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3rd Sem / Library & Information Science
Subject : Library & Information Management - I

Time : 3 Hrs.

M.M. : 60

SECTION-A

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

Q.1 Management function include _____.

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

Q.2 Who is the father of Management?

- a) F W Taylor
- b) Peter Drucker
- c) Henry Fayol
- d) CA cutter

Q.3 “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

(60)

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Q.4 How many columns are there in the accession and register?

- a) 8
- b) 16
- c) 14
- d) 15

Q.5 Personnel Management is also called as _____.

- a) Personnel administration
- b) Manpower management
- c) Both a & b
- d) None of these

Q.6 There are _____ levels of management.

- a) 4
- b) 3
- c) 2
- d) 5

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

Q.7 Define Library committee.

Q.8 Define Library management.

Q.9 Esprit De Crops?

Q.10 Management is an Art or science. (T/F)

Q.11 Training and development is not a function of personal management .(T/F)

Q.12 Give the full form of POSDCORB?

SECTION-C

Note: Short answer type questions. Attempt any eight questions out of ten questions. $(8 \times 4 = 32)$

Q.13 Describe the need of library committee.

Q.14 Write the name of fourteen principles of library management.

Q.15 Explain the brief the method of organizing.

Q.16 Explain the various functions of management.

Q.17 Explain the five functions of library committee.

Q.18 Define Library authority. Write its characteristics.

Q.19 Explain the importance of controlling.

Q.20 What is the role of leadership in effective management.

Q.21 Explain the nature of management.

Q.22 Define duties of librarian.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. $(2 \times 8 = 16)$

Q.23 Write an essay on Maslow's Hierarchy of needs.

Q.24 What is planning? Explain the steps involved in planning.

Q.25 Explain F.W. Taylor's principles of library management.