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# National Testing Agency

<b>Question Paper Name :</b>	Managing learning resources 26th March 2021 Shift 2
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## Managing learning resources

<b>Group Number :</b>	1
<b>Group Id :</b>	512452220
<b>Group Maximum Duration :</b>	0
<b>Group Minimum Duration :</b>	120
<b>Show Attended Group? :</b>	No
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<b>Break time :</b>	0
<b>Group Marks :</b>	100
<b>Is this Group for Examiner? :</b>	No

## Managing learning resources 1

<b>Section Id :</b>	512452898
<b>Section Number :</b>	1
<b>Section type :</b>	Online
<b>Mandatory or Optional :</b>	Mandatory
<b>Number of Questions :</b>	100

**Number of Questions to be attempted :** 100  
**Section Marks :** 100  
**Mark As Answered Required? :** Yes  
**Sub-Section Number :** 1  
**Sub-Section Id :** 5124521058  
**Question Shuffling Allowed :** Yes

**Question Number : 1 Question Id : 51245218748 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No  
Correct Marks : 1 Wrong Marks : 0**

Fill in the blank

Learning resources are those \_\_\_\_\_ that help to make teaching and learning interesting, more stimulating, more reinforcing and effective.

1. Devices
2. Procedures
3. Devices and Procedures
4. None of the above

**Options :**

- 51245261649. 1
- 51245261650. 2
- 51245261651. 3
- 51245261652. 4

**Question Number : 2 Question Id : 51245218749 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No  
Correct Marks : 1 Wrong Marks : 0**

Materials in which the information from secondary sources has been digested- reformatted and condensed, to put it into a convenient, easy to read form are classified as

1. Primary Sources
2. Secondary Sources
3. Tertiary Sources
4. None of the above

**Options :**

- 51245261653. 1
- 51245261654. 2
- 51245261655. 3
- 51245261656. 4

**Question Number : 3 Question Id : 51245218750 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Organized lists of primary or other sources relating to a given subject or person and arranged alphabetically or chronologically or topic wise, by the author are known as

1. Periodicals
2. Indexes
3. Bibliographies
4. Indexing Periodicals

**Options :**

- 51245261657. 1
- 51245261658. 2
- 51245261659. 3
- 51245261660. 4

**Question Number : 4 Question Id : 51245218751 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A book which deals with words of a language or of some special subjects, authors, is classified as

1. Dictionaries
2. Encyclopaedias
3. Hand book
4. Tables

**Options :**

- 51245261661. 1
- 51245261662. 2
- 51245261663. 3
- 51245261664. 4

**Question Number : 5 Question Id : 51245218752 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

An instruction book, which instructs how to do something by means of specific and clear directions is known as

1. Manual
2. Encyclopaedias
3. Hand book
4. Magazine

**Options :**

- 51245261665. 1
- 51245261666. 2
- 51245261667. 3
- 51245261668. 4

**Question Number : 6 Question Id : 51245218753 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**

**Correct Marks : 1 Wrong Marks : 0**

A short treatise on a specific subject and often brought out as a part of series is known as

1. Textbook
2. Monograph
3. Hand book
4. Manual

**Options :**

- 51245261669. 1
- 51245261670. 2
- 51245261671. 3
- 51245261672. 4

**Question Number : 7 Question Id : 51245218754 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A system of library classification developed by the Library of Congress is known as

1. Dewey Decimal Classification (DDC)
2. Universal Decimal Classification (UDC)
3. Library of Congress Classification (LCC)
4. Colon Classification (CC)

**Options :**

- 51245261673. 1
- 51245261674. 2
- 51245261675. 3
- 51245261676. 4

**Question Number : 8 Question Id : 51245218755 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Fill in the blank

Open learning resources are freely accessible openly licensed \_\_\_\_\_ that are useful for teaching, learning, and assessing as well as for research purposes

1. Text
2. Media and digital assets
3. Either 1 or 2
4. Both 1 and 2

**Options :**

- 51245261677. 1
- 51245261678. 2
- 51245261679. 3
- 51245261680. 4

**Question Number : 9 Question Id : 51245218756 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Open source solutions require no licensing fees but there is expenditure on

1. Media
2. Documentation
3. Support
4. All of the above

**Options :**

- 51245261681. 1
- 51245261682. 2
- 51245261683. 3
- 51245261684. 4

**Question Number : 10 Question Id : 51245218757 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**

**Correct Marks : 1 Wrong Marks : 0**

Open source software has more management problems compared to commercial software because of

