



ALAGAPPA UNIVERSITY,
(Accredited with A⁺ Grade by NAAC (CGPA: 3.64) in the Third Cycle)
KARAIKUDI

Directorate of Distance Education

**Programme Project Report for P.G.Diploma
in Sports Management**

**To be submitted to
UGC, Distance Education Bureau (DEB)
New Delhi**

**For seeking Approval to introduce programme
through Distance Education Mode**

P.G. Diploma in Sports Management

Programme Project Report 2017

Objectives

The centre is working towards providing scientific and Qualitative holistic spiritual education thereby developing the younger generation to progress with peace and perfection. To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Vision and Mission of our Institution

Vision

Achieving Excellence in all spheres of Education , with particular emphasis on PEARL-pedagogy, Extension, Administration, Research and Learning.

Mission

Affording a High quality higher Education to the learners so that they are transformed into intellectually competent human resources that will help in the uplift of the nation to Educational, Social, Technological, Environment and Economic Magnificence (ESTEEM).

Mission of the Programme

- To arrange for periodic assessment and accreditation of institutions of higher education or specific academic programmes.
- To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions.
- To encourage self-evaluation, account ability, autonomy and innovations in higher education
- To undertake quality-related research studies, consultancy, and training programmes.

a) Objectives of the programme

- To enrich knowledge of personal and management of sports
- To promote the capacity to organize games and sports.
- To provide knowledge of human resource management
- To foster interest in management of finance.
- To prepare teachers of physical education.

b) Relevance of the Programme with HEI's mission and Goals

The goal of the Programme is to create peaceful, productive, learning –ready class rooms in which students will learn to use sports management and mindfulness to improve their focus while developing a lifelong awareness of the importance of their Physical and emotional health.

It will provide the school teachers, college teachers and other learners with a cost-effective, sustainable solution to improve them. The learners and aspirants readiness to learn, while positively transforming the environment.

To develop the students into well educated, ethical, competent sports management professional. The sports management education, we sterile to prepare a new generation of athlete representatives with knowledge, critical thinking, integrity, skills and the passion to succeed.

c) Nature of Prospective target of learners

Any graduates
Academicians
Entrepreneurs
School teachers
College teachers

Supporting Non formal education workers especially youth workers. Providing accessible and user-friendly tools. Developing effective partnership. Encouraging entrepreneurial skills.

d) Appropriateness of programme to be conducted in open and distance learning mode to acquire specific skill and competence

- To inculcate students with necessary qualification for teacher.
- To develop coaching methods and sports administration.
- To enhance the level of problem in sports management.
- To understand the principles and their application of physical and sports education.

e) In structural Design

The graduation is of one year duration. Sports management practice integrates the body, mind and the soul. The syllabus includes topics on meaning, need and scope of sports

management. It explains messages from sports management principles, mental health, stress management, Practical sports management.

Sports management techniques help in controlling mind and the body. Sports management is a confidence in an individual. Practice of sports management regularly by the individuals helps in leading a disciplined way of life. Sports management helps in keeping the body fit and in preventing diseases, sports management unfolds the potentials in an individual and makes way for blissful life.

Course of Study & Scheme of Examinations

S.No	Code	Paper	CIA Marks 25	ESE Marks 75	Total marks 100	Credit 32
I Semester						
1.	40611	Principles of Sports Management	25	75	100	4
2.	40612	Organization and behavior of Sports Management	25	75	100	4
3.	40613	Human Resource Management	25	75	100	4
4.	40614	Administration and Maintenance Management	25	75	100	4
		Total	100	300	400	16
II Semester						
5.	40621	Scientific approaches of sports performance	25	75	100	4
6.	40622	Management of Sports Performance	25	75	100	4
7.	40623	Methods of Sports Management	25	75	100	4
8.	40624	Planning and Facility of Sports Management	25	75	100	4
		Total	100	300	400	16
Grand Total			200	600	800	32

Credits:

Each student should earn 32 credits to complete the program.

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Course code legend:

426 - P.G. Diploma in Sports Management

X – Semester Number

Y – Course Number in the Semester.

CIA: Continuous Internal Assessment, ESE: End Semester Examination, TOT: Total, C-Credit points.

Max: Maximum

No. of credits per course (Theory) – 4

Total No. of credits per semester – 16

Total No. of Credits for two semesters (one year) = 32

Detailed Syllabus:

First Semester
<u>Title of the Course</u>
40611-Principles of Sports Management

BLOCK – 1: MANAGEMENT AND PHILOSOPHY**UNIT – I**

Introduction – The meaning of Management – The Functions of Management – Planning – Organizing – Leading – Evaluating._

UNIT – II

The skills of Management – Technical skill – Human skill – Conceptual skill.

UNIT – III

The Roles of a Manager – Interpersonal roles – Informational Roles – Decisional roles -
The Management process in overview – the universal nature of the management process –
Management and Administration.

UNIT – IV

Philosophy – Functions of sports philosophy – a philosophy of sports results in the
improvement of professional – A philosophy of sports essential to professional education – A
philosophy of sports guides the professional – A philosophy of sports provides direction for the
professional and individual programs – A philosophy of sports makes society aware that
contributes to its values – Profession closer together – Sports and general education – Sports
educators.

