

- Q.20 Explain the importance of controlling.
- Q.21 Explain the duties and responsibilities of Library staff.
- Q.22 Explain in brief the method of Directing.

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**3rd Sem / Branch : Library and Information Science**  
**Sub.: Library & Information Management - I**

Time : 3Hrs.

M.M. : 60

**SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.23 Explain Henri Fayal's Principle of Management.
- Q.24 What is planning? Explain the steps involved in planning.
- Q.25 State and explain the basic steps involved in a Typical selection procedure in Library.

Q.1 Management function include \_\_\_\_\_.

- a) Planning & organizing
- b) Directing
- c) Controlling
- d) All of the above

Q.2 \_\_\_\_\_ is about grouping of job

- a) Organizing
- b) Directing
- c) Planning
- d) Controlling

Q.3 \_\_\_\_\_ is called as father of scientific management.

- a) Elton Mayo
- b) Hendry Fayal
- c) F.W. Taylor
- d) Robert Owen

- Q.4 Directing ensures \_\_\_\_\_ contribution of individual.
- a) Minimum      b) Maximum  
c) Moderate      d) None of these
- Q.5 Controlling is a \_\_\_\_\_ looking and a \_\_\_\_\_ looking function.
- a) Forward, backward b) Top down  
c) High, low      d) None of these
- Q.6 Personnel Management is also called as \_\_\_\_\_.
- a) Personnel administration  
b) Manpower management  
c) Both A & B  
d) None of these

## SECTION-B

**Note:** Objective/Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Training and development is not a function of personnel management. True/False
- Q.8 Motivation is the process of stimulating people to accomplish desired goals of organization. True/False

- Q.9 Directing consists of supervision, guidance, leadership & communication. True/False
- Q.10 Planning is about deciding in advance what should be done. True/False
- Q.11 The main objective of controlling is to find out mistakes so that they may be corrected and prevented from reoccurring. True/False
- Q.12 Upward communication can be achieved through informal involvement of employees. True/False

## SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Explain the nature of management.
- Q.14 Write the difference between unity of command and unity of direction.
- Q.15 How can managers improve their decision making skill?
- Q.16 What is the role of leadership in effective management?
- Q.17 Explain the various functions of Management.
- Q.18 What are the different types of plans? Explain.
- Q.19 Describe the need of Library committee.