

M. P. Ed. (First Semester) Examination, 2013

Paper - Fourth

Teacher Concern (Management of Physical Education)

Dr. Jaswant Singh Section 'A'

1. (i) Administration is functional unit of organisation.
- (ii) Planning is like a recipe for the cook or road map for the motorist that leads to the desired destination.
- (iii) Problems faced by school teacher:
 1. Adverse feeling
 2. Administrative relationships.
 3. Personal neglect.
- (iv) Professional code of ethics is recommended guidelines for conduct of those in the profession.
- (v) Financial management refers to that part of the management activity which is concerned with the planning and controlling of an organization's financial resources.
- (vi) Job specification is a statement of the minimum acceptable human qualities required for the proper performance of a job.

- (vii) Public relations is more than a set of rules. It is a broad concept. It is the entire body of relationships that go to make up our impressions of an individual, an organisation or an idea.
- (viii) S.A.I. - Sports Authority of India,
Established - 1984
- (ix) Supervision is now conceived as a process which has as its purpose - the general improvement of the total teaching learning situation.
- (x) 1. To make procedure & policies for intramural.
2. To coordinate intramural programme.

Section 'B'

1. sports management can be defined as the coordination of resources, technologies, processes, personnel and situational contingencies for the efficient production and exchange of sports services."

Scope of Management:

The scope of sports management is very vast as regards the areas. The major areas of physical education and sports are discussed in detail as follows:

1. Personnel

Activities included in the personnel area of sports management are:

- * Manpower requirements
- * Recruitment and selection
- * Development and Placement
- * Training
- * Monitoring
- * Behavioural audit
- * Participation
- * Public Relations.
- * Supervision
- * Evaluation
- * Leadership qualification.
- * Conf Conflict resolution
- * Publication of research.

2. Programme

A sound programme is the key to the success for an organisation. Activities included in the programme are as follows:

- * Training Schedules
- * Revision & of curriculum and courses of study.
- * Recruiting students or participants
- * Maintaining and improving the programme's image
- * Coordination with other programmes.
- * Evaluation in terms of achievement of goals & objective

3. Finance:

Financial management includes the following activities:

- * Sources of funds * Allotment of funds * Budget planning
- * Long and short term goals * Basics of planning
- * Guidelines * Expenditure control * Audit and account.

4. Material: It includes the following

- * Equipment needs in terms of objectives & activities.
- * Purchasing, policies, principles & procedures
- * Handling security, maintenance and care.
- * Standardization, modification, modernization & disposal.

5. Performance: deals with following

- * Preparation, participation & sports competition.
- * Prognostics and selective diagnostics.
- * Maintenance of performance records, reward & awards

6. Office:

- * office administration. * Office personnel * Interpersonal relationships
- * Correspondance, office records, registers files etc

7. Infrastructure:-

- * Play field engineering * Basis concepts and planning
- * Construction, upkeep and maintenance of play field.
- * Indoor halls, gymnasium, swimming pool, camp sites etc

Optimum

OR

1. ~~Objectives~~ of Utilization of Resources:

- Management is needed for ensuring optimum utilization of resources. The proper use of men, materials and machinery and avoidance of wastage of all kinds, are required in order to achieve better results.
2. **Effective leadership** :- Managers are needed to make group effort more effective by providing right direction to the people. Management creates teamwork and motivates employees to work harder and more efficiently by providing necessary guidance, counselling.
 3. **Sound Interpersonal Relationships**: Management is an instrument of establishing interpersonal relationships. Various people working in the organisation are to be guided to put their heads together for the achievement of the common goals.
 4. **Achievement of Goals** :- Objectives of an organisation can be achieved only when the human and non-human resources are combined in a proper way.
 5. **Planning for future** :- Every organisation operates a constantly changing environment. Changes in technology, government policies, competition etc often threaten the survival.

The basic purpose of sports management is to⁶ get the right things done and things done rightly through cooperative efforts so that the goals of the organisation are achieved.

Unit-II

3. Though every organisation has its own personal sports ethics, but the field of physical education and sports, in general, has the following professional ethics.
- (i) The aim of physical education is optimum development of the individual.
 - (ii) The physical education and sports teachers should devote equal amount of time and attention to the activities of students of superior ability as well as to that of less proficient ones.
 - (iii) The professional relations of a teacher with a student require that all information of a personal nature should be kept in strict confidence.
 - (iv) The teacher should maintain a friendly interest in the progress of students; however, undue familiarity should be avoided as it will be against effective teaching and professional dignity.
 - (v) He should cooperate fully and unselfishly in all activities of the institution which are within the sphere of education.