BLOCK – 2: PRINCIPLE AND THEORIES OF MANAGEMENT AND PLANNING CONSTRAINTS

UNIT – V

Principles of management – Division of work – Authority and responsibility – Discipline
– Unity of command – Unity of direction – Subordination of individual interest to general
interest – Remuneration – Centralization – Scalar chain – Order – Equity – Stability of tenure –
Initiative – Sprit de crops.

UNIT – VI

Theories of management – Mc Gregor's Theory X and Theory Y – The path-Goal theory
of leader effectiveness – The Adaptive-Reactive theory.

UNIT – VII

Steps in the planning process – Rationality in planning – Planning and Decision making –
Problem of organizational goals – Information and planning – Directional planning – Planning
and sport organizations – Steps in the planning process.

UNIT – VIII

Specification of goals – Identification of constraints – Authoritative constraints –
Biological constraints – Physical constraints – Generation of Alternatives.

BLOCK – 3: SIGNIFICANT OF PLANNING & BASIS OF GOALS

UNIT – IX

Establishment of performance criteria – Evaluation of alternatives – Selection of an
alternative – The plan document – Rationality in planning – Planning and decision making –
Model of the Economic person – Model of an administrative person.

UNIT – X

The implicit favorite model – Problem of organizational goals – Goals as a Chain of means and ends.

UNIT – XI

Official and Operative Goals – Genesis of official goals – Operative goals

BLOCK – 4: DIRECTIONAL PLANNING AND GOALS AND ORGANISATIONS

UNIT – XII

Official goal – Operative goals – Genesis of operative goals – Educational objective – Athletic objectives – Goals and Constraints.

UNIT – XIII

Information and planning – Forecasting – Nominal group techniques – The rolling fore cast – Alternative generation – Directional planning – Directional planning and official goals.

UNIT – XIV

Planning and sport organizations – Private sector organizations – Public sector organizations – Third sector organizations.

References

1. Bucher Charles, A. Administration of physical education and Athletes programs (London: The C.V. Mosby company, 1987)
2. Mason James G. and Jimpaul, Modern sports Administration, (Englewood cliffs, New Jersey: Prentice Hall, Inc., 1988)
3. Schular Randall S and Nicholas J. Personal Management. (New York, West publishing company, 1983)

Title of the Course

40612-Organization and behavior of Sports Management

BLOCK – 1: CHARACTERISTICS OF BUREAUCRACY

UNIT – I

Classical Principles – Specialization – Span of Control – Departmentation - Project Grouping (Programs) – Unity of Command.

UNIT – II

Responsibility and Authority – Bureaucracy – Division of Labor – Hierarchical Authority Structure – A System of Abstract Rules - Impersonality - Technical Competence – Criticisms of Bureaucracy – Bureaucracy in a Democracy.

UNIT – III

Purpose and Process of a Democracy and a Bureaucracy – Bureaucracy in Sports organizations – Organizing : Open System Perspectives – The Lawrence and Lorsch Model – Differentiation and Integration of Physical Education, Athletics and Intramural, from an open System Perspective.

UNIT – IV

Structural Configurations of Physical Education – Differentiation and Integration of Physical Education – Factory and Service Model of Physical Education .

BLOCK – 2: THOMPSON AND PARSON’S MODEL & ROLES

UNIT – V

The Thompson Model – Environment Stability – Business and Industry – Thompson ‘s Model Applied for Faculty of Physical Education – Institutional System – Managerial System – Technical Core – Parson’s Hierarchical Differentiation of System Activities – Parson’s Perspective – Managerial SubSystem.

UNIT – VI

Ideal Prescription – Technical Core in Service Organizations – Structure of Authority in Service Organizations – Authority and Power Flows in Professional Service Organizations.

UNIT – VII

Organization – Constitution – Title – Objectives – Membership – Finance – The Officers – The Annual General Meeting – Executive Committee – Sub-Committees – Conduct of Meeting – Alteration of Constitution.

UNIT – VIII

Role of the President – Role of Secretary - Role of Treasurer – Annually Required – Meetings.

BLOCK – 3: DEFINITION OF MEETING AND CLASSIFICATION OF MEETING

UNIT – IX

Notice of Meeting – The Agenda – Conducting a Meeting – General – The Chair – Speaking – Voting – Motions – Amendments.

UNIT – X

Procedural Motions – Adjournment – Information - Order – Tips for Good Meetings – Minutes of Meetings.

UNIT – XI

Sample of Record of Meeting – Present – Apologies – Previous Meeting – Business Arising – Business – Solidarity Courses – Date of Next Meeting.

BLOCK – 4: REPORT WRITING AND MANAGEMENT PROCESS

UNIT – XII

Report Writing – To Brief a Committee on a Particular Topic – Report of a Team Visit – Problem Solving – Recognizing and Defining The Problem – Seeking Alternative Solutions – Brainstorming.

UNIT – XIII

Decision-Making – Introduction – Five Decision-Making Methods – Advantages and Disadvantages – Decision by Authority After Group Discussion – Decision by Minority Rule – Decision by Majority Vote – Decisions by Consensus.

UNIT – XIV

Process Model of Organizational Effectiveness – Goals /model of Organizational Effectiveness – Clarity of Goals – Measurements of Goals Attainment –The System Resource Model of Organizational Effectiveness – The Process Model of Organizational Effectiveness – Sample Questions.

