

**2007**

PLANNING AND MANAGEMENT OF INFORMATION  
SYSTEMS AND SERVICES

PAPER VA

*Full Marks* 40

*Time :* **2hours**

**Answer Q. No. I and any two questions, taking  
one'ftom each Unit**

*The figures in the right-hand margin indicate marks*

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

*Illustrate the answers wherever necessary*

- 1. Write short notes on any *two* ' of the following : 4+4**
- (i) Johari window**
  - (ii) PERT**
  - (iii) X and Y theories of motivation**
  - (iv) Forecasting.**

UNIT-I

- 2. Examine the principles of Scientific Management as  
enunciated by F. W. Taylor and state to what extent these  
are relevant to the management of libraries and informa-  
tion centres. 8+8**

*( Turn Over)*

3. **Discuss** the concept `Management by objectives. **What are its constraints for implementation in libraries and information centres?** **10+6**

## UNIT II

4. Discuss the process and techniques involved in collection development of a library. Mention the sequence of operations associated with the processing of document. 8+8
- S. **Discuss** the basic, steps in Budgetary **control process in an information** centre **mentioning the advantages and disadvantages** of the same. 8+4+4