

Marks Distribution for Mid Term & Final Term Exams

Mid Term Exam

1. Short Questions (Marks 10)
2. Long Question (Marks 10)
3. MCQs (Marks 10)

Final Term Exam

1. Short Question (Marks 10)
2. Long Question (Marks 20)
3. MCQs (Marks 20)

Sessional Marks 20

Short Question

Nature of Management

Planning in Libraries

Staffing

Remuneration

Subordination of Individual Interest

The Degree of Centralization

Equity

Esprit de Corps

Role of top level management

Role of middle level management

Role of low level management

Competencies required for a library manager

Types of Problems and Decisions

Motivation

Role of a Leader

Leader versus Manager

Long Questions

Principals of Management

Functions of Management

POSDCORB

Levels of Management

Role of library manager

Decision Making

Importance of Motivation

Qualities of a Leader