

MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION, MUMBAI - 51

1	Name of Syllabus	C. C. IN MANAGEMENT OF PHYSICAL EDUCATION AND SPORTS (404137)																																															
2	Max.Nos of Student	25 Students																																															
3	Duration	6 Month																																															
4	Type	Part Time																																															
5	Nos Of Days / Week	6 Days																																															
6	Nos Of Hours /Days	4 Hrs																																															
7	Space Required	Workshop = 400 Sq feet <u>Class Room = 200 Sq feet</u> TOTAL = 600 Sq feet																																															
8	Entry Qualification	S.S.C. + Any course in Sport Group of MSBVE																																															
9	Objective Of Syllabus/ introduction	To provide systematic training in MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS																																															
10	Employment Opportunity	Job opportunities in MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS																																															
11	Teacher’s Qualification	Diploma / Certificate holder in concern Subject.																																															
12	Training System	<table><tr><th colspan="4">Training System Per Week</th></tr><tr><td>Theory</td><td>Practical</td><td colspan="2">Total</td><td colspan="2"></td></tr><tr><td>6 Hours</td><td>18 Hours</td><td colspan="2">24 Hours</td><td colspan="2"></td></tr></table>						Training System Per Week				Theory	Practical	Total				6 Hours	18 Hours	24 Hours																													
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13	Exam. System	<table><tr><th>Sr. No.</th><th>Paper Code</th><th>Name of Subject</th><th>TH/PR</th><th>Hours</th><th>Max. Marks</th><th>Min. Marks</th></tr><tr><td>1</td><td>40413711</td><td>MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - I</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40413712</td><td>MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - II</td><td>TH-II</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40413721</td><td>MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - I</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>4</td><td>40413722</td><td>MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - II</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>170</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40413711	MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - I	TH-I	3 hrs	100	35	2	40413712	MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - II	TH-II	3 hrs	100	35	3	40413721	MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - I	PR-I	3 hrs	100	50	4	40413722	MANAGEMENT OF PHYSICAL EDUCAITON AND SPORTS - II	PR-II	3 hrs	100	50			Total			400	170
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MANAGEMENT OF PHYSICAL EDUCATION AND SPORTS - I

THEORY - I AND PRACTICAL - I

1. Historical Evolution of Management
2. Overview of Leadership, Management, and Administration in Physical Education and Sports
 - 2.1 The Nature of Leadership, Management and Administration. The Unified Concept of Management.
 - 2.2 The purpose, Scope of Managing Physical Education, Fitness and Sports Programmes.
 - 2.3 The Effective Leader and Director
3. Basic Skills/Functions in the Process of Management :
 - 3.1 Making wise decisions.
 - 3.2 Communicating Effectively.
 - 3.3 Managing time and Setting Priority
 - 3.4 Planning for the Activity Based Programmes
 - 3.5 Organising for the Activity Based Programmes
 - 3.6 Controlling the Activity Based Programmes
 - 3.7 Delegation of duty in the Activity Based Programmes
 - 3.8 Staffing and Leading Personnel in Activity Based Programmes.
- 4 Fundamental of Organisational Behaviour-
 - 4.1 Foundation of a Behavioural Approach to work.
 - 4.2 The Individual and work Environment.
 - 4.3 The Human behavioural and the Climate of the work Environment.
 - 4.4 Understanding Motivated Behaviour- Human needs and Motivation, Goal Setting and Reinforcement, Counselling and Reward System.
 - 4.5 Leadership and the Human Behaviour in the work Environment- Leadership Style, Participative Management, Real and Imagined Leadership and Effective Group Performance.
 - 4.6 Unions and Labour Relations
5. Training of Administrators
 - 5.1 Training of Administrator/ Manager for better performance- Competency, Based Approach.
 - 5.2 Analysis Administrator Performance Problems.
 - 5.3 How to Develop Behaviour and How to stop Problematic Behaviour- Punishment and Extinction.

MANAGEMENT OF PHYSICAL EDUCATION AND SPORTS - II
THEORY - II AND PRACTICAL - II

1. Philosophy, Personality and an Administrator/ Manager.
2. Principles; Policies and Standard Practices of Management.
3. Office Management.
4. Class Management and Management of Teaching Staff.
5. Managing Sports Facilities- Designing and Planning Sports Facilities, Sports Facility Specifications, Standards and Structures.
6. Management and Sports Equipment- Selection, Purchase Maintenance and Security.
7. Financial Management in Physical Education and Sports.
8. Risk Management in Sports.
9. Legal Aspects of Physical Education and Administration in Sports.
10. Commuting Involvement and Public Relation.
11. Stress, Burnout and Conflicts in Management of Physical Education and Sports.
12. Management of Recreation and Leisure Services.

Ref books-

- Railey, Jim H. and Tscauner, Peggy, Railey, Managing Physical Education fitness and sports performances (London: Mayfill Publishing Company, 1988) 2nd Ed.
 - Frost, B. and Lockhart, B.D. Marshall Stanley, J. Administration of Physical Education and Athletics Concepts and Practices (New Delhi : University Book Stall , 1992) 2nd Ed.
 - Horine, LARRY, Administration of Physical Education and Sports Programme , (Boulder : Wadsworth Publisher 1991), 2ND Ed.
 - Francis, James G, and Millbourn Cane Jr. Human Behaviour in the work Environment, (California : Goodyard Publishing Company, Inc . 1980)
 - Davis, Keith Human Behaviour at work , (New Delhi : Tata Mc Graw-Hill Publishing Company Ltd., 1981)
- Syllabus (M.Phil. in Physical Education, P.U, Chandigarh)
- Whitaside, Lynn, W. Effective Management Techniques for getting things Done (Delhi : Vikas Publication 1971)
 - Bucher, Charles A. Administration of Physical Education and Athletic Programmes (London : The C.V. Mosby Company 1983.) 8th Ed.
 - Allen , Louis A. Management and Organization. (New York Mc Graw Hill Book Company Inc 1958).
 - Connellan, Thomas K. How to improve Human performance. (New York : Harper and Row Publisher, 1978)
 - Marler, C and Cowling Alan. Managing Human Resources , (London : Edward Arnold Division of Hodder and Stoughton 1990) , 2nd Ed.
 - Browie, Gary W. and Zeigler, F.E. Management Competency Development in Sports and Physical Education (Philadelphia : Lea and Febiger, 1983).
