



OFFICE MANAGEMENT IN PHYSICAL EDUCATION

INTRODUCTION

Management is the process of reaching organizational goals by working with and through other people and other organizational resources. Management highlights three common elements with which management is concerned such as, goals and objectives, limited Resources and People.

Every human activity – from making of pottery to the placing of a man on the moon-gives rise to two fundamental and opposing requirements; the division of labour into various tasks to be performed and the coordination of those tasks to accomplish the activity. The structure of an organization can be defined simply as the total of the ways in which it is divided into distinct tasks and then its coordination achieved among those tasks. Every manager has to lay down work procedures. He should have a complete picture of the work to be done in his mind as a list of activities, a list of the people and the duties assigned to each of them, methods use to carry out each activity, snag, if any in the producers, how well the work will be done and so on.

OFFICE MANAGEMENT

One of the important functions of management is to organise or arrange the office and lay down methods or manner to get things down so that it may achieve its objectives. Office management means the technique of controlling an office in order to achieve its purpose or objective, which is possible only when the office is well organized and managed.

GRADING THE STUDENTS

The students should be graded in order to indicate their achievements. Towards the end of an academic programme the students should be categorised as to know who stands where. Grading the students also helps to judge the teaching and learning. It indicates the academic efficiency of an institute. It helps the parents to find a better educational institute. It is a means of information to the parents, public and school authorities. Grading also acts as a motivational device to the students. Testing of the students helps them to work hard throughout the year.

Some people however, do not agree with these views. They are of the opinion that students be graded since the class tests are not the best judge of the all round development of the students. Tests always miss something. However, majority of the people agree that testing should be a combination of objective and subjective systems.

The grading system should be such which is understood clearly by the students, parents, public and the school authorities. It should be on the bases of what is being taught in the class. All topics and areas of study should be weighed neither heavily nor lightly. Either the percentage of marks system should be given or grades like A, B, C, D, E, etc. should be given. At elementary level the testing of the students should be informal and the student should be tested through continoues observation. Their grading should be descriptive grading.

PREPARING REPORTS

Reports are made by the authorities to know about all happenings in the institute during a given time or an occasion. The reports are the summary records which can be monthly, quarterly, half yearly or yearly. The reporting system may vary from institute to institute. As far as possible, the no. of reports should be minimum because lots of time is wasted to preparing them. Appropriately blank forms/Performa should be used by a teacher in order to maintain uniformity. In physical education departments there could be attendance reports, about that is carried out throughout the year, financial reports for the expense made on sports activities throughout the year, sports achievement reports of the players and teams for any unexpected happening or accident.

THE NEED FOR OFFICE

The job of a physical education teacher differs from other subject teachers. It involves dealing with parents, sports dealers, students and other institutes. He has to keep various records of purchases, etc. he should have a meeting place where he could be available when required. This all necessitates the need for an office for him/her.

LOCATION FOR OFFICE

The office must be centrally located at the place from where it is convenient for him to work. It should not be too far from the institute's building. It is customary to provide an office to the PET adjacent to the sports store. If there is a gymnasium, the PET can provide an office there.

SET-UP FOR OFFICE

The Physical Education Teacher should take full responsibility for proper upkeep and use of his office. If there is no separate office then the PET may have some plywood separation in the store room and may set up his office there. His office must be an ideal of efficiency, dignity and decorum. The office should never be used for personal convenience. It should not be an eating, entertainment and chit-chat place. Sufficient furniture and stationary should be provided.

A chair, a table, drawers which could be locked, a few chairs or sofas for visitors, a cupboard for keeping records, some registers, few charts and decoration items should be made available. On the table such items like letter trays, pen, pencil, ink, blotter, eraser, call bell, desk calendar, paper weight, wall pins, clip pins, memo pads, table lamp and telephone etc. should be made available. A wall calendar and wall clock should also be there within an easy view. Time-table, sports calendar and team details etc. may also be put either on the display board in the office or put under the glass on the table for ready reference. The trophies and medals etc. won by the institution team may be displayed in the office properly.

Regular dusting and cleaning of the office should be done. An office attendant may be appointed for this purpose.