1. Rapid release
2. More iterations
3. Requires tracking of multiple revisions
4. Both 1 and 2

**Options :**

- 51245261685. 1
- 51245261686. 2
- 51245261687. 3
- 51245261688. 4

**Question Number : 11 Question Id : 51245218758 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

An example of a free and open-source web browser is

1. 7 – Zip
2. Apache
3. Mozilla Firefox
4. Linux

**Options :**

- 51245261689. 1
- 51245261690. 2
- 51245261691. 3
- 51245261692. 4

**Question Number : 12 Question Id : 51245218759 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

An example of an Open Source technology and a cost effective tool for presenting instructional materials on the Web is

1. A Tutor
2. CORAL
3. Joomla
4. Moodle

**Options :**

51245261693. 1  
51245261694. 2  
51245261695. 3  
51245261696. 4

**Question Number : 13 Question Id : 51245218760 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Obtaining a licence from another party, to use its Intellectual Property for your own use is called

1. In-licensing
2. Out-licensing
3. Licensing
4. None of the above

**Options :**

51245261697. 1  
51245261698. 2  
51245261699. 3  
51245261700. 4

**Question Number : 14 Question Id : 51245218761 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**



**Correct Marks : 1 Wrong Marks : 0**

The owner of the Intellectual Property may grant to a main licensee, giving him sub-licensing rights and the main licensee in turn, grants further licences, which are referred to as

1. Master license
2. Sub-license
3. In-license
4. Out-license

**Options :**

- 51245261701. 1
- 51245261702. 2
- 51245261703. 3
- 51245261704. 4

**Question Number : 15 Question Id : 51245218762 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A type of license where the rights granted by the licensor to the licensee may also be granted to other parties is called

1. Exclusive licence
2. Non-exclusive license
3. Sole license
4. Out-license

**Options :**

- 51245261705. 1
- 51245261706. 2
- 51245261707. 3
- 51245261708. 4

**Question Number : 16 Question Id : 51245218763 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**

**Correct Marks : 1 Wrong Marks : 0**

For the licensor, licensing of its Intellectual Property, will expand its business and generate income while saving on capital expenditure as it need not invest in any equipment or machinery. This advantage of licensing is

1. Cost reduction
2. Revenue generation
3. Risk minimization
4. Competitive advantage

**Options :**

- 51245261709. 1
- 51245261710. 2
- 51245261711. 3
- 51245261712. 4

**Question Number : 17 Question Id : 51245218764 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Does the licensee have rights to modify, make improvements or enhancements or do further developments? This question is related to the particular scope of license

1. Territory
2. Field of use
3. Subject matter
4. Improvements

**Options :**

- 51245261713. 1
- 51245261714. 2
- 51245261715. 3
- 51245261716. 4

**Question Number : 18 Question Id : 51245218765 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Copyright is the individual right of an

1. Author to dispose of his/her work in return for remuneration
2. Artist, publisher or other owners against any unauthorised copying of his/her works
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245261717. 1
- 51245261718. 2
- 51245261719. 3
- 51245261720. 4

**Question Number : 19 Question Id : 51245218766 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Electro copying means

1. Using an optical scanner to convert copyright protected works
2. Downloading from commercial database
3. Broadcasting copyright protected works on e-mail
4. All of the above

**Options :**

- 51245261721. 1
- 51245261722. 2
- 51245261723. 3
- 51245261724. 4

**Question Number : 20 Question Id : 51245218767 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The ability of copyright owners to enforce their rights, through the legal system and also through administrative systems is known as

1. Enforcement of Copyright
2. Management of Copyright
3. Legislation
4. Both (1) and (2)

**Options :**

- 51245261725. 1
- 51245261726. 2
- 51245261727. 3
- 51245261728. 4

**Question Number : 21 Question Id : 51245218768 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

If an artist creates a painting and then sells it, the copyright of the painting is with the

1. Artist
2. Buyer
3. Both (1) and (2)
4. Third party

**Options :**

- 51245261729. 1
- 51245261730. 2
- 51245261731. 3
- 51245261732. 4

**Question Number : 22 Question Id : 51245218769 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

An example of a situation that is appropriate for collective management of copyright is

