

- 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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**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

## 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.