

190

Sent on  
27/10/08

UNIVERSITY OF MUMBAI  
No.UG/399 of 2008

CIRCULAR:-

The Principals of the affiliated Colleges in Arts, Science and Commerce are hereby informed that the recommendation made by the Ad-hoc Committee to advise the Academic Council on all matters relating to the courses of study and examinations for the Certificate Course in Tennis Administration and Diploma Course in Tennis Training and Administration for Coaches at its meeting held on 28<sup>th</sup> May, 2008 has been accepted by the Academic Council at its meeting held on 13<sup>th</sup> June, 2008 vide item No.4.26 and subsequently approved by the Management Council at its meeting held on 27<sup>th</sup> June, 2008 vide item No.13 and that, in accordance therewith, the 1)Certificate Course in Tennis Administration and 2)Diploma Course in Tennis Training and Administration for Coaches have been introduced by the University from the academic year 2008-2009.

Further, that in exercise of the powers conferred upon the Management Council under Section 54(1) and Section 55(1) of the Maharashtra Universities Act, 1994 it has made Ordinances 5730 and 5731 and Regulations 5792, 5792-A, 5793 and 5794 including scheme of examinations and syllabus relating to the 1)Certificate Course in Tennis Administration and 2)Diploma Course in Tennis Training and Administration for Coaches is as per Appendix and that the same have been brought into force with effect from the academic year 2008-2009.

MUMBAI-400 032  
26<sup>th</sup> August, 2008

(PRIN. K. VENKATARAMANT)  
REGISTRAR

To,  
The Principals of the affiliated colleges in Arts, Science and Commerce.

AC/4.26/13.06.2008  
MC/13/27.6.2008

\*\*\*\*\*

No.UG/399-A of 2008, MUMBAI-400 032

26<sup>th</sup> August, 2008.

Copy forwarded with compliments for information to :-

The Deans of the Faculties of Arts, Science and Commerce,  
The Controller of Examinations,  
The Co-ordinator, University Computerization Center.

  
(D.H. KATE)  
DEPUTY REGISTRAR  
(U.G./P.G. Section)

26/8/08  
26.18.08



# **UNIVERSITY OF MUMBAI**



**1. CERTIFICATE COURSE ON TENNIS  
ADMINISTRATION**

**2. DIPLOMA COURSE ON TENNIS AND  
ADMINISTRATION FOR COACHES.**

**(with effect from the academic year 2008-2009.)**



5730

Title of the Courses:

- 1) Certificate Course on Tennis administration
- 2) Diploma Course on Tennis Training and administration for coaches.

5731

Eligibility:

Pass in 12<sup>th</sup> Std. Examination of Maharashtra Board of Higher Secondary Education or its equivalent examination from other Boards.

5742-A

Duration:

The normal duration for completion of Programme is 1 year (6 months for certificate course and an additional 6 months for diploma course)

There is an exit point after 6 months for obtaining a certificate. Students terminating their studies after the first term of the course i.e. after six months will be awarded certificate. In case of withdrawal after 1 term, the student has to declare the same to obtain a certificate.

The diploma programme can be extended upto maximum of 4 terms.

In case of any short fall in credit requirement, the student may be allowed to register again.

The entire programme (certificate and diploma together) must however be completed within a maximum period of 3 years including any term withdrawals.

792

Fee Structure:

|                                                           |             |
|-----------------------------------------------------------|-------------|
| Tuition fees (per term)                                   | Rs. 3000.00 |
| Diary and other materials (per term)                      | Rs. 750.00  |
| Development fund                                          | Rs. 500.00  |
| Students Welfare Fund                                     | Rs. 50.00   |
| Library Fee                                               | Rs. 250.00  |
| Enrolment Fee                                             | Rs. 200.00  |
| Gymkhana Fee                                              | Rs. 175.00  |
| Examination Fee (per term-theory and practical inclusive) | Rs. 1000.00 |
| I-Card                                                    | Rs. 50.00   |
| Other Fees                                                | Rs. 125.00  |
| Group Insurance                                           | Rs. 20.00   |

93

94 : Standard of Passing:

g criteria:

1 credit for certificate programme - 18

credit requirement for certificate course work - 12 valid credits

credit for diploma programme - 40

credit requirement for diploma course work - 30 valid credits

Each credit requirement of subject II to IV in each of basic component and core component of the II term term) is compulsory.