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- (vi) He should understand and make use of proper administrative channels in approaching the problems encountered in the institution.
 - (vii) He should avoid using personal glory achieved through winning teams for the purpose of self promotion.
 - (viii) He should not profit personally through the purchase of equipment and materials for physical education by the institution.
 - (ix) He also has a professional obligation to assist in the learning, practice and understanding of students & teachers in the field.
 - (x) It is his duty to strive for progress in personal education and to promote emerging practices and programmes in physical education and sports.

Or

There are certain personal qualities and traits which are essential to be successful leader. The study of several successful reveals that the following important traits are possessed by many of them.

Intelligence, impressive physical attributes, Emotional stability, Inner motivational drive, vision and foresight, Empathy, fairness and objectivity, technical skills, open mind and adaptability, art of communication, social skills, self confidence, Dominance, supervisory ability, Decisiveness.

Q.4. Job analysis is a process by which job, duties and responsibilities are defined and the information of various factors relating to jobs are collected and compiled.

Jobs	Specific Qualification
Physical Education Teacher	B. P. Ed or Equivalent.
Physical Training Instructor	B. P. Ed or Equivalent.
Personal Trainer	"
Gym Trainer	"
Health & Fitness Counsellor	Diploma in Fitness Training.
Assistant Physiotherapist	Diploma in Physiotherapy.
Rehabilitation Centre Director/Instructor	Diploma in Sports Medicine.
Sports Coach	Diploma in Coaching
Director of Sports	Ph.D in Physical Education & Experience
Assistant Director	Ph.D / NET in Physical Education
Assistant Professor	Ph.D / NET in Physical Education
Yoga Instructors	Diploma in Yoga

(i) Audit

Auditing is a process by which the accounting and records are evaluated by professional experts in terms of objectives of the organisation or assertions made by management.

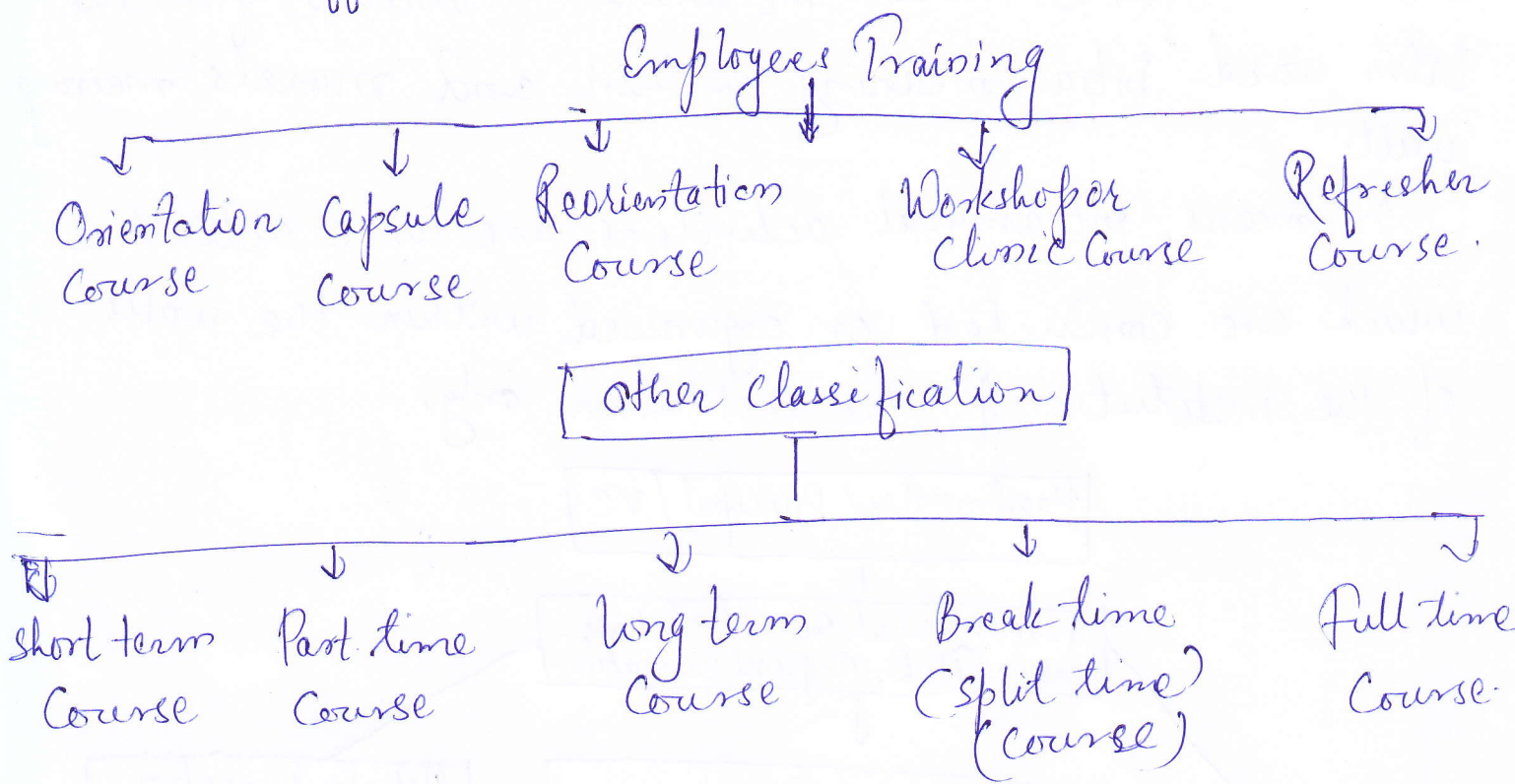
The importance of audit can be explained as follows