References

1. Vanderzweg Harold J. Sports Management, (New York: Mac Millan Publishing company 1984
2. Government of India report. HRD annual reports. Department of sports
3. Chelladurai, P. Sport Management Macro Perspectives, (Canada Sports Dynamics 1985)

Title of the Course

40613-Human Resource Management

BLOCK – 1: OBJECTIVES OF HUMAN RESOURCE MANAGEMENT

UNIT – I

Introduction: Management of Men Is A Challenging Job - Importance of Human Resources Management - Social Significance -Professional Significance - Significance For Individual Enterprise-Objective of Human Resource Management - Pre-Requisites For The Achievements Of The Objectives.

UNIT – II

Personnel Function In Organization-Classification of Functions - The General And Specific Functions - Personnel Administration & Industrial Relations Functions - Functions Classified on The Basis of Capacities - Functions According to The Degree of Authority.

UNIT – III

Managerial Functions – Planning – organizing - directing (motivating, actuating or commanding) - Coordinating and controlling – controlling - operative functions – The procurement function - The development function - The compensating function - Integration function - The maintenance function.

UNIT – IV

Classifications of personnel functions: Yoders classification –yoder and nelsons classification - northcotts classification - scott, clothier & spriegels classification - kindalls classification - straus’s and sayles classification.

BLOCK – 2: PERSONNEL MANAGEMENT

UNIT – V

Functions of personnel management - organizational planning and development - Staffing and employment - Training and development - compensation, wage and salary administration - Employee services and benefits - Employee records - labour relations - personnel research and personnel audit.

UNIT – VI

Personnel principles and policies - Aims and objectives of personnel policies - Need for personnel policy - Principles of personnel policies - Types of personnel policies - Essential characteristics/tests of a sound personnel policy - Sources of personnel policies.

UNIT – VII

Importance of human resource - Manpower planning defined - Need for human resource planning - Process of human resource planning - Responsibility for human resource planning - Manpower plan - Component.

UNIT –VIII

Job analysis - Purpose and uses of job analysis - Contents of analysis - The steps in job analysis - Techniques of job analysis data.

BLOCK – 3: SELECTION PROCEDURES OF HUMAN RESOURCE

UNIT –IX

Job design - The two approaches to job design - Uses of job description -Components of contents of job description - Developing job descriptions or guidelines for writing a job description - Limitations of job description - Job specifications.

UNIT – X

The selection process: Selection procedure - Selection policy - Essential elements of selection procedure - Steps in selection procedure - Placement and induction - Orientation, Induction - objectives of orientation.

UNIT – XI

Procedure for induction – Employee Training – Meaning for training and development – Difference between training and development – Need for basic purposes of training – Importance of training – The importance of training has been expressed in these words – Responsibility for training – Creation of a Desire for training.

BLOCK – 4: PRINCIPLES OF TRAINING MANAGEMENT

UNIT – XII

Principles or concepts of training – Steps in Training programmes – Discovering or Identifying training needs – Operations analysis – Man analysis- Task description analysis – Determining training needs – Problems as follows – Support Material for training.

UNIT – XIII

Training methods / Techniques – Chart – On-the-Job-Training (OJT) – Merits of On-The-Job-Training – Demerits of On-The-Job-Training – Job Instruction Training – Vestibule Training (or Training-Centre Training) – Merits of the Vestibule Training – Demerits of the training.

UNIT – XIV

Job methods – Limitations of lecture system – Retraining – Management Development – Purpose and objective of management development – Management development concepts – Management development programme – Components – Promotions, Demotions, Transfers and Separation – The objectives of Promotion – Promotion policy – Demotion – Definition – Transfer policy – Separations – Definitions – Dismissal.

References

1. Venkataraman C.S. & Srivastava B.K., Personnel Management and Human Resources, Tata McGraw Hill, 1991
2. Arun Monappa, Industrial relations, Tata McGraw Hill, 1987
3. Dale Yodder & Paul D Standohar, Personnel Management and Industrial Relations, Sterling Publications, 1990
4. Ian Beard Well and Len Holden, Human Resource Management - A contemporary perspectives, Macmillan.
5. John Bernardin, Joyce E. A. Russell, HRM An experimental approach McGraw – Hill International Ed.

Title of the Course

40614-Administration and Maintenance Management

BLOCK – 1: DEFINITION, OBJECTIVES OF ADMINISTRATION

UNIT – I

Wage and salary administration – Nature and Purpose – For employees – To employers – The wage determination process – Factors influencing wage and salary structure and administration – Principles of wage & salary administration.

UNIT – II

Theory of wages – Subsistence theory – Wages fund theory – The surplus value theory of wages – Residual claimant theory – Marginal productivity theory – The bargaining theory of wages – Behavioral theories – wage and salaries and motivators.

UNIT – III

Compensation plan – Wage incentives Definition – Objectives of wage incentive schemes – Merits of wage incentive schemes – Types of wage incentive plans.

UNIT – IV

Short-term plans – Merits of wage incentive plans – Demerits of wage incentive plans – Some important wage incentive plans – Halsey Premium plan – Demerits – Halsey weir premium plan – Rowan premium plan – The 100 per cent premium plan – The bedeaux point plan – Taylor's differential piece-Rate plan – Merric's Multiple piece rate system – The Gantt task and Bonus plan – Emerson efficiency plan – Co-partnership system - Accelerating premium systems.

BLOCK – 2: SPECIAL FEATURES AND MAINTENANCE OF ADMINISTRATION

UNIT – V

Long-term wage incentive plans – Profit sharing – Features of Profit-Sharing – Types of Profit Sharing – Objectives of profit-sharing – Forms of profit sharing.