1. Photocopying in schools
2. Playing of music on the radio
3. Downloading of ring tones
4. All of the above

**Options :**

- 51245261733. 1
- 51245261734. 2
- 51245261735. 3
- 51245261736. 4

**Question Number : 23 Question Id : 51245218770 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Copyright is applicable for

1. Unauthorized copying of print material
2. Unauthorized copying of materials when developing multimedia programs
3. Laws related to the duplication of video, audio, software, internet, and off-air recordings
4. All of the above

**Options :**

- 51245261737. 1
- 51245261738. 2
- 51245261739. 3
- 51245261740. 4

**Question Number : 24 Question Id : 51245218771 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Learning resources refer to any

1. Person for teaching/learning
2. Material (acquired or produced) with instructional content for teaching/learning
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245261741. 1
- 51245261742. 2
- 51245261743. 3
- 51245261744. 4

**Question Number : 25 Question Id : 51245218772 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Factors considered in selection of learning resources may be

1. Interests, abilities and learning styles of students
2. Maturity level of students
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245261745. 1
- 51245261746. 2
- 51245261747. 3
- 51245261748. 4

**Question Number : 26 Question Id : 51245218773 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

For the intended use learning resources should have

1. Aesthetic, literary, and/or social values
2. Suitable quality; visual and physical format
3. Reasonable cost and durable
4. Consistency with general educational goals, aims and objectives of institution

**Options :**

51245261749. 1

51245261750. 2

51245261751. 3

51245261752. 4

**Question Number : 27 Question Id : 51245218774 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The considerations

- Awareness of the nature of learning resources.
- Check interest & attitude of students
- Clear objective helps teaching

come under the

1. Principle of Preparation
2. Principle of Physical Control
3. Principle of Proper Presentation
4. Principle of Action

**Options :**

51245261753. 1

51245261754. 2

51245261755. 3

51245261756. 4

**Question Number : 28 Question Id : 51245218775 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The considerations

- To remain quite alert and attentive while listening or observing the displayed resources
- Encouragement to respond actively
- Utilize experience efficiently

come under the

1. Principle of Preparation
2. Principle of Physical Control
3. Principle of Proper Presentation
4. Principle of Action

**Options :**

- 51245261757. 1
- 51245261758. 2
- 51245261759. 3
- 51245261760. 4

**Question Number : 29 Question Id : 51245218776 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A system of linking information in a way that allows for easy movement between selected documents and sites is known as

1. World Wide Web (WWW)
2. File transfer programming (FTP)
3. Telnet
4. None of the above

**Options :**



51245261761. 1  
51245261762. 2  
51245261763. 3  
51245261764. 4

**Question Number : 30 Question Id : 51245218777 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The presence of significantly reduced ability to understand new or complex information or to learn new skills is called

1. Physical disability
2. Intellectual disability
3. Learning disability
4. Hearing impairment

**Options :**

51245261765. 1  
51245261766. 2  
51245261767. 3  
51245261768. 4

**Question Number : 31 Question Id : 51245218778 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The disorders that involve the processing of linguistic information is called

1. Language difficulties
2. Intellectual disabilities
3. Learning disabilities
4. Hearing impairments

**Options :**

51245261769. 1

51245261770. 2

51245261771. 3

51245261772. 4

**Question Number : 32 Question Id : 51245218779 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Web resources require sharper critical thinking skills than other media because

1. Internet is interactive, absorbing users in two-way communication
2. Content is unregulated because of no traditional editors
3. Both (1) and (2)
4. Either (1) or (2)

**Options :**

51245261773. 1

51245261774. 2

51245261775. 3

51245261776. 4

**Question Number : 33 Question Id : 51245218780 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The process of selection of teaching/learning materials is complex because

1. Selection of materials is the most crucial exercise
2. Choosing the most effective resources is the most disturbing problem
3. In any learning situation, there are a multitude of interactive factors
4. All of the above

**Options :**

51245261777. 1

51245261778. 2

51245261779. 3

51245261780. 4

**Question Number : 34 Question Id : 51245218781 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Equipment should be supplied with a user-friendly service manual written in consistent terminology with clear instructions and documentation on how to

1. Install the equipment
2. Undertake routine preventive maintenance including straight forward repairs
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261781. 1
- 51245261782. 2
- 51245261783. 3
- 51245261784. 4

