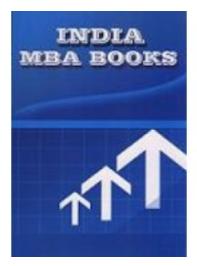
# LISC421 Management of Libraries and Information Centres



**Brand:** Mehta Solutions **Product Code:** LISC421

Weight: 0.00kg

Price: Rs600

Short Description
PONDICHERRY UNIVERSITY LISC421 Management of Libraries and
Information Centres

**Description** 

LISC421 Management of Libraries and Information Centres SOLVED PAPERS
AND GUESS

**Product Details: LISC421 Management of Libraries and Information Centres** 

**Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM** 

**Publisher: MEHTA SOLUTIONS** 

**Edition Description: 2021-22** 

## **RATING OF BOOK: EXCELLENT**

### ABOUT THE BOOK

# FROM THE PUBLISHER

If you find yourself getting fed up and frustrated with other nims University book solutions now mehta solutions brings top solutions for **PONDICHERRY UNIVERSITY LISC421 Management of Libraries and Information Centres book** contains previous year solved papers plus **faculty chapterwise notes** important questions and answers specially for nims University .questions and answers are specially design specially for nims University students.

Please note: All products sold on mbabooksindia.com are brand new and 100% genuine

- Case studies solved
- New addition fully solved
- last 5 years solved papers with current year plus guess

PH: 07011511310, 09899296811 FOR ANY problem

## FULLY SOLVED BOOK LASY 5 YEARS PAPERS SOLVED PLUS GUESS

Unit 1: Introduction to Management: Concept, definition and scope, management styles and

approaches, principles and functions of management, principles of scientific management.

Unit 2: Collection Development and Management: Types of documents and selection and acquisition: tools, procedures and policies, problems and evaluation of collection development.

Library operations - acquisition, serial control, technical processing, circulation & reference.

Conservation & preservation, shelving, stock verification, binding and weeding out.

Unit 3: Human Resource Management: Objectives and functions – selection, recruitment, interviewing the candidates, training & staff development, performance appraisal, discipline and

grievances. Manpower Planning – job description, job analysis, job evaluation. Motivation,

leadership and ethics.

Unit 4: Financial Quality and Management: Financial responsibility and control, Budget planning and evaluation tools. Budgeting techniques – cost benefit, cost effective analysis and

accounting. Accountability and reporting. Planning strategies: concept – definition – need and

steps – MBO – planning techniques – decision making. Operations planning – Gantt Charts,

PERT/CPM, TQM. Strategic planning process – SWOT analysis.

Unit 5: Management of LIC: Principles of organizational structure, organizational structure of

Library and Information Centres. Library Authorities, library statistics, Library rules and regulations. Managing in the 21st century – today's organizations, skill required for new managers.

### **Details**

- 1. Books by courier
- 2. Delivery in 5-7 days
- 3. Courier india only
- 4. Rating of product : largest selling