

M. Lib. & Information Science Semester-I Examination**Paper Code : LIB - 503****Management of Library & Information Centers****Time : 1-30 Hours]****March 2021****[Max. Marks : 25****વિભાગ - ૧**

નીચે પ્રશ્નોમાંથી કોઈ પણ ત્રણ પ્રશ્નોના ઉત્તર આપો.

(૪૨)

1. સંચાલનની વ્યાખ્યા આપી ? વૈજ્ઞાનિક સંચાલનના ૧૪ સિધ્ધાંતો વિશે વિગતે ચર્ચા કરો.
2. નાણાકીય સ્ત્રોતોની જરૂરિયાત જણાવી યુનિવર્સિટી ગ્રંથાલયના સંદર્ભમાં નાણાકીય સ્ત્રોતોની ચર્ચા કરો.
3. યુનિવર્સિટી ગ્રંથાલયના સંદર્ભમાં વાર્ષિક અહેવાલના ઘટકો વિશે ચર્ચા કરો.
4. કર્મચારી સંચાલન એટલે શું ? યુનિવર્સિટી ગ્રંથાલયના સંદર્ભમાં ભરતી, પસંદગી અને બઢતી વિશે ચર્ચા કરો.
5. સંપૂર્ણ ગુણવત્તાયુક્ત સંચાલન વિશે ગ્રંથાલયના સંદર્ભે ચર્ચા કરો.
6. બ્રાહ્મ સ્ત્રોતીકરણ એટલે શું ? બ્રાહ્મ સ્ત્રોતીકરણ વિશે ગ્રંથાલયના સંદર્ભમાં ચર્ચા કરો.
7. ટેકનોલોજી અનુનૈયતાની ગ્રંથાલય વ્યવસ્થાપનના વિવિધ ક્ષેત્રે ચર્ચા કરો.
8. હેતુલક્ષી સંચાલન વિશે વિગતે ચર્ચા કરો.

વિભાગ - ૨

અંગ્રેજી વર્ઝન મુજબ

(૦૮)

English Version**Section - 1****Write answers of ANY THREE questions from the following.**

(42)

1. Define Management. Discuss in detail about 14 Principals of Scientific Management.
2. Explain the need of Financial Resources & Discuss it in the context of University library.
3. Discuss about components of annual report in the context to University Library.
4. What is Personal Management? Discuss recruitment, selection and promotion in the context to University Library.
5. Discuss Total Quality Management in the context of Library.
6. What is Outsourcing? Discuss Outsourcing in the context of library.
7. Discuss about Technology updation in the context of library administration.
8. Discuss in detail about Management by Objective.

Section - II**Select and write the correct answer of Any Eight MCQ from the following**

(08)

1. TQM is known as:

(a) Total Quality Management	(c) Total Quantity Management
(b) Time Quality Management	(d) None of above
2. How many Principles are identified for Management?

(a) 14	(c) 12
(b) 13	(d) None of above
3. Personnel Management is concerned with:

(a) Requirement	(c) Selection
(b) Promotion /Transfer	(d) All of above
4. Yearly statistical and other information report of any institution is known as:

(a) Annual Report	(c) Monthly Report
(b) Six Monthly Report	(d) None of above

5. Functions of management better known as:

(a) POSDCORB	(c) PSODOCRB
(b) PSOCSDRB	(d) None of above
6. 14 Principles of Management are covered in which type of management?

(a) Scientific Management	(c) Personnel Management
(b) Human Resource Management	(d) None of above
7. MBO means :

(a) Management by Objective	(c) Measurement by Objective
(b) Mismanagement by Objective	(d) None of above
8. Scientific Management was found by :

(a) F.W.Taylor	(c) Peter Drucker
(b) Henry Ford	(d) None of above
9. Work of any library in context to Out Sourcing means?

(a) Work by library staff	(c) Work by third party
(b) Work by authority	(d) None of above
10. As per UGC norms how many librarians are to be appointed in any university library?

(a) 01	(c) 03
(b) 05	(d) None of above
10. Principles of Dury are meant for ?

(a) First Second & Third	(c) Top, Middle & Operational
(b) Primary ,Secondary and tertiary	(d) None of above
12. What are the Three level of Management

(a) Management by Objective	(c) Measurement by Objective
(b) Mismanagement by Objective	(d) None of above
13. Management is _____?

(a) Science	(c) Art
(b) Science & Art Both	(d) None of above
14. The Library Budget of University is Passed by

(a) Executive Council	(c) Ahmedabad Municipal Corporation
(b) NagarPalika	(d) None of above
15. As per UGC norms how many librarians are to be appointed in any college library?

(a) 01	(c) 03
(b) 05	(d) None of above
16. What is the main source of the Income for Public Library

(a) Government	(c) UGC
(b) Both a & b	(d) None of above