Regularly attending the classes and satisfactory performance are compulsory.

A student is absent for more than 4 weeks without notifying to the course director, his / her name will be removed from the roll.

In case of absence on medical grounds, the students must produce a valid medical certificate issued by a registered medical practitioner not later than 3 days from the 1<sup>st</sup> day of absence.

Period of authorized absence in 1 term should not be more than 4 weeks of contact period.

- If a student has obtained 12 credits or more in the 1<sup>st</sup> term but has not earned a minimum of 18 valid credits at the end of diploma program, he/she is to be considered for award of certificate.

5794 : Course Structure:

1st Term: certificate course on Tennis Administration (96 hours) - Total 18 credits  
Basic subjects: 9 credits and Core subjects: 9 credits

| Basic Subjects                                           | NO.OF CREDITS |
|----------------------------------------------------------|---------------|
| i) Role of administrator & Time Management               | 2             |
| ii) Personal Skills & computer learning                  | 3             |
| iii) Tennis structure                                    | 2             |
| iv) Marketing & mass communication                       | 2             |
|                                                          |               |
| Core Subjects                                            |               |
| i) Communication & leadership development                | 2             |
| ii) Planning & development                               | 2             |
| iii) Financial Management                                | 2             |
| iv) Conducting tournaments, Rules of tennis; officiating | 3             |
|                                                          |               |
| <b>Total Credits</b>                                     | <b>18</b>     |

II<sup>nd</sup> term Diploma course on tennis training (96 hours) - Total 22 credits  
Basic subjects: 10 credits and Core subjects: 12 credits

| Basic Subjects                                                      | NO.OF CREDITS |
|---------------------------------------------------------------------|---------------|
| i) Mini Tennis & fun games related to Tennis                        | 2             |
| ii) Introduction to basic fitness & Principles of physical training | 4             |
| iii) Basic tennis strokes; correction techniques                    | 2             |
| iv) Elements of a Individual lesson                                 | 3             |
|                                                                     |               |
| Core subjects                                                       |               |
| i) Growth stages & Motor development                                | 2             |
| ii) Group formations and Elements of a group Lesson                 | 4             |
| iii) Rackets, balls, Strings & Surfaces; Rules of tennis            | 2             |
| iv) Safety/ First aid                                               | 3             |
| <b>Total Credits</b>                                                | <b>22</b>     |



# CERTIFICATE COURSE ON TENNIS ADMINISTRATION

## SYLLABUS

### Unit – I: Role of an administrator and Time Management:

Value in Sport - Developing personal philosophy - Theory into Practice - Routine office procedures - Basic social management;  
Time Management:- Analysing time use - causes of poor time management - Time wasters  
Strategies for beating them.

### Unit – II : Personal skills and computer learning

Basic computer Learning - Microsoft Office - Internet

### Unit – III : Communication: and leadership skills:

- a) Concept & Importance of communication - Inter personal communication - Organizational communication - Receiving & sending Skills- Improvement In Communication; Verbal & Non verbal messages - Receiving Messages - Dealing with problem - Communication in different situations
- b) Leadership:- Leadership Development - Characteristics of good leaders - Leadership styles - Individual, group and task needs - Leadership Actions.

### Unit – IV : Marketing and Mass communication:

What Is Marketing - Marketing team; Product - Market - Communication - Marketing plan Measuring success - Media and national association Relationship - Media release - Media conference - Media relations - evaluating media activities.

