

**MASTER OF LIBRARY & INFORMATION SCIENCE  
SECOND SEMESTER [REPEAT]  
MANGEMENT OF LIBRARY & INFORMATION CENTRES  
MLS - 201**

**SET  
A**

**[USE OMR SHEET FOR OBJECTIVE PART]**

Duration: 3 hrs.

Full Marks: 70

Time: 30 mins.

**(Objective)**

Marks: 20

*Choose the correct answer from the following:*

**1 × 20 = 20**

1. Professor Charles Babbage (UK 1729 -1871) was a professor of.....
  - a. Physics
  - b. Chemistry
  - c. Mathematics
  - d. Economics
2. Frederick Winslow Taylor was regarded as the founder of.....
  - a. Management Thought
  - b. Administrative Management
  - c. Scientific Management
  - d. Classical Management Theory
3. Evolution of management thought of Classical Theory consists of.....
  - a. Scientific Management
  - b. Administrative Management
  - c. Bureaucratic Model
  - d. All the above
4. Henry Fayol was born in.....at Constantinople in France
  - a. 1831
  - b. 1841
  - c. 1832
  - d. 1842
5. Henry Fayol is regarded as the Father of.....
  - a. Management Thoughts
  - b. Administrative Management
  - c. Scientific Management
  - d. Classical Management Theory
6. The scientific method consists essentially of.....
  - a. Observation
  - b. Measurement
  - c. Experimentation
  - d. All the above
7. Esprit-de-corps means.....
  - a. Unity
  - b. Unity in Diversity
  - c. Union is strength
  - d. None of the above
8. The Headquarter of Chartered Institute of Personnel and Development (CIPD) is in.....
  - a. Newcastle
  - b. Wimbledon
  - c. Manchester
  - d. Harrington
9. The Society for Human Resource Management (SHRM) was established in.....
  - a. 1945
  - b. 1946
  - c. 1947
  - d. 1948

10. POSDCORB was developed by.....
  - a. Taylor & Henry Fayol
  - b. McClelland & Herzberg
  - c. Luther Gullick & Lyndal Urwick
  - d. None of the above
11. Trade Test may also be named as.....
  - a. Proficiency test
  - b. Performance test
  - c. Achievement test
  - d. All of the above
12. Which among these is not the aim of HRM?
  - a. Optimum output
  - b. Motivation of Personnel
  - c. Development of team spirit
  - d. Continuous vigilance
13. PAQ stands for.....
  - a. Personal Analysis Questionnaire
  - b. Property Analysis Questionnaire
  - c. Position Analysis Questionnaire
  - d. Proportionate Analysis Questionnaire
14. Maslow set up a hierarchical theory of needs in the year.....
  - a. 1943
  - b. 1933
  - c. 1953
  - d. 1963
15. PPBS stands for.....
  - a. Performance, Productivity and budgeting system
  - b. Project Planning and Budgeting system
  - c. Planning Programming Budgeting system
  - d. Policy, Planning and Budgeting system
16. Zero Based Budgeting was developed by.....
  - a. Peter Drucker
  - b. Peter Pyhrr
  - c. Robert S Kaplan
  - d. John Maynard Keynes
17. UGC grants are mainly.....
  - a. Recurring grants
  - b. Non-recurring grants
  - c. Adhoc grants
  - d. All the above
18. In libraries TQM is applicable in areas like.....
  - a. Library Services
  - b. Library Products
  - c. Marketing Library Services & Products
  - d. All the above
19. SWOT analysis technique is credited to.....
  - a. Albert Einstein
  - b. Albert Dempsey
  - c. Albert Humphrey
  - d. Albert Frost
20. Collection Development in a Library begins with.....
  - a. Acquisition
  - b. Book Selection
  - c. Classification
  - d. Cataloguing

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**(Descriptive)**

Time : 2 Hr. 30 Mins.

Marks : 50

[ Answer question no.1 & any four (4) from the rest ]

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|---|------------|
| 1. Define Management. Discuss in detail Scientific Management theory.   | 2+8=10     |
| 2. Define Human Resource Management. Discuss the Aims, Importance and Function of HRM.                                      | 2+2+4+2=10 |
| 3. Explain motivational theories on:<br>a) Maslow's Hierarchy of Needs<br>b) ERG Theory<br>c) Herzberg's two-factor theory. | 4+3+3=10   |
| 4. Differentiate Job Analysis & Job Description. Mention the Purpose, Guidelines and Benefits of Job Description.           | 4+6=10     |
| 5. What do you understand by Recruitment of personnel in an organisation? Explain recruitment and selection procedure.      | 2+8=10     |
| 6. Define Budget. Briefly explain PPBS & ZBB.   | 2+4+4=10   |
| 7. What is Total Quality Management? Discuss TQM in Library and Information Science.  | 2+8=10     |
| 8. What is Collection Development in a library? Explain the policies and procedures of collection development.              | 2+8=10     |

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