

**MASTER OF PHYSICAL EDUCATION**  
**(M.P.Ed.) SEMESTER- IV - 2017**  
**Paper: MPE-1003**  
**(Fundamentals of Sports Management and Administration)**

Time: 03 Hours.

Maximum Marks: 75

Write your Roll No. on the top right side immediately on receipt of this question paper)

**Note: Attempt any FIVE questions. All questions carry equal marks.**

1. Write the concept of Sports Management and Administration. Briefly explain the nature, scope and principles of Sports Management. (6+3+3+3)
2. Define the term leadership. Explain different types and traits of the leader managing the professional sports. (3+7+5)
3. Write the meaning and purposes of meetings. Explain the organization of meetings. Write the process of conducting the meetings. (4+4+7)
4. Define the term Event Management. Mention types of Sports Event. Explain in brief formation of committees for conducting of multi event competition. (2+4+9)
5. Write short notes of the following:- (15)
  - a) Time Management (05)
  - b) Reporting and Evaluation (05)
  - c) Office Correspondence (05)
6. Explain in detail steps of planning and development of facilities in school set-up. Why do you think the multi-purpose sports facilities are best-bet? Elaborate. (8+7)
7. Define the term Office. Explain in brief elements and functions of office management. (2+5+8)
8. Write note on the following:- (3+6+6)
  - a) Ceremonies
  - b) Training and development of Volunteers
  - c) Different sources of personal management.