

QP Code: 23/PT/12/V

POST-GRADUATE COURSE
Term End Examination : June, 2023 / December, 2023
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. Distinguish between 'administration' and 'management'. Categorise resources of a library. Describe the functions of management, as described by Gulick and Urwick. 4 + 4 + 10

2. Why do we require library rules and regulations ? Which factors influence the variation in framing the rules and regulations in different kinds of library ? Prepare a general structure of library rules and regulations. 6 + 4 + 8

3. State the functions of the annual report of any library. Briefly describe the components in the first part of the contents of annual report. 6 + 12

4. Mention the sources of library finance for different kinds of library. Narrate briefly various methods of financial estimation in any library. Discuss the major heads those are mandatory for any library budget. 8 + 6 + 4

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GROUP – B

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

5. Discuss any three methods of budget used in library system. 12
6. Narrate briefly the basic steps of the human resource planning process.
List the items to be included in job description. 7 + 5
7. What are the purposes of performance evaluation ? Briefly describe the key elements of performance evaluation system of any library. 7 + 5
8. Highlight the issues associated with accommodation of collection in any library. What do you understand by collection maintenance ? 8 + 4
9. What attributes are expected from the human resource manager ?
Elucidate the idea of strategic planning in any library with suitable example. 7 + 5
10. Explain the concept of human resource development climate with example.
Enumerate the criteria to measure the progress in human resource planning. 7 + 5

GROUP – C

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

11. *Esprit de corps*
12. Delegation of authority
13. Utility of library statistics
14. Shelving of documents
15. Scientific Administration
16. Induction and Orientation
17. Job analysis
18. Flow process in decision making.