UNIT – VI

Fringe benefits – definition – Special features of fringe benefits – The objectives of Fringe benefits and services programmes – Job evaluation techniques – Definition of job evaluation – Objectives of job evaluation – Principles of job evaluation programme – Advantages of job evaluation – Limitations of job evaluation.

UNIT – VII

Basic job evaluation method / system – The ranking system – Job classification or Grading method – Mechanism – The points system – The factor comparison method – Essentials of success of job evaluation programmes.

UNIT – VIII

Employee Maintenance and Integration – Objectives of employee maintenance – Participants / Variables in Maintenance and Integration – Workers and their organization – Role of the Government – The workers organizations – The Employers organizations – The government.

BLOCK – 3: SAFETY EDUCATION FOR ADMINISTRATION

UNIT – IX

Aspects of employee – Employer integration – Development of healthy labour-management relations – Maintenance of Industrial peace – Industrial Democracy – Industrial relation programme – Scope of Industrial integration work – Functional requirements of a successful industrial relations programme – Top management support – Sound personnel policies – Adequate practices should be developed by professionals.

UNIT – X

Employee welfare and safety – Employee safety – Industrial Accident and industrial injury – Nature of Accidents – Causes of Accidents – Unsafe conditions (work-related causes) – Unsafe Acts – Other causes.

UNIT – XI

Safety education and training – Safety contests – Accident Analysis and Tabulation – Statutory provisions for safety in India – Fencing of Machinery – Work on or Near Machinery in Motion – Employment of Adolescents on Dangerous machines – Striking gear or device for cutting off power – Self-acting machines – Prohibition of Employment of Women and Children near cotton openers – Precautions in case of fire – Administration of discipline – Discipline – meaning – Aim and objectives of discipline – Form and types of discipline – Causes of indiscipline and Misconduct – Principles for maintenance of discipline.

BLOCK – 4: PERSONAL MOTIVATION FOR ADMINISTRATION

UNIT – XII

Employee motivation – Objective of motivation – Classification of motives – Types of motivation – Steps in motivation – Management technique design to increase motivation – Guidelines for motivating employees and the managers – The position in India – The Changing nature of Human needs – Frustration – Aggression – Regression – Rationalization - Depression

UNIT – XIII

Personnel records and reports – Significance of records and reports – Essentials of a good record – Reports – Essentials of a good report – Personnel Audit – Objectives of Personnel audit – Importance of personnel audit – Need for personnel audit – Scope of personnel audit – The field of personnel audit includes – Methods of analysis – Frequency and types of audit – The audit report.

UNIT – XIV

Personnel research – Meaning and Characteristics – Types of Research – Objectives of personnel research – Coverage of personnel research area – Methods and tools of personnel research – Case studies – Survey research – Statistical studies – Mathematical models – Simulation – Field or action research – Research procedure – Sources of personnel research information – Responsibility for research.

References

1. Udai paeek, T. Venkateswaran Rao, Designing and Managing HR systems, Oxford & IBH Publishing Co, Pvt, Ltd., New Delhi
2. Lallan Prasad, A, M. Banerjee, Management of HR, Sterling publishers Pvt.Ltd.
3. Paul Dickens, Quality and Excellence in HR, Wiley publishers.
4. Derek Biddle & Robin Evenden, Human Aspects of Management, Jaico Publishing House.
5. Sankaraiah. A. Subbarao, M.M. Rao, HRM cases, games and exercises.
6. Barry L. Reece, Rhonda Brandt. Effective Human Relations in organization. Houghton Mifflin company – Boston.

Second Semester

Title of the Course

40621-Scientifics Approaches of Sports Performance

BLOCK – 1: NEED AND IMPORTANCE OF SPORTS PERFORMANCE

UNIT – 1

Meaning and need for evaluation, evaluation techniques in Physical fitness variables – Evaluation – Need for evaluation – Health related physical fitness and Medical Examinations – Recommendations for the use of fitness tests in schools – Appeared physical best assessment program – Aerobic endurance – Body composition – Upper body strength / endurance.

UNIT – II

Children's skill related Physical Fitness Measures – Aahper youth fitness Test – Pull up (for boys) – Flexed arm hang (for girls) – Sit-up – Shuttle run – Standing long jump – 50 Yard Dash – 600 Yard run walk.

UNIT – III

Bruininks-Oseretsky test (BOT) of Motor Proficiency – Running speed and Agility – Balance – Bilateral coordination – Strength – Upper-limb coordination – Response speed – Visual motor control – Upper limb speed and Dexterity.

UNIT – IV

Capital Health-related Physical Fitness Test (College) – Distance runs – Skinfolds – Modified sit-ups – Sit and Reach – Queens College step test – Cooper's 12-Minte walking / Running test.

BLOCK – 2: PERSONALITY DEVELOPMENT

UNIT – V

Evaluation of ability components – Psychodynamics in sports – Anxiety Management – Description of Anxiety test – Aggression – Reactive Aggression – Instrumental Aggression – Types of Aggression – Aggression as Innate Behavior – Aggression and Frustration – Aggression and sports – Individual difference – Description of Aggression test.

UNIT – VI

Personality – The definitive nature of society – The issue of Heredity – Sociability – Dominance – Extraversion – Self-Concept – Mental Toughness – Emotional stability – The Ego

– The super ego – Dynamics of the personality – Personality as Self-actualization – The concept of Activation – Leadership – Sociological Variables – Group Cohesion – Instrumental attraction.

