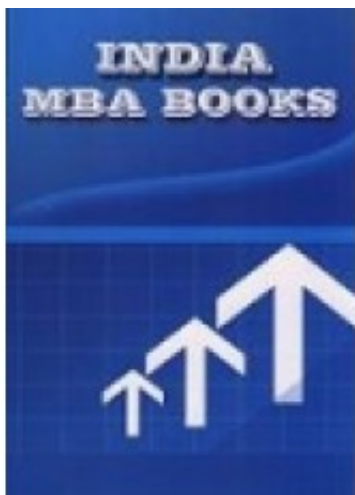


MANAGEMENT OF LIBRARIES & INFORMATION CENTRES



Brand: Mehta Solutions
Product Code: .MLIS-104
Weight: 0.00kg

Price: Rs600

Short Description

UTKAL UNIVERSITY MANAGEMENT OF LIBRARIES & INFORMATION CENTRES

Description

MANAGEMENT OF LIBRARIES & INFORMATION CENTRES SOLVED PAPERS AND GUESS

Product Details: MANAGEMENT OF LIBRARIES & 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 **UTKAL UNIVERSITY** book solutions now mehta solutions brings top solutions for **UTKAL UNIVERSITY MANAGEMENT OF LIBRARIES & INFORMATION CENTRES** contains previous year solved papers plus **faculty chapter wise notes** important questions and answers specially for **UTKAL UNIVERSITY** .questions and answers are specially design specially for **UTKAL 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

COURSE NO.MLIS-104 MANAGEMENT OF LIBRARIES & INFORMATION CENTRES

UNIT-1 BASICS OF MANAGEMENT 1.1 Management: Principles of Scientific Management 1.2 Management: Thoughts 1.3 Management Information System (MIS)

UNIT-2 MANAGEMENT OF ROUTINE WORK OF LICs 2.1 Acquisition, Technical Processing, Circulation, Serial Control 2.2 Stock Verification: Purpose, Importance, Methods 2.3 Library Records and Statistics: Purpose, Types

UNIT-3 HUMAN RESOURCE MANAGEMENT 3.1 Human Resource Planning 3.2 Techniques of HRM-Job Analysis, Job Description, Job Evaluation, job Specification 3.3 Human Resource Development-Recruitment, Training and Motivation

UNIT-4 FINANCIAL MANAGEMENT AND TQM 4.1 Sources of Finance 4.2 Budgeting- Definition, Concept, and Types of budgets 4.3 Total Quality Management (TQM) - Concept, Techniques and Methods UNIT-5 LATEST TRENDS IN LIBRARY MANAGEMENT 5.1 Management of Change 5.2 Stress Management 5.3 Time Management

Details

1. Books by courier

2. Delivery in 5-7 days

3. Courier india only

4. Rating of product : largest selling