



BHARATHIDASAN UNIVERSITY

Tiruchirappalli- 620024, Tamil Nadu, India

- **Department of Physical Education and Yoga**

Course Title : ORGANIZATION ,ADMINISTRATION AND SUPERVISION IN
PHYSICAL EDUCATION

Course code:21BPE23

Unit- (IV)

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Organization

- **Definitions:**

“ Organization is any collection of persons, materials, procedures, ideas or facts arranged and ordered that the combination of parts makes a meaningful whole that works towards achieving organizational objectives.”

“The process of organization implies to the arrangement of human and non-human resources in an orderly fashion to make a meaningful whole that accomplishes organizational objectives.”

- **The organizational process is classified into:**
 - **Structural organization**
 - **Functional organization**

- **Principles of organization:**
 - **Departmentation**
 - **Acquisition of human and non-human resources**
 - **Specialization and division of labor**
 - **Coordination**
 - **Authority and responsibility**
 - **Centralization and de-centralization**
 - **Unity of command**
 - **Line and staff**

Staffing

- It is the process of “personnelizing” the organization, by hiring the right type and adequate number of workers to each unit for the time required for the program, through the following steps:
 - Identifying the type and number of personnel
 - Recruitment
 - Selection and appointment
 - Orientation
 - Job analysis
 - Job description
 - Job specification

Budgeting

- Financial administration consists of a series of activities where funds are made available for certain people in the organization under procedures that will ensure their efficient use.
- The main activities are:
 - Budgeting
 - Accounting
 - Auditing
 - Purchasing

Definitions

- **Budgeting:**

It is the allocation of financial resources in support for programs or projects for a special period of time. A budget is defined as “a balanced estimate of expenditures and receipts for a given period of time”.

■ Accounting:

“It is recording assembly and summarization of financial effects of executive action. a harmonious relationship between budget and account is important to current comparisons, between goals set in and accomplished.”

■ Auditing:

“It is the investigation and report on the fidelity and legality of all financial transactions”.

■ Purchasing:

“It is the acquisition of the property and materials needed in administration”.