**Question Number : 35 Question Id : 51245218782 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The process of identifying and grouping the work to be performed, defining and delegating responsibilities and authority and establishing relationships for the purpose of enabling people to work most effectively together in accomplishing objectives is called

1. Planning
2. Organizing
3. Indexing
4. Cataloguing

**Options :**

- 51245261785. 1

51245261786. 2

51245261787. 3

51245261788. 4

**Question Number : 36 Question Id : 51245218783 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Anticipation and avoidance of future problems are important characteristics of

1. Planning
2. Organizing
3. Indexing
4. Cataloguing

**Options :**

51245261789. 1

51245261790. 2

51245261791. 3

51245261792. 4

**Question Number : 37 Question Id : 51245218784 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Minimization of time and effort in finding information is a purpose of

1. Planning
2. Organizing
3. Indexing
4. Cataloguing

**Options :**

51245261793. 1

51245261794. 2

51245261795. 3

51245261796. 4

**Question Number : 38 Question Id : 51245218785 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

When computers do both the mechanical and intellectual parts of indexing then the type of indexing is called

1. Automatic
2. Automated
3. Manual
4. None of the above

**Options :**

- 51245261797. 1
- 51245261798. 2
- 51245261799. 3
- 51245261800. 4

**Question Number : 39 Question Id : 51245218786 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A formal catalogue, sorted alphabetically according to the names of authors, editors, illustrators, etc. is called

1. Author catalogue
2. Subject catalogue
3. Title catalogue
4. Dictionary catalogue

**Options :**

- 51245261801. 1
- 51245261802. 2
- 51245261803. 3
- 51245261804. 4

**Question Number : 40 Question Id : 51245218787 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The lost location of learning resources depends on

1. Ability to share materials
2. Cost of material, proximity
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245261805. 1
- 51245261806. 2
- 51245261807. 3
- 51245261808. 4

**Question Number : 41 Question Id : 51245218788 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Binding is the process of physically assembling material from an ordered stack of

1. Paper sheets that are folded together into sections
2. Individual sheets
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245261809. 1
- 51245261810. 2
- 51245261811. 3
- 51245261812. 4

**Question Number : 42 Question Id : 51245218789 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**

**Correct Marks : 1 Wrong Marks : 0**

In a book of 128 pages binding paper is stacked neatly in

1. At least 4 piles
2. Each pile of 8 sheets
3. Each sheet folded to make 4 pages book
4. All of the above

**Options :**

- 51245261813. 1
- 51245261814. 2
- 51245261815. 3
- 51245261816. 4

**Question Number : 43 Question Id : 51245218790 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

In book binding, cut the spine, so that

1. Width is the thickness of the covers and the paper together
2. Length is the height of the book covers
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261817. 1
- 51245261818. 2
- 51245261819. 3
- 51245261820. 4

**Question Number : 44 Question Id : 51245218791 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Holes are punched into the spine edge of the book, before plastic cover is threaded and twisted through the holes to form

1. Tape binding
2. Hard cover binding
3. Coil binding
4. Saddle staple binding

**Options :**

- 51245261821. 1
- 51245261822. 2
- 51245261823. 3
- 51245261824. 4

**Question Number : 45 Question Id : 51245218792 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Specific written rules defining the policy and establishing what must be done comes under

1. Financial Policies Regulation
2. Financial Policies Procedure
3. Financial Policies Guidelines
4. None of the above

**Options :**

- 51245261825. 1
- 51245261826. 2
- 51245261827. 3
- 51245261828. 4

**Question Number : 46 Question Id : 51245218793 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**



The librarian or the library administration has to do planning before

1. Opening any new section
2. Amalgamating two or more sections
3. Introducing new services
4. All of the above

**Options :**

- 51245261829. 1
- 51245261830. 2
- 51245261831. 3
- 51245261832. 4

**Question Number : 47 Question Id : 51245218794 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A written offer from a seller to a prospective buyer is called

1. Proposal
2. Order
3. Budget
4. None of the above

**Options :**

- 51245261833. 1
- 51245261834. 2
- 51245261835. 3
- 51245261836. 4

**Question Number : 48 Question Id : 51245218795 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The document sent by the supplier is cross-checked with the purchase order and documents specifying which goods have been received is called

