

POST-GRADUATE DEGREE PROGRAMME
Term End Examination : December, 2024
MASTER OF LIBRARY & INFORMATION SCIENCE
PAPER - V
MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Time : 4 hours

Full Marks : 100

(Weightage of Marks : 80%)

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.

GROUP – A

Answer any **two** of the following questions : 18 × 2 = 36

1. "Management is the process of optimum utilization of resources to fulfill the objectives of an organisation" — Discuss the statement.
2. Explain the 14 principles of management as proposed by Henry Fayol. What is the role of co-ordinating in management ? 14 + 4
3. Discuss different kinds of library planning. Explain the role 'Power, authority and delegation' in library management. What is Human Relation and Participation Approach ? 6 + 6 + 6
4. What type of records are maintained in the library ? Describe each type. What are the limitations of library statistics ? What are the components of a Library Annual Report ? 6 + 2 + 10

GROUP – B

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

5. Discuss the activities of managerial operations performed in the Acquisition Section.
6. What is the significance of Library budget ? How does a library authority prepare a budget through different heads ? 4 + 8
7. Describe the job requirements and job description of the various categories of Library Personnel — Professional Staff, Semi-Professional Staff, Supporting Staff and Administrative and Account Staff.

8. What components are incorporated in the job description record ? What is the need of induction and orientation programme for newly joined personnel ? 6 + 6
9. Discuss the role of a librarian in Collection Development and Collection Maintenance. 6 + 6
10. What is electronic library ? How will you organize an electronic library ? 4 + 8

GROUP - C

Write short notes on any **four** of the following questions : 7 × 4 = 28

11. DIALOG
 12. Utility of Internet Protocols
 13. Basic Principles of modern management
 14. Planning Programming Budgeting System (PPBS)
 15. Total Quality Management (TQM)
 16. Management by Objectives (MBO)
 17. Decision Making as a Mental Process by Beatrice V. Simonsum
 18. Operations of Library Manager in Three Levels (Top, Middle, Lower).
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