

2015

M.LI.Sc.

1st Semester Examination

**PLANNING AND MANAGEMENT OF INFORMATION
SYSTEMS AND SERVICES**

PAPER—MLI-106

Full Marks : 40

Time : 2 Hours

The figures in the right-hand margin indicate full marks.

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

Answer all questions.

1. Write short notes on any *two* of the following : 2×5
 - (a) Steps in planning.
 - (b) Grapevine in communication.
 - (c) ZBB.

2. (a) State the principles of Scientific management as propounded by F.W. Taylor. How far these can be applied in library or information centre ? 7+8

Or

(Turn Over)

- (b) State the importance of performance appraisal of library personnel. Discuss the methods to be adopted for appraisal of performance of library personnel.

5+10

3. (a) Discuss the concept of change management and its relevance in managing the transition of traditional library to digital library.

7+8

Or

- (b) Discuss the basic steps of budgetary control in a library or information centre. Mention the advantages and disadvantages of budgetary control.

7+8