

MASTER OF LIBRARY & INFORMATION SCIENCE
SECOND SEMESTER
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 |

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

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:
a) Maslow's Hierarchy of Needs
b) ERG Theory
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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