

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 What do you understand by organization chart ? Explain the concept of centralization and decentralization.
- Q.24 Explain the important function of management.
- Q.25 Define the term motivation . Explain any two motivational theories.

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3rd Sem / Branch : library & Information Science

**Subject : Library &
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Time : 3 Hrs.

M.M. : 60

SECTION-A

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

- Q.1 Control is an _____ function of management .
a) Independent b) Dependent
c) Indispensable d) None of these
- Q.2 Management skill involves _____.
a) Technical skills b) Human skills
c) Conceptual skills d) All of the above
- Q.3 Planning is the _____.
a) Primary function b) Last function
c) Important function d) None of these

Q.4 Organizing involves organization of which of the following resource?

- a) Men
- b) Material
- c) Money
- d) All of the above

Q.5 Which of the following is not a feature of motivation?

- a) Supervision
- b) Motivation
- c) Leadership
- d) All of the above

Q.6 Which of the following is the element of directing.

- a) It is an integral feeling
- b) Reduces absenteeism
- c) Complex process
- d) Can be positive or negative

SECTION-B

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

Q.7 Define control.

Q.8 Who is leader?

Q.9 What is job analysis?

Q.10 Define organizing.

Q.11 Define the term scalar chain.

Q.12 Define co-ordination.

SECTION-C

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

Q.13 Explain the process of decision making that effect the efficiency of the business dept.

Q.14 Distinguish between formal and informal organization.

Q.15 Explain the importance of performance appraisal.

Q.16 Describe the steps involved in motivation process.

Q.17 Explain the functions of library committee.

Q.18 Write the various leadership styles.

Q.19 State any four limitation of planning .

Q.20 Explain the steps involved in the quality control process.

Q.21 Mention the Ethics and values for a librarian.

Q.22 Explain the line organization with a neat sketch.