

# ML1002 MANAGEMENT OF LIBRARY AND INFORMATION CENTRES



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## Short Description

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## Description

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**Edition Description:2021-22**

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Note:Examiner will be required to set Nine questions in all. Question no. 1 will be compulsory which consists of 12 short-answer type questions each of 2 marks covering

the entire syllabus out of which candidate will be required to attempt ten questions. In addition to Q.No. 1, candidate will be required to attempt four more questions from the remaining eight questions each carrying 20 marks.

## Section 1 : Management Perspectives

Unit 1 : Concept and Schools of Management Thought

Unit 2 : Management Functions

Unit 3 : Total Quality Management

Unit 4 : Change Management

## Section 2 : System Analysis and Control

Unit 5 : Systems Approach

Unit 6 : Work Flow and Organisations Routines

Unit 7 : Monitoring and Control Techniques

Unit 8 : Performance Measurement and Evaluation Techniques

## Section 3 : Human Resource Management

Unit 9 : Organisational Behaviour

Unit 10 : Managerial Quality and Leadership

Unit 11 : Human Resource Planning and Development

## Section 4 : Financial Management

Unit 12 : Budgeting and Types

Unit 13 : Budgetary Control System

Unit 14 : Costing Techniques

Unit 15 : Cost Analysis

## Section 5 : Marketing of Information Products and Services

Unit 16 : Information as a Marketable Commodity

Unit 17 : Marketing : Approach and Techniques

Unit 18 : E-Marketing

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