OFFICE FUNCTIONS AND PRACTICES

Every office has to perform certain function to provide service to the various people. The function may differ from office to office depending upon its size. However, certain common functions are to be performed by every office. They are as follows:

1. Answering and placing telephone calls:

In large offices, telephone calls are placed and answered by the secretary or receptionist. In case there is no receptionist or secretary, the PET must perform this function himself. Standard telephone technique must be observed because favourable or unfavourable impression of a department is easily created by the manner in which telephone calls are attended. The telephone should be answered promptly. Do not allow to ring the phone longer unnecessarily. The person answering the telephone must be as friendly and cordial as if the caller works a visitor in the office. The department and name of the person receiving the calls should be identified immediately after the greetings.

2. Receiving visitors :

Every office has to perform the duty of receiving visitors and guest. One should be courteous and polite in receiving the visitors. Every visitor should be welcomed and offered seat. Find out the reason of the visit. If there was a prior appointment, the boss should be informed immediately. Make of visitors slip which are kept at reception counter. If the visitor/guest has to wait then provide something to read such as latest magazine, newspapers or prospectus of the institute. Try to solve the problem of the visitor and provide every possible information. If he is required to visit next time then arrange next appointment.

3. Answering correspondence :

Every office has to write/send letter or circulate or answer the correspondence received from outside. Never delay in answering the correspondence. Some officers have the habit of answering the letters within 24 hours. If there is a steno then dictation can be given and all important/required informations. If the officer is not having sufficient time then use of “*dicta phone*” can be made. Every outgoing letter should be properly checked for language and address. A draft may be typed first.

4. Filing and record keeping :

Every office has to keep the records of all received correspondence and also copy of those letters which are sent out. Different reports like fitness report, team report and student records are to be kept properly. The system of a record keeping should be such that the required document could be traced easily whenever required for future reference. It is done better when one person does it. There are five systems of filing :

a. Alphabet filing :

In this system, alphabets are allotted to file followed by the letter serial no. Different subjects are allotted an alphabet such as-

a- Intramural

b- Extramural

c- Purchase

And the letter no. could be NO.- A/21

b. Numerical filing :

This system is also similar to alphabet filing but instead of an alphabet a no. is allotted to the file, such as

1- Intramural

2- Extramural

3- Purchase

And the no. of letter could be NO. 1/21

c. Chronological filing :

This system is used in small offices where no. of correspondence is very less. The year and month are allotted to the file and letters of all subjects received in that duration are placed in that file, such as NO.- 2013-02-21

d. Subject filing :

In this system files are prepared according to the subject such as intramural, extramural and purchase etc. and the no. of the file could be Eg.—

- IM - Intramural
- EM - Extramural
- PUR - Purchase
- NO. – PUR/21

e. Mixed filing :

In this system a combination of all above four systems is used for better and easier remembrance, such as > NO. – PUR/2013/02/21

5. Typing and duplicating material:

Every office has to perform this duty and for this purpose it should have a proper typewriter, computer with printer and electro state machine.

6. Keeping appointment and meeting obligations :

Every officer should remember all appointments and he should prepare well in advance. The office should have a system of reminding all appointments during the day. A desk calendar, appointment diary or an appointment board may be maintained in the office for reminding and attending all appointments in time.

7. Providing service to staff and students :

Every office has to help its staff and the students whenever they need help or require a document from the office. The staff may need help for typing letters, question papers, notices, office orders, fixture of tournaments, invitations or study material etc. Similarly the students may also require some information which has to be provided by the office.

CONCLUSION

It can be concluded that, every office has to properly define employee responsibilities and working relationships. It is easy to handle machines but difficult to handle human beings. Employees should be handled in such a way that they think themselves as a part and parcel of the organisation and consequently utilize their talents to the maximum for the benefit of the organization as well as themselves. How to deal with employees will depend upon the size and type of a particular organization. If the office is not a very large one, the office manager has to perform such activities otherwise a separate department called personnel department shall require to be set up. Another aspect of the office work is space utilization. The challenge is to use the available space to the optimum use to enhance the efficiency of operations. To lay down the systems or procedures for the office, which should be simple to understand and to operate to achieve office efficiency?