1. Purchase order
2. Invoice
3. Proposal
4. None of the above

**Options :**

- 51245261837. 1
- 51245261838. 2
- 51245261839. 3
- 51245261840. 4

**Question Number : 49 Question Id : 51245218796 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Budgeting is

1. Preparation of financial estimate for the next financial year
2. Anticipation of allotment for the present financial year
3. Showing the actual expenditure incurred in the previous financial year
4. All of the above

**Options :**

- 51245261841. 1
- 51245261842. 2
- 51245261843. 3
- 51245261844. 4

**Question Number : 50 Question Id : 51245218797 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The concept of budgeting where the budget is prepared on the programme cost and library can consider whether the programme will continue or not is called

1. Line-Item method
2. Formula method
3. Programme method
4. Performance method

**Options :**

- 51245261845. 1
- 51245261846. 2
- 51245261847. 3
- 51245261848. 4

**Question Number : 51 Question Id : 51245218798 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The method of budget estimates where budget estimates are prepared each year without referring to the activities in the previous year is called

1. Zero – Based Budgeting methods
2. Planning Programming Budgeting System
3. Programme method
4. Performance method

**Options :**

- 51245261849. 1
- 51245261850. 2
- 51245261851. 3
- 51245261852. 4

**Question Number : 52 Question Id : 51245218799 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Orders that are determined by name specifically are called

1. Firm orders
2. Standing orders
3. Approval plans
4. Blanket orders

**Options :**

- 51245261853. 1
- 51245261854. 2
- 51245261855. 3
- 51245261856. 4

**Question Number : 53 Question Id : 51245218800 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Orders that involve the library making a commitment to purchase everything that a publisher or vendor has available in regards to a topic are called

1. Subscriptions
2. Standing orders
3. Approval plans
4. Blanket orders

**Options :**

- 51245261857. 1
- 51245261858. 2
- 51245261859. 3
- 51245261860. 4

**Question Number : 54 Question Id : 51245218801 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

In purchasing books and other publications for purchase to the central library, the first recommendation often comes from

1. Faculty and student
2. Dean / chairperson
3. Library advisory committee
4. Librarian

**Options :**

- 51245261861. 1
- 51245261862. 2
- 51245261863. 3
- 51245261864. 4

**Question Number : 55 Question Id : 51245218802 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A systematic and independent examination of books, accounts, statutory records, documents and vouchers of an organization to ascertain how far the financial statements as well as non-financial disclosures present a true and fair view of the concern is called

1. Accounts
2. Audit
3. Review
4. None of the above

**Options :**

- 51245261865. 1
- 51245261866. 2
- 51245261867. 3
- 51245261868. 4

**Question Number : 56 Question Id : 51245218803 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**

**Correct Marks : 1 Wrong Marks : 0**

In the Utilization Certificate the signatory is

1. Head of the organization
2. Authorized auditor
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261869. 1
- 51245261870. 2
- 51245261871. 3
- 51245261872. 4

**Question Number : 57 Question Id : 51245218804 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**

**Correct Marks : 1 Wrong Marks : 0**

Making items ready for storage in a manner that allows for easy retrieval and maintenance of what is in a collection is called preparation which includes

1. Labelling and binding
2. Repairing and conservation
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261873. 1
- 51245261874. 2
- 51245261875. 3
- 51245261876. 4

**Question Number : 58 Question Id : 51245218805 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No**

**Correct Marks : 1 Wrong Marks : 0**

Barcode labels are put on the materials

1. Inside the front or back
2. On the front or back cover
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261877. 1
- 51245261878. 2
- 51245261879. 3
- 51245261880. 4

**Question Number : 59 Question Id : 51245218806 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Computerised based information system is used for

1. Providing rapid access to data
2. Storage of large amount of information
3. Easy communication between the system and user
4. All of the above

**Options :**

- 51245261881. 1
- 51245261882. 2
- 51245261883. 3
- 51245261884. 4

**Question Number : 60 Question Id : 51245218807 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Learning resource centre security systems saves

1. Cost of lost material
2. Cost of recording, cataloguing, processing
3. Budget to be spent on new material
4. All of the above

**Options :**

- 51245261885. 1
- 51245261886. 2
- 51245261887. 3
- 51245261888. 4

**Question Number : 61 Question Id : 51245218808 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Academic audit is a mechanism to examine and enhance the quality of academic aspects of institutes of

