   c) strategy
          d) fixture

viii) Managers should be:

   a) Intelligent
        b) Famous

   c) Simple
          d) Adjustable

ix) Number of matches in a league tournament of seven (7) teams :

   a) 36
          b) 20

   c) 21
          d) 42

x) Number of matches in a single knock-out tournament of sixteen (16) teams :

   a) 14
          b) 15

   c) 17
          d) 10

xi) Which of the following tournament required short time:

a) League cum knock-out   b) League

c) Knock-out cum league   d) League cum league

xii) Which team prefer seeding first:

a) Champion   b) Organising team

c) Team came from distance   d) None of these