

Name of the course : M. P. Ed. Part-II,
Semester : IV (May/June 2024)
Name of the paper :MPE-1003- Fundamentals Of Sports Management And
Administration

NOTE: Attempt any FIVE questions. All questions carry equal marks.

Time: 3 Hours

Max. Marks: 75

Q1. Write the concept of meeting. Explain in brief the procedure of conducting meeting; and Meeting Documentation (Notice, Agenda, Resolutions & Minutes) (2+7+6=15)

Q2. Write the concept of volunteerism. What are types of Volunteer? Discuss key areas in the development of a Volunteer Management Plan. (3+12=15)

Q3. Elaborate various funding sources for sport. (15)

Q4. Define the term 'sports management' & 'administration'. Explain in brief various functions of sports management. (2+2+11=15)

Q5. Write the meaning and definition of office management. Write the objectives of office management. Elaborate office management tasks. (3+4+8=15)

Q6. Write the concept of time management. Enlist tips of time management. Briefly explain the **ways of time management**. (3+5+7=15)

Q7. Explain different types of tournament. Write the procedure of preparing fixture in league tournament. Draw a fixture of 14 teams in Knock out tournament. (2+5+8=15)

Q8. What do you understand by the term Report? Explain various steps in drafting a report. Explain in brief organisation & preparing reports. (2+5+8=15)