UNIT – VII

Mechanical concepts and terms – Energy and Mass – Energy – The center of mass – Newton's laws of Mechanics – The law of Inertia – The law of Acceleration – The law of Reaction.

UNIT – VIII

Force – Moments – Load and Stress – Newton's – Substance Mechanical Properties – External Loads – Sample Clinical Applications – Stress on Weight – Bearing joints – Spinal load considerations – Other factors – The Characteristics of force – Biomechanical Descriptions – Space.

BLOCK – 3: CONCEPT OF BIOMECHANICS

UNIT – IX

Statics Equilibrium – Statics – Major principles of statics – Free-body Analysis – Equilibrium – Linear forces – Pressure – Pressure during manipulation – Pressure of Supports – Compression – Tension – Motion Tension – Poisson' Ratio.

UNIT – X

Concurrent forces – Parallel forces – Lever actions – Mechanical Advantage – First class levers – Second class levers – Third class levers – The levers principle.

UNIT – XI

Calculating effort – Muscle force – Human potential vs Stability – Wheel and Axle Mechanisms – Pulley systems – Force couples – Coupling – Bending – Bending moment – Multipoint Bending – The Neutral Axis – Torsion.

BLOCK – 4: PRINCIPLES OF BIO MECHANICAL PRINCIPLES

UNIT – XII

Basic principles of biodynamic and joint stability – Structural motion – Range of motion – Kinematics – Velocity – Linear velocity – Angular velocity – Instantaneous velocity – Kinematic Analysis of Human Motion – Body links – Closed body systems – Segmental parameters – Kinetics – Momentum – Momentum and power – Friction – Damping – Work and power.

UNIT – XIII

Major static and kinetic factors – Influencing mechanical efficiency of Muscular effort – Lever arm length and Mechanical Advantage – Muscle range of movement and the force developed - Muscle speed and velocity – Angle of pull – Composition of forces – Attachment site – The action of synergic and antagonistic muscles – Genetic influences – Biomechanical stress – Joint stability vs mobility – mechanical factors – Anatomic factors – Biomechanical stress and strain – Strain and Deformation – Biomechanical Fatigue and endurance.

UNIT – XIV

Vital capacity – Definition – Equipment of apparatus – Explanation of Spirometer – Test Administration – Review of related literature – Breath holding time – Resting pulse rate – Blood Pressure.

References

1. Grathy Bryant.J., Movement Behaviour and Motor Learning: Lea and Febiger.
2. Grathy Bryant, Psychological and Physical activity: Englewood Cliffs New Jersey, Prentice – Hall, inc

<p style="text-align: center;">Title of the Course</p>

<p style="text-align: center;">40622-Management of Sports Performance</p>

BLOCK – 1: NEED AND IMPORTANCE OF SPORTS MANAGEMENT

UNIT – I

Structure and Dynamics, Prognostics and selective diagnostics – Performance development – Education – Talent identification – Social and Cultural function – Political Functions – Economical Function.

UNIT – II

Competition system – Classification and arrangement of Competitions – Main competition – Major competition – Build-up competitions – Organization of Competitions – Competition Rules – Invitations and Communications.

UNIT – III

Competition frequency – Training structure and Dynamics – Model of Sports Training.

UNIT – IV

Physical exercises – Load structure – Movement structure – Comp. Exercise – Special exercise – General exercise.

BLOCK – 2: TRAINING PROCEDURE IN SPORTS MANAGEMENT

UNIT – V

Model of sports performance – Structure of the process of performance – Structure of performance capacity – Differentiation of sports performances – Competition performance – Training performances.

UNIT – VI

Relationship of performance with performance capacity and training structure – Structure of the process of performance – Personality – Tactical efficiency – Skill coordinative abilities flexibility – Conditional abilities – Constitution - Development of personality – Conditioning – Skill Acquisition – Coordinative abilities

UNIT – VII

Application of knowledge and sports performance – Prognosis of sports performance – Performance prognosis for Track and field disciplines – Determination of the structure of performance capacity – Determination of demand profiles – Determination of Training Structure.

UNIT – VIII

Injury Management – Prevention – Diagnosis – Treatment – Site of injury - The site of injury, the percentages represent all sports – Injuries in various sports

BLOCK – 3: FIRST AID IN SPORTS MANAGEMENT

UNIT – IX

Immediate care – First aid facilities – Avoidance of injury – Principles of Immediate treatment – Emergency treatment.

UNIT – X

Muscle injuries – Diagnosis – Treatment – Stages following a muscle injury – Myositis ossificans – Treatment

UNIT – XI

Ligamentous injuries in the knee – Stability of the knee – Soft-tissue Stabilizers – Static stabilizers – Dynamic stabilizers – Central ligaments – The posterior cruciate – Instability – Straight instability – Rotatory instability.

BLOCK – 4: PSYCHOLOGICAL FACTORS IN SPORTS MANAGEMENT

UNIT – XII

Ligamentous injuries – Medial instability – Diagnosis – Lateral instability – Diagnosis – Treatment

UNIT – XIII

Psychological factors in sports injuries – Ethics of sports – Obligations of the Sportsman – Duties of the sports leader – Inter collegiate sports participants – Physical Educationists & Ethics.

UNIT – XIV

Psychological preparation – Mental preparation Strategies – Attention focus – Self-Talk – Relaxation – Imagery – Social influence and sport performance.