1. Higher Education
2. Primary Education
3. Secondary Education
4. All of the above

**Options :**

- 51245261889. 1
- 51245261890. 2
- 51245261891. 3
- 51245261892. 4

**Question Number : 62 Question Id : 51245218809 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**



Elements of academic audit are

1. Learning Outcomes
2. Curriculum and Co-curriculum
3. Teaching and Learning Methods
4. All of the above

**Options :**

- 51245261893. 1
- 51245261894. 2
- 51245261895. 3
- 51245261896. 4

**Question Number : 63 Question Id : 51245218810 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Evaluation by students is a document related to

1. Learning outcomes
2. Curriculum and co-curriculum
3. Teaching and Learning Methods
4. Student learning assessment

**Options :**

- 51245261897. 1
- 51245261898. 2
- 51245261899. 3
- 51245261900. 4

**Question Number : 64 Question Id : 51245218811 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Pedagogy of teaching-methodology comes under the following area of academic audit

1. Curriculum
2. Teaching
3. Learning
4. Evaluation

**Options :**

- 51245261901. 1
- 51245261902. 2
- 51245261903. 3
- 51245261904. 4

**Question Number : 65 Question Id : 51245218812 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Classroom infrastructure and laboratory infrastructure comes under the following duty and responsibilities of faculty members

1. Academic Activities
2. Research & Consultancy
3. Administration
4. Extension Activities

**Options :**

- 51245261905. 1
- 51245261906. 2
- 51245261907. 3
- 51245261908. 4

**Question Number : 66 Question Id : 51245218813 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

In the day book system discharging the information recorded in the day book include details of

1. Book borrowed
2. Borrower
3. None of (1) and (2)
4. Both (1) and (2)

**Options :**

- 51245261909. 1
- 51245261910. 2
- 51245261911. 3
- 51245261912. 4

**Question Number : 67 Question Id : 51245218814 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A barcode is an optical machine readable representation of data that

1. Shows data about the object to which it is attached
2. Is read by a barcode scanner
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261913. 1
- 51245261914. 2
- 51245261915. 3
- 51245261916. 4

**Question Number : 68 Question Id : 51245218815 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

In RFID system, the RFID tag stores

1. Information relating to the specific item to which it has been fixed
2. Data about identification for a document
3. Proof of ownership
4. All of the above

**Options :**

- 51245261917. 1
- 51245261918. 2
- 51245261919. 3
- 51245261920. 4

**Question Number : 69 Question Id : 51245218816 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Desk in groups, with students facing each other, can help stimulate student discussions. This aspect of structuring of physical environment is called

1. Classroom decoration
2. Desk arrangement
3. Student's arrangement
4. None of the above

**Options :**

- 51245261921. 1
- 51245261922. 2
- 51245261923. 3
- 51245261924. 4

**Question Number : 70 Question Id : 51245218817 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

WHO recommended maximum noise levels inside the classroom is

1. 35 dB
2. 50 dB
3. 60 dB
4. 70 dB

**Options :**

- 51245261925. 1
- 51245261926. 2
- 51245261927. 3
- 51245261928. 4

**Question Number : 71 Question Id : 51245218818 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

If a teacher gives lectures that are easy to outline, summarizes major points and states objectives for each class session then these come under the following characteristic of effective teacher

1. Analytic/Synthetic approach
2. Organization/Clarity
3. Instructor-Group Interaction
4. Instructor-Individual student interaction

**Options :**

- 51245261929. 1
- 51245261930. 2
- 51245261931. 3
- 51245261932. 4

**Question Number : 72 Question Id : 51245218819 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Classroom with following groups of students have more positive perceptions of fairness in grading, stronger class cohesion and degree of social support, as well as higher achievement scores.

1. Ability grouping of students
2. Single-sex classrooms
3. Cooperative learning groups
4. None of the above

**Options :**

- 51245261933. 1
- 51245261934. 2
- 51245261935. 3
- 51245261936. 4

**Question Number : 73 Question Id : 51245218820 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Teaching aids should be well-preserved after use because the teacher

1. May require the same aid again
2. Motivates the learners to create his own teaching-learning material
3. Needs to reverse teaching aids regularly
4. None of the above

**Options :**

- 51245261937. 1
- 51245261938. 2
- 51245261939. 3
- 51245261940. 4

**Question Number : 74 Question Id : 51245218821 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Whiteboards may be used as screens for

