

## **SECTION-D**

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

Q.23 Explain Henri Fayol's principles of management.

Q.24 Define Library committee. Explain its needs and functions.

Q.25 Describe the concept of Planning and Decision and explain the different types of Plans.

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**3rd Year / Library and Information Science**

**Subject : Library and Information Management-I**

Time : 3 Hrs.

M.M. : 60

## **SECTION-A**

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

Q.1 \_\_\_\_\_ is about grouping of job.

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

Q.2 \_\_\_\_\_ is called father of scientific management.

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

Q.3 The art of getting things done through and with formally organized group is

- a) Planning
- b) Budgeting
- c) Management
- d) Staffing

Q.4 Which is not the function of management ?

- a) Planning
- b) Staffing
- c) Directing
- d) Programming

Q.5 What is standard size of Accession register?

- a) 16 x 12
- b) 16 x 13
- c) 16 x 11
- d) 16 x 18

Q.6 Controlling is a \_\_\_\_\_ looking and a \_\_\_\_\_ looking function.

- a) Forward, backward
- b) Top, down
- c) High, low
- d) None of these

## SECTION-B

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

Q.7 Where library building should be situated?

Q.8 Motivation is the process of stimulating people to accomplish desired. T/F

Q.9 Write any one principle of Library management.

Q.10 Planning is about deciding in advance what should be done. T/F

Q.11 Define Job Analysis.

Q.12 Unity of command means?

## SECTION-C

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

Q.13 Write any five functions of library management.

Q.14 Write the differences between Unity of Command and Unity of Direction.

Q.15 Explain in brief the method of Directing .

Q.16 Describe the role of Ad hoc library committee.

Q.17 How can managers improve their decision making skill?

Q.18 Explain the duties and responsibilities of library staff.

Q.19 Explain Maslow's Hierarchy of needs.

Q.20 Describe the term of 'co-ordination'

Q.21 What are the different types of plans? Explain.

Q.22 Describe 'POSDCORB'.