1. To pin point irregularities in accounting
2. To help organisation in fixing responsibilities for irregularities, misappropriation and misuses.
3. To suggest ways and means to improve accounting procedures, financial management and administrative functions
4. To guide the administration in economizing the expenditure and making the programme cost effective.

(ii) Training of employee's

The training programme is important for all professionals, who are in service. This programme should include latest modifications, advancements, provisions and changes in rules and regulations of various games and sports.

There are some of the following courses depending upon their different durations:



(iii) Meeting and its type

Ordinarily, the term meeting may be defined as 'gathering, assembling or coming together of two more persons (by previous notice or by mutual agreement) for discussion and transaction of some useful business.'

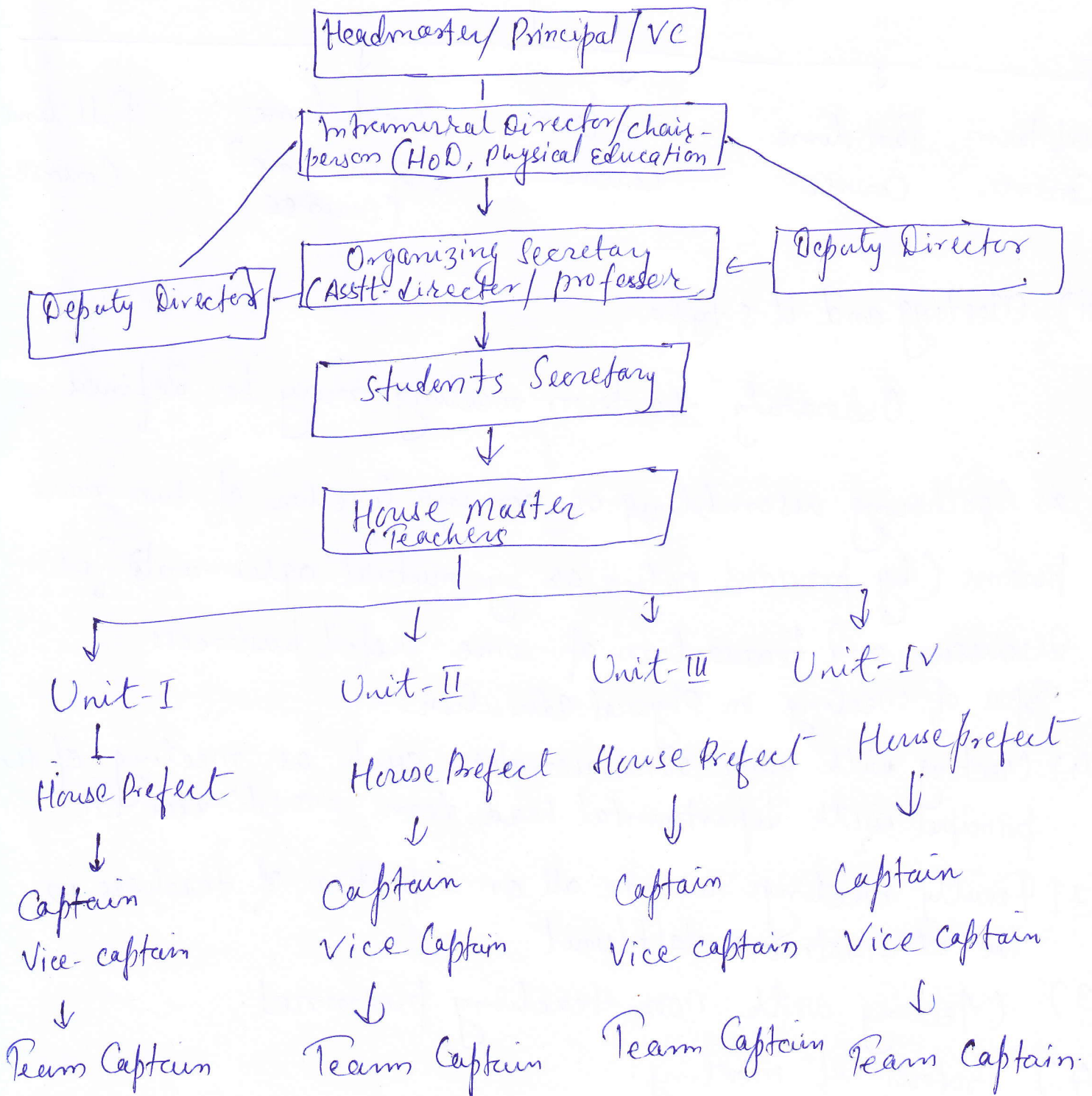
Types of Meeting in Physical Education

- (1) Meeting with other administrators such as meeting of the principal with departmental head, deans, coordinator etc.
- (2) Faculty meetings include all or a portion of teachers in the administrative staff/unit.
- (3) Meeting with non-teaching personnel.
- (4) Professional meeting.

Unit- IV

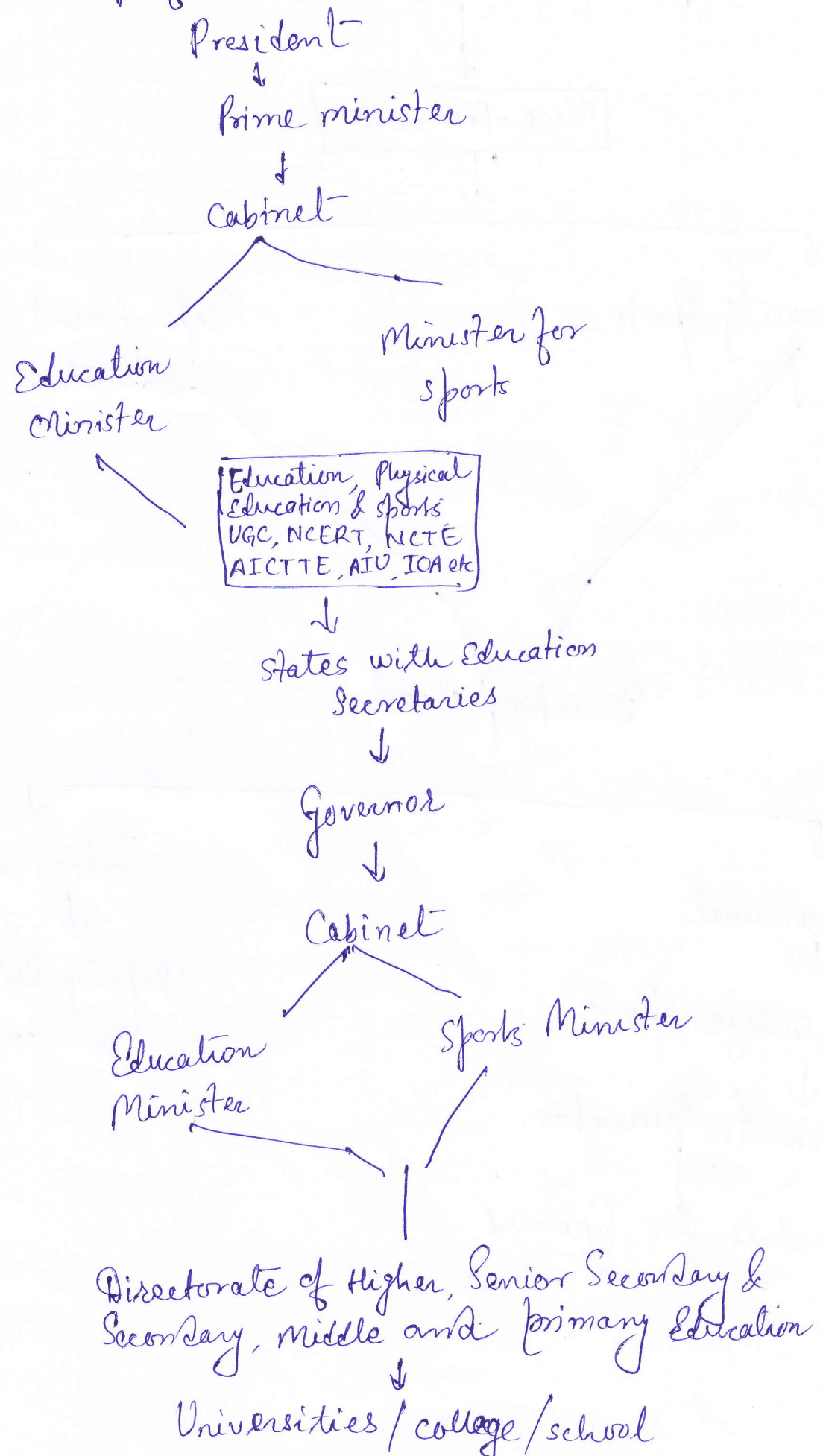
Intramural:- The word 'Intramural' is derived from the Latin word 'Intra' meaning within and 'mural' meaning wall.

