

2006

(July)

LIBRARY AND INFORMATION SCIENCE
(Management of Library and Information System)

Course No. : 401

Full Marks : 75

Time : 3 hours

The questions are of equal value

Answer **all** questions

1. Define management and discuss the functions of management.

Or

What do you understand by management thoughts? Discuss Taylor's arguments on Scientific Management and illustratively explain how Taylor's contributions are relevant in managing a modern university library.

2. What is planning? Discuss the need and types of planning.

Or

Explain the concept of Total Quality Management (TQM). Discuss how TQM can be implemented in libraries.

3. What is Human Resource Management? Discuss how job analysis and job description help in manpower planning.

Or

What is change? What are the prominent challenges which are making today's libraries go for changes? Illustrate your answer with suitable examples.

4. What is budgeting? Prepare a budget of a university library using any of the budgetary techniques.

Or

What is marketing? Explain the 4 Ps of marketing and discuss how they are applicable in marketing of information products and services.

5. Write notes on any *two* :

- (a) Contingency approach
- (b) Steps in decision making
- (c) Annual report
- (d) Principles of budgeting

★★★

2007

(July)

LIBRARY AND INFORMATION SCIENCE

(Management of Library and Information System)

Course No. : 401

Full Marks : 75

Time : 3 hours

*The questions are of equal value*Answer **all** questions

1. (a) Discuss the contributions made by propounders of Scientific and Behavioural Schools of Management thought. Briefly illustrate how these thoughts are applicable in managing a library.

Or

- (b) Discuss the functions of management and state how these are applied in the effective management of libraries.
2. (a) What do you understand by planning? Explain the need for planning and discuss with suitable examples the steps involved in planning.

Or

(b) What is a decision? Discuss the steps and problems involved in decision making.

3. (a) Make a plan for manpower development in university library system in today's context.

Or

(b) Library professionals are to be properly motivated in order to enhance their working efficiencies. Discuss the statement in the context of changing library environment.

4. (a) What is a budget? Discuss the relative advantages of zero-based budgeting system with that of a line budgeting for a university library.

Or

(b) What is marketing? Discuss how 4ps of marketing tools can be applied in marketing of library and information products and services.

5. Write short notes on any *three* :

(a) MBO

(b) TQM

(c) Annual Report

(d) Group Dynamics

(e) Outsourcing

2008

(July)

LIBRARY AND INFORMATION SCIENCE

(Management of Library and
Information System)

Course No. : 401

Full Marks : 75

Time : 3 hours

The questions are of equal value

Answer **all** questions

1. (a) Discuss the principles of management with examples showing their relevance in managing modern libraries.

Or

- (b) Compare and contrast the features of Classical School and Behavioural School. Given a chance, which management approach would you adopt in managing a modern library and why?

2. (a) What do you understand by Management by Objectives (MBO)? Discuss the process involved in MBO and illustrate the relevance of MBO in managing a modern library.

Or

- (b) What is Total Quality Management (TQM)? Elaborate the principles of TQM and briefly explain how a modern library can provide better services to the users by applying TQM way of management.

3. (a) What is change? Explain how change can be managed successfully giving suitable examples from managing a modern library.

Or

- (b) What do you mean by leadership and leadership style? Discuss critically and comparatively any two given leadership styles.

4. (a) Explain the need and importance of proper budgeting. Prepare a budget for a university library using any budgetary method.

Or

- (b) Explain the marketing concept and discuss how information products and services need to be marketed by a modern library.

5. Write notes on any *two* :

- (a) Decision making
- (b) Staffing, coordinating and directing
- (c) Organisational manual
- (d) Motivation
- (e) Job analysis and job description

2009

(July)

LIBRARY AND INFORMATION SCIENCE

(Management of Library and Information System)

Course No. : 401

Full Marks : 75

Time : 3 hours

The questions are of equal value

Answer **all** questions

1. (a) Discuss the functions of management and elaborate their relevance in managing modern libraries.

Or

- (b) Explain the concept of systems approach to management and discuss how systems approach can be applied in managing a university library setup giving suitable examples.

2. (a) What is planning? Explain the need and types of planning with relevant examples.

Or

- (b) Discuss how Total Quality Management (TQM) as a management style can be successfully applied in libraries. Authenticate your answer with examples.

3. (a) What do you understand by manpower planning? Explain, with suitable examples, how job analysis and job description help in manpower planning of a library.

Or

- (b) "Nothing is constant but change." Elaborate the statement and discuss how changes can be successfully introduced in libraries.

4. (a) What is a budget? Explain the need and importance of a sound budgeting system. Using zero-base budgeting system, prepare a budget for a university library.

Or

- (b) What is marketing of information products and services? Discuss how marketing mix and market segmentation are applicable in today's libraries.

5. Write notes on any two :

- (a) Division of work, unity of command and span of control
- (b) Participative leadership
- (c) Scientific management
- (d) Communication
- (e) Programme budgeting
- (f) Management by objectives (MBO)
