WARNING

1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.
2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE’S OWN WILL BE PENALIZED AS DEFINED IN “AIOU PLAGIARISM POLICY”.

Course: Management of Libraries and Information Centre-I (5641)  
Level: MLIS  
Total Marks: 100  
Passing Marks: 40

ASSIGNMENT NO. 1  
(Units 1-5)

Note: All questions carry equal marks.

Q.1 Describe the evolution of management theories. How and when different theories of management adopted by library profession?

Q.2 Describe functions and principles of management with example from library.

Q.3 Define the following types of plans with examples from library:

a) Objective  
b) Strategy  
c) Policies  
d) Procedure  
e) Rule

Q.4 Define organizing function of management? Also describe different methods of departmentation.

Q.5 Describe in detail the Hurzburg’s two factor theory of motivation by identifying motivational factors and hygiene factors.
ASSIGNMENT NO. 2
(Units 6-9)

Total Marks: 100
Passing Marks: 40

Note: All questions carry equal marks.

Q.1 Explain different leadership styles and suggest with justification the leadership style for a college library head having 15 subordinates.

Q.2 a) Describe rationale decision making process.
b) Describe communication process along with the barriers of communication.

Q.3 Write notes on the following.
   a) Maslow’s Need Hierarchy
   b) Centralization and decentralization

Q.4 Discuss controlling in the management process by providing examples from a large library.

Q.5 Why job description is important? Write job description of chief librarian, Deputy librarian, Assistant librarian and Library assistant.