It means, intramural activities are those activities which are conducted or organised within the walls of the institution for the institution only.



OR

(i) sports set up for state level



Sports Setup for University

President/ Vice-chancellor

Vice-President

University Sports

Department of Physical Education

Director/ Head

Extramural

Intramural

Inter college sports

Deputy Director for Campus

Assistant Director

Coaches for Games

(ii) Purpose of Public Relations

1. To create goodwill with all pertinent publics
2. To help to understand the reasons for and values of physical education.
3. To encourage participation in suitable activities related to programme and in the use of available facilities
4. To guide and promote public relation opinion in favour of worthy programmes of physical education.

In nutshell, a public relations is a powerful medium of putting across right messages to right people at right time and in right spirit about innovations in the content and methodology of physical education.

(iii) Functions of SAI

1. To implement and carry out the existing schemes for the promotion of sports and for improvement of standard in the country for the sports and games.
2. To initiate, undertake, sponsor, stimulate and encourage research and development in sports and games and related sports sciences.
3. To provide education, training and facilities for improving advance coaching in various games and sports.
4. To constitute centres at convenient place in India to promote sports.

6. In physical education and sports, the scope of supervision extends to following fields:
- A. Instructional Programme - theory and activity contents, teaching methodology, teaching load, time table, class schedule, academic and attendance records.
 - B. Facilities & Infrastructure:- It includes the regular functioning and upkeep, annual maintenance of playfields and courts, running track, swimming track, gymnasium, weight training and Yoga pools.
 - C. Personnel:- recruitment, attendance of personnel, assignment of duties, service conditions, incentives & awards, payments etc.
 - D. Records:- activity records, attendance, health/fitness records, performance of athletes, stores etc.
 - E. Sports Competition:- Conduct of intramural, extramural, play-days, athletic meets, team participation etc.
 - F. Curricular Activities :- Includes - NCC, NSS, Guides and scouting, Redcross, Hobby and Recreation clubs, leisure hour activities, tours and trips etc.
 - G. General Environment :- It includes discipline and personnel, turn out of student and teacher, uniform, personal hygiene, general cleanliness, healthy environment etc.
 - H. Institutional Development :- knowledge of growth potential, general strengths and weakness, corrective measures, public relations, socio-cultural perspective, conceptual planning for future development.

Physical education teachers are supposed to perform certain administrative duties apart from teaching, examination and evaluation of students, depending on the place in the hierarchy of the faculty of physical education. One must understand the nature and procedure of the administrative duties from management's view point. The following are the major duties of a physical education teacher

1. Office management
2. Finance
3. Facilities
4. Public Relations
5. Personnel
6. Professional growth and Contributions.
7. Purchase and care of equipment and supplies.
8. Intramural Competitions
9. Extramural Competitions
10. Instructional programmes.

These points further will be elaborated.

J. Theaker