



NETAJI SUBHAS OPEN UNIVERSITY

POST-GRADUATE COURSE

Assignment : June-2020/Dec.-2020

MASTER OF LIBRARY AND INFORMATION SCIENCE

Paper-V : Management of Library and Information Centres

QUESTION PAPER CUM ANSWER BOOKLET

(Full Marks : 100)

(Weightage of Marks : 20%)

Special credit will be given for precise and correct answer. Marks will be deducted for spelling mistakes, untidiness and illegible handwriting. The figures in the margin indicate full marks.

Name (in Block Letter) :

Enrolment No.

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Study Centre Name : Code :

To be filled by the Candidate	Serial No. of question answered																				TOTAL	
For Evaluator's only	Marks awarded																					

QP Code: PA/1/V

PG-ARTS-AP-17148

Signature of Evaluator with Date



NETAJI SUBHAS OPEN UNIVERSITY

POST-GRADUATE COURSE

Assignment : June-2020/Dec.-2020

STUDENT'S COPY

MASTER OF LIBRARY AND INFORMATION SCIENCE

Paper-V : Management of Library and Information Centres

Name (in Block Letter) :

Enrolment No.

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Study Centre Name : Code :

QP Code: PA/1/V

PG-ARTS-AP-17148

Received Answer Booklet
Signature with seal by the Study-Centre

**জরুরি নির্দেশ / Important Instruction**

আগামী শিক্ষাবর্ষান্ত পরীক্ষায় (T.E. Exam.) নতুন ব্যবস্থা অর্থাৎ প্রশ্নসহ উত্তর পুস্তিকা (QPAB) প্রবর্তন করা হবে। এই নতুন ব্যবস্থার সঙ্গে পরীক্ষার্থীদের অভ্যস্ত করার জন্য বর্তমান অনুশীলন পত্রে নির্দেশ অনুযায়ী প্রতিটি প্রশ্নের উত্তর নির্দিষ্ট স্থানেই দিতে হবে।

New system i.e. Question Paper Cum Answer Booklet (QPAB) will be introduced in the coming Term End Examination. To get the candidates acquainted with the new system, assignment answer is to be given in the specified space according to the instructions.

**Detail schedule for submission of assignment for the
PG Term End Examination June-2020/Dec.-2020**

1. Date of Publication : 20/06/2020
2. Last date of Submission of answer script by the student to the study centre : 19/07/2020
3. Last date of Submission of marks by the examiner to the study centre : 16/08/2020
4. Date of evaluated answer scripts distribution by the study centre to the students (Students are advised to check their assignment marks on the evaluated answer scripts and marks lists in the study centre notice board. If there is any mismatch / any other problems of marks obtained and marks in the list, the students should report to their study centre Co-ordinator on spot for correction. The study centre is advised to send the corrected marks, if any, to the COE office within five days. No change / correction of assignment marks will be accepted after the said five days.) : 23/08/2020
5. Last date of submission of marks by the study centre to the Department of C.O.E. on or before : 31/08/2020

এখানে কিছু লিখবেন না

Do Not Write Anything Here



GROUP – A

Answer any *two* of the following questions :

18 × 2 = 36

1. Discuss the methods of preparation of library budget. 18
 2. Elucidate management functions described by L. Gulick and L. Urwick. 18
 3. Explain the concept of Power, Authority and Delegation in different types of libraries. Elucidate mental process of decision making. 9 + 9
 4. Describe various records of an Academic Library. 18
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First Answer :



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Second Answer :



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QP Code: PA/1/V

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GROUP – B

Answer any *three* of the following questions : 12 × 3 = 36

5. Discuss the importance of library statistics. Prepare a statistical record format for circulation desk. 6 + 6
 6. Describe major activities of various departments of a big library. 12
 7. What attributes are required for human resource managers ? What strategies should be taken to develop Information Technology workforce in a library. 6 + 6
 8. Differentiate traditional administration and scientific administration. 12
 9. Discuss the basic management principles with example. 12
 10. State about utilization of financial resources for collection development and maintenance. 12
-

First Answer :



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QP Code: PA/1/V

12/20

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QP Code: PA/1/V

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Second Answer :



QP Code: PA/1/V

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QP Code: PA/1/V

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Third Answer :



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GROUP – C

Write short notes on any *four* of the following :

7 × 4 = 28

- | | |
|---|---|
| 11. Contents of Annual Report of library. | 7 |
| 12. Human resource planning and implementation. | 7 |
| 13. Induction and orientation to the users. | 7 |
| 14. Performance evaluation system. | 7 |
| 15. Sources of finance of various libraries. | 7 |
| 16. Human resources of a library. | 7 |
| 17. Various sections of annual report of a library. | 7 |
| 18. General structure of library rules. | 7 |
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First Answer :



QP Code: PA/1/V

18/20

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Second Answer :



QP Code: PA/1/V

19/20

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Third Answer :



QP Code: PA/1/V

20/20

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Fourth Answer :