

- Q.22 'Management is art or science' Describe briefly.
- Q.23 Describe the sources of finance for a library.
- Q.24 Describe 'POSDCORB'
- Q.25 Explain the best method of budgeting
- Q.26 Describe the role of Ad hoc Library Committee
- Q.27 Write any five need of Library rules
- Q.28 Explain any one form of organization structure
- Q.29 Write a short note on disaster management.
- Q.30 Write a short note on safety measures in library.
- Q.31 Write the name of any ten principles of library management
- Q.32 Write any five benefits of making budget for a library.
- Q.33 Write the list of equipment in library
- Q.34 Describe any two sources of library finance
- Q.35 Explain any two principles of library Buildings.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x10=20)

- Q.36 Define Management. Write its characteristics and functions.
- Q.37 Define budget. Explain various budgeting techniques.
- Q.38 Prepare a chart of organization structure for a university Library.

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3rd Sem / Branch : LIBRARY & INFORMATION SCIENCE

Subject:- LIBRARY & INFORMATION

MANAGEMENT-1

Time : 3Hrs.

M.M. : 100

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 The functional elements of management are known as:
- a) PSODCORB b) POSBCORD
c) PODCORB d) POSDCROB
- Q.2 The father of 'managerial theory' is:
- a) E. Mayo b) E. Dale
c) H. Fayol d) F.W. Taylor
- Q.3 The college library budget is generally approved by the:
- a) Executive Council
b) Library council
c) UGC
d) Principal of the college
- Q.4 Zero based budgeting (ZBB) was developed by:
- a) R.D. Stuart b) Peter Phyor
c) E. Stone d) A.E. Prentice

- Q.5 MBO stands for
- a) Modern budget operation
 - b) Management by objectives
 - c) Management by organization
 - d) Modern Bibliographic Organization
- Q.6 Maximum Profits is one of the principles of:
- a) Organization
 - b) Administration
 - c) Scientific Management
 - d) Planning
- Q.7 Unity of function, unity of command and span of control are some of the principles of:
- a) Administration b) Management
 - c) Organization d) Bureaucracy
- Q.8 "Deciding in advance what to do, how to do it, when to do it and who to do it" is known as:
- a) Forecasting b) Planning
 - c) Goal setting d) Organizing
- Q.9 PPBS relates to:
- a) Budgeting
 - b) Management
 - c) Delegation of powers
 - d) Personnel Management

- Q.10 Unity of Command means :
- a) All power to one person
 - b) All power to all persons
 - c) Division of power
 - d) Division of Labour

SECTION-B

Note: Objective type questions. All questions are compulsory. (10x1=10)

- Q.11 Management is an Art or Science. T/F
- Q.12 Write the full form of POSDCORB
- Q.13 Assessment of future is one step in the process of planning. T/F
- Q.14 Write the meaning of Library Management
- Q.15 MBO stands for _____
- Q.16 Write any one form of organizational structure
- Q.17 Write the name of any two equipment of college library.
- Q.18 Preparation of budget without considering previous year budgets is Known as _____
- Q.19 Budget is annual estimate for the coming _____
- Q.20 Write the names of any two types of library Committee

SECTION-C

Note: Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)

- Q.21 Write any five functions of Library Management.