

- Q.22 'Management is art or science' Describe briefly.

Q.23 Describe the sources of finance for a library.

Q.24 Describe 'POSDCORB'

Q.25 Explain the best method of budgeting

Q.26 Describe the role of Ad hoc Library Committee

Q.27 Write any five need of Library rules

Q.28 Explain any one form of organization structure

Q.29 Write a short note on disaster management.

Q.30 Write a short note on safety measures in library.

Q.31 Write the name of any ten principles of library management

Q.32 Write any five benefits of making budget for a library

Q.33 Write the list of equipment in library

Q.34 Describe any two sources of library finance

Q.35 Explain any two principles of library Buildings.

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 Define budget. Explain various budgeting techniques.

Q.38 Prepare a chart of organization structure for a university Library.

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3rd Sem / Branch : LIBRARY & INFORMATION SCIENCE

Subject:- LIBRARY & INFORMATION MANAGEMENT-1

MANAGEMENT-I

SECTION-A

Note: Multiple choice questions. All questions are compulsory (10x1=10)

- Q.1 The functional elements of management are known as:

 - a) PSODCORB b) POSBCORD
 - c) PODCORB d) POSDCROB

Q.2 The father of 'managerial theory' is:

 - a) E. Mayo b) E. Dale
 - c) H. Fayol d) F.W. Taylor

Q.3 The college library budget is generally approved by the:

 - a) Executive Council
 - b) Library council
 - c) UGC
 - d) Principal of the college

Q.4 Zero based budgeting (ZBB) was developed by:

 - a) R.D. Stuart b) Peter Phyor
 - c) E. Stone d) A.E. Prentice

- Q.5 MBO stands for
- Modern budget operation
 - Management by objectives
 - Management by organization
 - Modern Bibliographic Organization
- Q.6 Maximum Profits is one of the principles of:
- Organization
 - Administration
 - Scientific Management
 - Planning
- Q.7 Unity of function, unity of command and span of control are some of the principles of:
- Administration b) Management
 - Organization d) Bureaucracy
- Q.8 "Deciding in advance what to do, how to do it, when to do it and who to do it" is known as:
- Forecasting b) Planning
 - Goal setting d) Organizing
- Q.9 PPBS relates to:
- Budgeting
 - Management
 - Delegation of powers
 - Personnel Management

- Q.10 Unity of Command means :
- All power to one person
 - All power to all persons
 - Division of power
 - Division of Labour
- SECTION-B**
- Note:** Objective type questions. All questions are compulsory. (10x1=10)
- Q.11 Management is an Art or Science. T/F
- Q.12 Write the full form of POSDCORB
- Q.13 Assessment of future is one step in the process of planning. T/F
- Q.14 Write the meaning of Library Management
- Q.15 MBO stands for _____
- Q.16 Write any one form of organizational structure
- Q.17 Write the name of any two equipment of college library.
- Q.18 Preparation of budget without considering previous year budgets is Known as _____
- Q.19 Budget is annual estimate for the coming _____
- Q.20 Write the names of any two types of library Committee
- SECTION-C**
- Note:** Short answer type questions. Attempt any twelve questions out of fifteen questions. (12x5=60)
- Q.21 Write any five functions of Library Management.