### Unit-V: Tennis Structure:

Principles of Tennis - International federations - Olympic movement - Objects of ITF constitution - structure of - ITF programs.

### Unit – VI: Planning & Development:

Elements of a plan - The project planning process - Tips on the Planning process - Monitoring & evaluation; Development Planning - Steps for creating a development plan - Monitoring & refining a development plan.

### Unit – VII: Financial Management/Accounting:

Responsibilities & duties of the treasurer - Association bank account - Book keeping - Financial planning - Types of accounts - Reports & documents - Audits.

### Unit – VIII: Conducting Tournaments & Officiating:

Sponsorship - Preparing a proposal - Sponsorship Contracts - Knock out tournaments - School ladder - round robin tournaments - consolation.

References Used:- Level II Coaches manual

Leadership, Management & Administration manual

Level I Manual

## **DIPLOMA COURSE ON TENNIS TRAINING AND ADMINISTRATION FOR TUTORS SYLLABUS**

### **Paper – I: Mini Tennis and fun games related to Tennis**

- a) Mini Tennis: Mini Tennis Concept - Objectives - Mini- tennis - Rackets, Balls - Basic Tennis Techniques - Simple Skills with Bat - Simple Skills with Bat ball - Games & Activities.
- b) Fun games related to the tennis purpose: Concentration - Co-ordination - Endurance - Speed - Strength.

### **Paper – II : Introduction to basic fitness & principles of physical training**

#### **Role of a trainer**

1. What is fitness/ physical training
2. Components of fitness/physical training
3. Principles of training
4. Growth stages and motor development
5. Fun games related to the components of fitness
6. Group formations
7. Importance of warm-up and cool down
8. Nutrition & Hydration

#### **Components of Fitness:-**

1. Endurance
2. Speed
3. Strength
4. Flexibility
5. Power
6. Agility
7. Dexterity
8. Hand-eye- leg co-ordination
9. Balance

- Role of a Coach - Responsibilities Of a Coach - What makes a Good coach - Philosophy & Coaching Styles

- Importance of warm-up and cool down:

Fun Games in warm up and cool down according to the age group - Sequence of stretching Head to legs - Sports specific.

- Principles of training:

1. Frequency
2. Intensity
3. Variation
4. Rest/recovery
5. Progression
6. Overload

### **Paper – III: Basic tennis strokes and Correction Techniques:**

- a) Basic tennis strokes: Forehand drive - Backhand Drive - Serve - Volley - Lob - Smash - Variations.
- b) Correction Techniques: Diagnosis - Checklist - Identifying when to correct

### **Paper – IV: Elements of an Individual lesson:**

Evaluation - Demonstration of the skill - Demonstration of the exercises - performance - Observation & Feedback - Review

**Paper - V: Growth stages and Motor development:**

5. a) **Growth stages and appropriate training:**
- Age group ( 4-7)
  - Age group ( 7-9)
  - Age group ( 9-11)
  - Age group ( 11-14)
  - Age Group( 14-17)
  - Age Group ( 17 above)
- b) **Motor development:**  
Age group: Four to Six years; Seven to Nine years; Ten to twelve years, Puberty & Onwards; All round training.

**Paper-VI: Group lessons and group formation:**

6. a) Elements of a Group lesson: Evaluation - Demonstration of the skill - Demonstration of the exercises - performance - Observation & Feedback - Review.
- b) Group formations: General Considerations - Evaluation of Drills - Formations - Basket Drills - Differentiation - Buddy teaching - Observation & feedback

**Paper VII:**

8. a) Rules of Tennis: Singles game - Doubles game - Rules of Wheel chair.
- b) Rackets, Strings, Balls and Surfaces: Size - types and gauges of strings.

**Paper-VIII: Safety/ First aid:**  
Prevention - CPR - First aid.

References: Level I coaches Manual  
Rules of Tennis  
Tennis Practices  
Mini Tennis-  
Developing Base  
Level II Coaches Manual

---(10/10)---