1. Liquid Crystal Display (LCD)
2. OHP projector
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261941. 1
- 51245261942. 2
- 51245261943. 3
- 51245261944. 4

**Question Number : 75 Question Id : 51245218822 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A three-dimensional projection or representation of a real object which the teacher uses to concretise the concept is called

1. White board
2. Black board
3. Display board
4. Model

**Options :**

- 51245261945. 1
- 51245261946. 2
- 51245261947. 3
- 51245261948. 4

**Question Number : 76 Question Id : 51245218823 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

In a Learning Resource Centre, if place or area is renovated to provide users with a setting for effective use of the area, the process is called utilization of

1. Space
2. Furniture
3. Computer and software
4. Allocated fund

**Options :**

- 51245261949. 1
- 51245261950. 2
- 51245261951. 3
- 51245261952. 4

**Question Number : 77 Question Id : 51245218824 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Most institutions are faced not only with shortage of teachers in number but also in quality and experience. This is called

1. Poor staffing
2. Lack of teacher competence
3. Lack of opportunity for in – service refresher course
4. Insufficient time allocation

**Options :**

- 51245261953. 1
- 51245261954. 2
- 51245261955. 3
- 51245261956. 4

**Question Number : 78 Question Id : 51245218825 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**



Resources are called underutilized, if the resources are not

1. Used to their maximum potential
2. Used for a longer time
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245261957. 1
- 51245261958. 2
- 51245261959. 3
- 51245261960. 4

**Question Number : 79 Question Id : 51245218826 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The decision of disposal of learning resources is taken by

1. Members of Library committee or the nominee(s) of the library
2. Members of a committee appointed for disposal
3. Subject experts or senior faculty members
4. Both (1) and (2)

**Options :**

- 51245261961. 1
- 51245261962. 2
- 51245261963. 3
- 51245261964. 4

**Question Number : 80 Question Id : 51245218827 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Learning resource center is disposed to

1. Improve the quality of collection
2. Save space, money and time
3. Feedback on the collections strengths and weaknesses
4. Together (1), (2) and (3)

**Options :**

- 51245261965. 1
- 51245261966. 2
- 51245261967. 3
- 51245261968. 4

**Question Number : 81 Question Id : 51245218828 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Two latest editions of the following will be kept in the library collection

1. Directories, handbooks, almanacs, travel guides, bibliographies, telephone books,
2. Publishers' catalogues, loose-leaf service, annual reports
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245261969. 1
- 51245261970. 2
- 51245261971. 3
- 51245261972. 4

**Question Number : 82 Question Id : 51245218829 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Reference collection is disposed, if materials are

1. Older and superseded editions or badly worn out
2. Very rarely used and have no potential use
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245261973. 1
- 51245261974. 2
- 51245261975. 3
- 51245261976. 4

**Question Number : 83 Question Id : 51245218830 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The relationship between the management and employees is given in a type of document called

1. Commitment document
2. Directive document
3. Record document
4. None of the above

**Options :**

- 51245261977. 1
- 51245261978. 2
- 51245261979. 3
- 51245261980. 4

**Question Number : 84 Question Id : 51245218831 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The documentation should use the following commonly accepted terminology

1. Abbreviations
2. Symbols
3. Terms
4. All of the above

**Options :**

- 51245261981. 1
- 51245261982. 2
- 51245261983. 3
- 51245261984. 4

**Question Number : 85 Question Id : 51245218832 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Essential characteristics of documentation is

1. Data is authentic, accurate and complete
2. Appropriate for the task to perform
3. Legible, consistently recorded and trustworthy
4. All together (1), (2) and (3)

**Options :**

- 51245261985. 1
- 51245261986. 2
- 51245261987. 3
- 51245261988. 4

**Question Number : 86 Question Id : 51245218833 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

## Management Information System

1. is a collection of data processing equipment, procedures, software and people
2. Integrates the sub-systems of the organisation
3. Provides information for decision making on planning and control operations
4. Altogether (1), (2) and (3)

### Options :

- 51245261989. 1
- 51245261990. 2
- 51245261991. 3
- 51245261992. 4

**Question Number : 87 Question Id : 51245218834 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Analysis of data related to users of library involves

1. Position, duties and responsibilities in their respective organisations
2. Purpose of use and a frequency of use
3. Both (1) and (2)
4. None of the above

