2011

Time: 3 hours

Full Marks: 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as per direction.

Group – A

खण्ड – अ

(Compulsory)

(अनिवार्य)

Answer all questions: $2 \times 10 = 20$

सभी प्रश्नों के उत्तर दें:

1. Select the correct option from the following:

(a) The function of elements of management are

JX – 46/5 (Turn over)
Planning, Organising, Staffing, Directing, Co-ordinating, Reporting and ________.

(i) Co-operating
(ii) Correcting
(iii) Budgeting
(iv) None of these

(b) The standard size of an Accession Register is:

(i) 16" x 13"
(ii) 10" x 15"
(iii) 12" x 15"
(iv) 15" x 20"

(c) Esprit de corps implies:

(i) Clarity of
(ii) Rewards to employees
(iii) Avoiding of chaos
(iv) Unity of command

(d) 14 Principles of Management are identified by:

(i) Henry Fayol
(ii) F. W. Taylor
(iii) Mayo
(iv) None of these
(e) MBO is introduced by:
   (i) Gullic
   (ii) Peter Drucker
   (iii) Koontz
   (iv) Anthony
(f) Acronym 'POSDCORB' is coined by:
   (i) L. Gullic
   (ii) Ludedwigvon
   (iii) Keith
   (iv) Mary Follet
(g) Who is the father of Scientific Management?
   (i) Mayo
   (ii) F. W. Taylor
   (iii) Mc Gregor
   (iv) Louis Brandies
(h) Dr. S. R. Ranganathan divides management functions into _________ components.
   (i) Five
(ii) Seven
(iii) Eight
(iv) Nine

(i) Who gave the slogan Right book to the Right reader at the Right time?
   (i) C. A. Cutter
   (ii) Melvil Dewey
   (iii) J. F. K. Drury
   (iv) S. R. Ranganathan

(j) The catch word ‘POSDCORB’ was adopted by:
   (i) Henery Fayol
   (ii) Luther Gullic
   (iii) F. W. Taylor
   (iv) J. W. Schutze

Group – B
खण्ड – ब

Answer any four questions: 15×4 = 60
किन्हीं चार प्रश्नों के उत्तर दें:

2. Explain the functions of maintenance work of documents in the Libraries.

JX – 46/5 (4) Contd.
3. Define the term "Periodical". Examine the factors involved in planning for selection of periodicals for a University Library.

"सापेक्षिक पद" की परिभाषा दीजिए। एक विश्वविद्यालय पुस्तकालय के लिये पत्रिकाओं के चयन हेतु योजना बनाने में संबंधित चरणों की व्याख्या कीजिए।

4. What is Library Management? Discuss its various principles.

पुस्तकालय प्रबंधन क्या है? इसके विभिन्न सिद्धांतों की चर्चा कीजिए।

5. Name the different methods of circulation of books. Explain New York System.

पुस्तक के आदान-प्रदान करने की विभिन्न विधियों का नाम लिखिए। न्यू-यॉर्क विधि की व्याख्या कीजिए।

6. What do you understand by the Total Quality Management (TQM)? Explain the elements of TQM in order to apply it successfully in Libraries and Information Centres.

JX – 46/5 (5) (Turn over)
7. Describe various sources (tools) used for Book Selection in the Libraries in detail.

8. What is the Stock Verification in the Library? Depict various methods for Stock Verification. Discuss its advantages and disadvantages.


JX - 46/5 (6) Contd.
10. Write short notes on any three of the following:

निम्नलिखित में से किन्हीं तीन पर संक्षिप्त टिपणियों लिखें:

(a) Non-book Material

(b) Technical Processing of Books

(c) Participative Management

(d) Zero-based Budgeting

(e) Performance Appraisal

(f) Open Access System

JX - 46/5 (1,500) (7) BLIS - BLIS / II