References

1. Singer Robert. N., Motor Learning and Human Performance: Newyork, Macmillan publishing Company inc
2. James G. Hay “The Bio-Mechanics of Sports Techniques.

<p style="text-align: center;">Title of the Course</p>

<p style="text-align: center;">40623-Methods of Sports Management</p>

BLOCK – 1: MEANING, SCOPE, IMPORTANCE OF MANAGEMENT

UNIT – I

Meaning - Scope and Objectives of sports Management - Meaning – Scope for Financial Management – Anticipation – Allocation of Funds – Appropriation – Investment Decision – Financial Decision – Dividend Decision – Importance of Financial Management/Planning.

UNIT – II

Promotion – Profitability - Growth and Survival – Essentials of a Sound Financial Plan – Simplicity – Planning Foresight – Optimum Use of Funds - Estimates of Financial Needs - Mode of Finance – External Influence – Flexibility – Contingencies Anticipated –Liquidity – Economy.

UNIT – III

Estimating Finance Requirements – Tangible Property – Fixed Assets – Current Assets – Intangible Assets – Sources of Income(Funds) – New Methods of Raising Revenues – General School or College Fund – Gate Receipts – General Organization and Activity Fees – Other Sources of Income – Expenditures – Cost-Cutting Procedures.

UNIT – IV

Funding Agencies – Private Agencies – Public Agencies – Individual – Institution – Non-Agencies – Govt. Agencies – Business Institutions – Non-Business Institutions – Service Institution – Source of Funds – Allotment of Funds.

BLOCK – 2: BUDGET PREPARATION

UNIT – V

Budget Preparation in Sports and Games – Budgeting – Purpose of Budgets – Principles of Budgeting – Types of Budgets – Criteria for a good budget.

UNIT – VI

Expenditure Control Measures – Budgetary Control – Principles of Control - Preparation of Accounts in Sports Club – Revenue Receipt – Capital Receipt – Revenue Payment - Receipts and Payments Account.

UNIT – VII

Income and Expenditure Account – Outstanding Revenue Receipts – Outstanding Revenue Payment – Balance sheet – Practical Exercise.

UNIT – VIII

Solution – Liabilities – Assets - Balance sheet - Self Examination – Receipts and Payment.

BLOCK – 3: MATERIAL MANAGEMENT

UNIT – IX

Material Management – Purchasing – Materials Handling – Receipt of Materials – Issue of Materials – Internal Transport of Materials – Management and control of Inventories – Aims Need and Importance of Materials Management – Need and Importance.

UNIT – X

Advantages of Materials Management – Ideal System of Materials Management – Classes of Materials – Raw Materials – Purchased Parts – In-Process Materials – Finished Materials – Supplies – Equipment Items.

UNIT – XI

Principles of Materials Handling – Least Handling is the best Handling – Lengths and number of move to be Minimized – Minimize the Distance – Unit Loads – Standardization of Methods and Equipment – The Design of the Container – Materials Handling Services – Safety of the People – Repairing and Maintenance.

BLOCK – 4: MARKETING MANAGEMENT

UNIT – XII

Material Management Manual – Management Policy – Importance of Scientific Purchasing - Centralization of Purchasing – Localized Purchasing – Purchasing Policy – Organization of the Purchasing Department.

UNIT – XIII

Responsibilities of the Purchasing Agent – The Assistant Purchasing Agent – Clerical Staff – Methods of Purchasing – Purchasing by Requirement – Purchase for a Specified – Future Period – Market Purchasing – Advantage – Disadvantage – Speculative Purchasing – Contract Purchasing – Group Purchasing of small Items – Scheduled Purchasing.

UNIT – XIV

Principles of Skillful Buying – Price – Quantity – Quality – Verification – Principles Behind a Purchasing Drill – A Purchase for Avoiding Irregularity and Fraud – Principles to ensure most Economic Purchases – Principles to Ensure Correct Materials and Correct Payment.

References

1. Bucher Charles A. Administration of Physical Education and Athletic programs (London: The C.V. Mosby Company, 1987)
2. Mason James G and Jumpaul Modern Sports Administration, (Englowood Cliffs, New Jersey: Prentice Hall, Inc., 1988)

Title of the Course

40624 -Planning and Facility of Sports Management

BLOCK – 1: MEANING, DEFINITION, STORE KEEPING

UNIT – I

Meaning of Storekeeping: Store-Keeping – Definition – Objectives of Storekeeping – Importance of Storekeeping – Raw Materials – Work-in-Progress – Finished Goods – Consumable Stores – Spares – Ready-made – Scrape.

UNIT – II

Function of Storekeeping – Receipt of Materials into Storage – Record-Keeping of Materials in Storage – Storage of Materials – Maintaining Stores – Issuing Stores – Coordinating Storekeeping with Materials Control.

UNIT – III

Storekeepers Duties – Generally To – Specially To – Organization of the Storekeeping Department – Advantages of Centralized Storing – Disadvantages of Centralized Storing.

UNIT – IV

Factors Determining the Location of Storerooms – The Flow of Materials – The Character of the Materials – The Quantity Weight – Methods of Storing.

BLOCK – 2: INVENTORY CONTROL

UNIT – V

Moving Materials into and Out of Stock – Coupon System – Double Area System – The Moving -Division System – Gravity-feed System – Essentials in Planning Storage – List and Classify all Goods to be Stored According to – Determine the Space Requirements – Relate the Space Requirements to the Space Available – Determine the Storeroom and Transportation Equipment Needed – Determine the Methods of Stowing.