### Options :

- 51245261993. 1
- 51245261994. 2
- 51245261995. 3
- 51245261996. 4

**Question Number : 88 Question Id : 51245218835 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Library statistics and annual reports

1. Provide a base for performance assessment of libraries
2. Are used for decision making and public relations
3. Are the substitutes for M.I.S.
4. Both (1) and (2)

**Options :**

51245261997. 1

51245261998. 2

51245261999. 3

51245262000. 4

**Question Number : 89 Question Id : 51245218836 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

In inter-library loan, the following documents are not shared among the libraries

1. In demand books or documents
2. Reference books, rare books, bound periodicals; current issues of periodicals
3. Both (1) and (2)
4. None of the above

**Options :**

51245262001. 1

51245262002. 2

51245262003. 3

51245262004. 4

**Question Number : 90 Question Id : 51245218837 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

To fulfil the need of users all libraries cannot procure all the information due to

1. Lack of space in libraries
2. Lack of budget
3. Both (1) and (2)
4. Either (1) or (2)

**Options :**

- 51245262005. 1
- 51245262006. 2
- 51245262007. 3
- 51245262008. 4

**Question Number : 91 Question Id : 51245218838 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A library consortium is a community of two or more information agencies to achieve mutual objectives and benefits and have formally agreed to

1. Coordinate or cooperate with regard to certain functions
2. Consolidate certain functions
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245262009. 1
- 51245262010. 2
- 51245262011. 3
- 51245262012. 4

**Question Number : 92 Question Id : 51245218839 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The example of closed group consortia is

1. ICMR
2. CSIR
3. INDEST
4. LISA

**Options :**

- 51245262013. 1
- 51245262014. 2
- 51245262015. 3
- 51245262016. 4

**Question Number : 93 Question Id : 51245218840 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Advantage of electronic Journals is that it

1. Needs no library space and shelling costs
2. Makes it impossible to steal
3. Either (1) or (2)
4. Both (1) and (2)

**Options :**

- 51245262017. 1
- 51245262018. 2
- 51245262019. 3
- 51245262020. 4

**Question Number : 94 Question Id : 51245218841 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**



If the function of communication is to exchange information vertically, horizontally or diagonally across the society then this is called

1. Instrumental function
2. Evaluation function
3. Stimulation function
4. Informing function

**Options :**

- 51245262021. 1
- 51245262022. 2
- 51245262023. 3
- 51245262024. 4

**Question Number : 95 Question Id : 51245218842 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

The face-to-face communication between two persons or a very small number of persons is called

1. Interpersonal communication
2. Group communication
3. Mass communication
4. Traditional form of communication

**Options :**

- 51245262025. 1
- 51245262026. 2
- 51245262027. 3
- 51245262028. 4

**Question Number : 96 Question Id : 51245218843 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Some forms of communication and entertainment such as puppetry, folk dramas, folk songs comprise the rich heritage of India. This type of media of communication is known as

1. Folk/traditional media
2. Visual aid
3. Radio
4. Television

**Options :**

- 51245262029. 1
- 51245262030. 2
- 51245262031. 3
- 51245262032. 4

**Question Number : 97 Question Id : 51245218844 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

One merit of written communication is

1. It works very well in small group
2. It can be erased and rewritten
3. It facilitates effective person to person exchange
4. It is often dependent on memory

**Options :**

- 51245262033. 1
- 51245262034. 2
- 51245262035. 3
- 51245262036. 4

**Question Number : 98 Question Id : 51245218845 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

In an organisation staffing refers to the human resource

1. Already existing
2. New recruitments
3. Both (1) and (2)
4. None of the above

**Options :**

- 51245262037. 1
- 51245262038. 2
- 51245262039. 3
- 51245262040. 4

**Question Number : 99 Question Id : 51245218846 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

A large number of routine and essential jobs are done by

1. Professional staff
2. Semi-professional staff
3. Supporting staff
4. Unskilled staff

**Options :**

- 51245262041. 1
- 51245262042. 2
- 51245262043. 3
- 51245262044. 4

**Question Number : 100 Question Id : 51245218847 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0**

Direct supervision and observation of staff in library, and supervising can solve concerns by

1. Getting first-hand information
2. Better understanding with the workers
3. Motivating and rewarding employees
4. Both (1) and (2)

**Options :**

51245262045. 1

51245262046. 2

51245262047. 3

51245262048. 4