Q.26 Differentiate between Administration and Management.

Q.27 Describe the principle of library Finance.

Q.28 Write the elements to be considered while planning library building.

Q.29 Define budget? Describe need and purpose of budget in library.

Q.30 What do you mean by POSDCORB.

Q.31 Describe the organisation of library rules?

Q.32 Write any 5 principle of management?

Q.33 Write a short note on Disaster management?

Q.34 What is committee? Define library committee.

Q.35 Write need and importance of Accession Register.

SECTION-D

Note: Long answer type questions. Attempt any two questions out of three questions.   (2x10=20)

Q.36 Define library finance. Mention sources of finance for academic library.

Q.37 Define management. Briefly explain the library management and functions of management.

Q.38 Define budget ? Write the different types of techniques and methods.

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 Zero based budgeting system was propounded in?

a) 1950   b) 1970

c) 1960   d) 1980

Q.2 Zero based budgets is concerned with?

a) present   b) past

c) Future   d) Remote future

Q.3 What is budget?

a) Annual estimate of income

b) Annual estimate of expenditure

c) Annual estimate of income and expenditure

d) None of these

Q.4 What is meaning of management?

a) Is a device of taking work from the order

b) Working oneself for the others

c) Working oneself with also other others

d) None of these

Q.5 Who is the father of classical school?

a) Cutter   b) Henri Fayol

c) Lyndall urwick   d) Prulick

Q.6 How many function of management

a) 7   b) 8

c) 6   d) 10

Q.7 Theory X and Y Theory related to_____?

a) Planning   b) Motivation

c) Innovation   d) All of these

Q.8 How many principle of scientific management?

a) 15   b) 20

c) 10   d) 14

Q.9 Which one is not the principle of financial estimation?

a) Per capita method   b) Proportional method

c) Methods of details   d) CPM Methods

Q.10 What is standard size of accession register?

a) 16X12   b) 16X13

c) 16X11   d) 16X18

SECTION-B

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

Q.11 Define library staff position?

Q.12 Describe Planning?

Q.13 Define Organization structure of library?

Q.14 ILL

Q.15 Open Access system?

Q.16 Meaning of library management?

Q.17 Unity of direction?

Q.18 Scaler chain

Q.19 Define budgeting.

Q.20 Unity of command in the library?

SECTION-C

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

Q.21 Write short note on ZBB system.

Q.22 Management is a profession? Explain.

Q.23 Describe the different techniques of budget?

Q.24 Describe the Adhoc Committee?

Q.25 How will you organise a library and information centre in a library.