UNIT – VI

Allocation of storing space – store record keeping – Raw materials – Supplies – Purchased parts – Semi-processed – Finished inventory – Production of stores – To protect goods from damage by dust – Protection against weather conditions – Protection against deterioration – Protection against theft.

UNIT – VII

Inventory control – What is inventory control – Objectives of inventory control – Essential steps in inventory control – The maximum – The standard order – The ordering point.

UNIT – VIII

Improvisation – Modification and standardization of equipment – Material for various games and sports.

BLOCK – 3: RELIABILITY METHOD

UNIT – IX

Reliability – Test-retest method – Alternate-from method – Split-halves method – Spearman-Brown Prophecy formula.

UNIT – X

Infaclass correlation coefficient – Facility management – Validity – Utility – Accessibility – Isolation – Departmentalization – Safety, Hygiene and Sanitation – Durability and maintenance – Flexibility and expansibility – Economy .

UNIT – XI

Selected health considerations in facility planning – Site – Building – Lighting – Heating and ventilation

BLOCK – 4: PLANNING OUTDOOR FACILITIES

UNIT – XII

Plant sanitation – Indoor facilities – Administrative and staff offices – Locker, Shower and drying rooms – Gymnasiums.

UNIT – XIII

Guidelines in gymnasium planning – The roof – The floor – Lighting – Acoustics – Indoor swimming pools – Outdoor facilities – Play areas – Game areas

UNIT – XIV

Other special facilities – Dance facilities – Special activity and other areas – New features in the construction of Physical Education Facilities – Limited shelters for Physical Education – Air-Supported structures – Mini gyms and Fitness Corners – Tennis courts and other facilities.

References

1. Schular Randall S and Michnlas, J. Personal Management, (New York: West Publishing Company, 1983)
2. Vanderzwag Harold J. Sports Management (New York: Mac Millan Publishing Company, 1984)

Duration of the Programme:

The programme for the P.G. Diploma in Sports Management shall consist of one academic year divided into two semesters. Each semester consists of four theory courses. Each theory course carries 4 credits. Each semester consists of 16 credits and the programme consists of 32 credits in total.

Faculty and Support Staff Requirements:

The programme for the P.G. Diploma in Sports Management requires the following faculty and supporting staffs:

Faculty and support staff requirements

S.No.	Staffs	No. of requirements
1	Faculty	3
2	Technical Assistant	2 Numbers in every 25 students
3	Clerical Assistant	1
4	Sweeper	1

Instructional Delivery Mechanisms:

The instructional delivery mechanisms of the programme include SLM – Study materials, face-to-face contact sessions for both theory and practical courses of the programme, e-content of the study materials in the form of CD, MOOC and virtual laboratory wherever applicable.

Identification of Media:

The SLM – designed study materials will be provided in print media as well is in the form of CD which carries electronic version of the study material in addition to MOOC and virtual laboratory courses.

Student support Services:

The student support services will be facilitated by the head quarter i.e., Directorate of Distance Education, Alagappa University, Karaikudi and its approved learning centres located at various parts of Tamil Nadu. The pre-admission student support services like counseling about the programme including curriculum design, mode of delivery, fee structure and evaluation methods will be explained by the staff at head quarter and learning centres. The post-admission student support services like issuance of identity card, study materials, etc. will be routed through the learning centres. The face to face contact sessions of the programme for both theory and practical courses will be held at the head quarter only. The conduct of end semester examinations, evaluation and issuance of certificates will be done by office of the controller of examinations, Alagappa University, Karaikudi.

Procedure for Admission, Curriculum transaction and evaluation:

1. Eligibility

A candidate who has passed U.G. Degree (10+2+3 system) in any discipline from any recognized University or an Examination of any other University accepted by the Syndicate as equivalent thereto shall be eligible after a course of study of one academic year.

2. Curriculum Transactions:

The classroom teaching would be through chalk and talk method, use of OHP, power point presentations, web-based lessons, animated videos, etc. the face to face contact sessions would be such that the student should participate actively in the discussion. Student seminars would be conducted. For practical courses exclusive study materials containing the requirements, procedure for the practical will be issued to the learners. In the laboratory, instructional would be given for the practical's followed by demonstration and finally the students have to do them individually. The face to face contact sessions will be conducted in following durations;

Course Type	Face to Face Contact Session per Semester (in Hours)
Theory Courses (4 Courses with 4 credits each)	64
Total	64

Evaluation

The examinations shall be conducted separately for theory and practical's to assess the knowledge acquired during the study. There shall be two systems of examinations viz., internal and external examinations. In the case of theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment via. Student assignments preparation and seminar, etc. The internal assessment shall comprise of maximum 25 marks for each course. The end semester examination shall be of three hours duration to each course at the end of each semester. In the case of Practical courses, the internal will be done through continuous assessment of skill in demonstrating the experiments and record or report preparation. The external evaluation consists of an end semester practical examinations which comprise of 75 marks for each course.

Question Paper pattern

Time : 3 Hours

Max. Marks : 75

Part-A _ Answer All Questions All questions carry equal marks
10 x 2 Marks = 20 Marks

Part-B _ Answer all questions all questions carry equal marks.
5 x 5 Marks = 25 Marks.

Part-C _ Answer any three questions.
3x10=30 marks.

