

- Q.26 Explain budget and any one technique of budget.
- Q.27 Write the list of furniture used in university library.
- Q.28 Write any five benefits of making budget for a library.
- Q.29 Write any six principles of library management.
- Q.30 Explain the five functions of library committee.
- Q.31 Define POSDCORB.
- Q.32 Differentiate between administration and management.
- Q.33 Write the name of any ten principles of library management.
- Q.34 Explain digital libraries.
- Q.35 What do you mean by unity of command.

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 Prepare a chart of organization structure for a University library.
- Q.38 What is stock verification? Discuss its merits and demerits.

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Roll No.

3rd Sem / LIS

Subject:- Library and Information Management - I

Time : 3Hrs.

M.M. : 100

SECTION-A

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

- Q.1 MBO stands for:
- Modern budget operation
 - Management by objectives
 - Management by organization
 - Modern bibliography organization
- Q.2 PPBS relates to:
- Delegation of power
 - Management
 - Budgeting
 - Personal management
- Q.3 “Deciding in advance what to do, how to do it, when to do it and who to do it” is known as:
- Organizing
 - Planning
 - Goal setting
 - Forecasting
- Q.4 POSDCORB was adapted by
- J.W. Schulze
 - Henry Fayol
 - Luther Gullick
 - F.W. Taylor

- Q.5 How many columns are there in the accession register?
- a) 8 b) 16
c) 14 d) 15
- Q.6 Zero based budgeting system was propounded in :
- a) 1970 b) 1950
c) 1960 d) 1990
- Q.7 Which of the following is the source of finance?
- a) Government
b) UGC
c) Endowment and funds
d) All of the book
- Q.8 Financial statements of the estimate of the revenue and expenditure use of the library is
- a) Library authority b) Every finance
c) Library organization d) Library budget
- Q.9 Which is not the function of management?
- a) Planning b) Staffing
c) Directing d) Programming
- Q.10 The art of getting things done through and with formally organized group is
- a) Planning b) Budgeting
c) Management d) Staffing

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SECTION-B

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

- Q.11 Give full form of POSDCORB?
- Q.12 Scalar chain?
- Q.13 Budget is annual estimate for the coming_____
- Q.14 Library administration.
- Q.15 What is stock verification?
- Q.16 Define open excess system.
- Q.17 Preparation of budget without considering previous year budget is known as_____.
- Q.18 Write any two library rules
- Q.19 Sources of finance (name any two)
- Q.20 Define book rack.

SECTION-C

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

- Q.21 Explain different types of committee.
- Q.22 Define library authority. Write its characteristics.
- Q.23 Write a brief note on zero based budget.
- Q.24 What is stock verification? Explain.
- Q.25 Define the role of librarian in library building planning.

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