Distribution of Marks in Continuous Internal Assessments:

The following procedure shall be followed for awarding internal marks for theory courses

Component	Marks
Student's Assignments	25
Total	25

Passing Minimum

- For internal Examination, the passing minimum shall be 40% (Forty Percentage) of the maximum marks (25) prescribed for UG and PG Courses.
- For External Examination, the passing minimum shall be 40% (Forty Percentage) of the maximum marks (75) prescribed for UG and PG Courses.
- In the aggregate (External + Internal), the passing minimum shall be 40% for UG and 50% for PG courses.

Marks and Grades:

The following table gives the marks, grade points, letter, grades and classification to indicate the performance of the candidate.

Range of Marks	Grade Points	Letter Grade	Description
90 - 100	9.0 – 10.0	O	Outstanding
80 – 89	8.0 – 8.9	D ⁺	Excellent
75 – 79	7.5 – 7.9	D	Distinction
70 – 74	7.0 – 7.4	A ⁺	Very Good
60 – 69	6.0 – 6.9	A	Good
50 – 59	5.0 – 5.9	B	Average
00 – 49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

C_i = Credits earned for the courses i in any semester

G_i = Grade Point obtained for course i in any semester.

n refers to the semester in which such courses were credit

For a semester:

$$\text{Grade point Average [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

Grade Point Average = $\frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$

For the entire programme:

$$\text{Cumulative Grade Point Average [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

CGPA = $\frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses for the entire programme.}}$

CGPA	GRAD	FINAL RESULT
9.5 – 10.0	O ⁺	First Class-Exemplary*
9.0 and Above but below 9.5	O	
8.5 and Above but below 9.0	D ⁺⁺	First Class with Distinction
8.0 and above but below 8.5	D ⁺	
7.5 and above but below 7.0	D	
7.0 and above but below 7.5	A ⁺⁺	First class
6.5 and above but below 7.0	A ⁺	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B ⁺	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Reappear

*The candidates who have passed in the first appearance and within the prescribed semester of the P.G Programme are eligible.

Maximum duration for the completion of the course:

The maximum duration for completion of P.G. Diploma in Sports Management shall not exceed ten semesters from their second semester.

Commencement of this Regulation:

These regulations shall take effect from the academic year 2018-2019 (June session) i.e., for students who are to be admitted to the first year of the course during the academic year 2018-2019 (June session) and thereafter.

Fee Structure:

Fee details	Amount (Rs.)
Admission fee	300
Course fee	5500
ICT	150
Total	5950

Requirement of the laboratory support and library Resources:

We have WELL EQUIPPED LAB IN Department of Physical Education. We have well equipped lab in Alagappa College of Physical Education in our University. We have digitalized central library and Department Library for the utilization of books for our course.

Cost estimate of the programme and the provisions:

The cost estimate of the programme and provisions for the fund to meet out the expenditure to be incurred in connection with P.G. Diploma in Sports Management as follows.

S.No	Expenditure	Approx.	Provisions for the fund
		Amount in Rs.	
1	Programme Development (Single time investment)	10,00,000	University's Own Fund
2	Programme Delivery (per year)	3,00,000	University's Own fund and fees to be collected from the learners.
3.	Programme Maintenance (per year)	1,00,000	University's Own Fund
	Total	14,00,000	

Quality assurance mechanism and expected programme outcomes:

The quality of the programme depends on the quality of the syllabi, immediate need of the course by the candidate, equality of the course like regular course, demand of the programme for admission, and sincere efforts leading to skillful execution of the course.

The benchmark qualities of the programme may be reviewed based on the performance of students in their end semester examinations. End semester examination –based review feedback from the alumni, students, parents and employers will be received and analyzed for the further improvement of the quality of the P.G. Diploma Programme

P.G. Diploma in sports management may helps the students to get new job opportunities in colleges & Universities, Health Clubs, Government Hospitals, Private Clinics, Sports Clubs, Resorts & Hotels, upgrading in their position not only in employment but also in the society, make students feel thirty to learn Sports management for their healthy life. The P.G. Diplome of Sports Management can work as sports management teacher, Assistant ayurvedic doctor, Clinical Psychologist, Therapist, Sports Management instructor. As sports management education is necessary for the entire human society for their all physical and mental health, this course might be succeeding in 100 percentage.

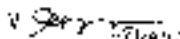
Minutes of the Meeting of the Board of Studies (For P.G. Diploma in Sports Management Programme to be offered through ODM. Mode) held at The Directorate of Distance Education, Alappuzha University, Karakkodi - 689 803, on 28.09.2017, (09.00 P.M).

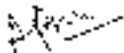
Members Present:


1. Dr.K.Balanubramanian - Chairman
2. Dr.K.Chandrasekaran - Member
3. Dr.P.K.Subramaniam - Member
4. Dr.A.Palanisamy - Member
5. Dr.V.Jeyasampandan - Member

After the deliberation and discussion, the board resolved the following:

6. The board considered the curriculum design and detailed syllabi of P.G. Diploma in Sports Management programme, prepared as per the norms by the Chairman and the Board Members, scrutinized and suitably modified the same.
7. The board resolved to approve curriculum design, detailed syllabi and other regulations for the P.G. Diploma in Sports Management programme to be offered by the Directorate of Distance Education of Alappuzha University are given in Annexure 1.


Dr. V. Jeyasampandan


Dr. A. Palanisamy


Dr. P. K. Subramaniam


Dr. K. Chandrasekaran


Dr. K. Balanubramanian