

# **EMRS SYLLABUS GENERAL PAPER & LIBRARIAN**



# GENERAL DESCRIPTION

- ✚ Exam (Objective Type): 120 marks.
- ✚ Language Competency Test: 30 marks
- ✚ Negative Marking- 0.25 mark shall be deducted for every incorrect answer.
- ✚ Carrying 01 mark for each question.
- ✚ The duration of written test will be 180 minutes.

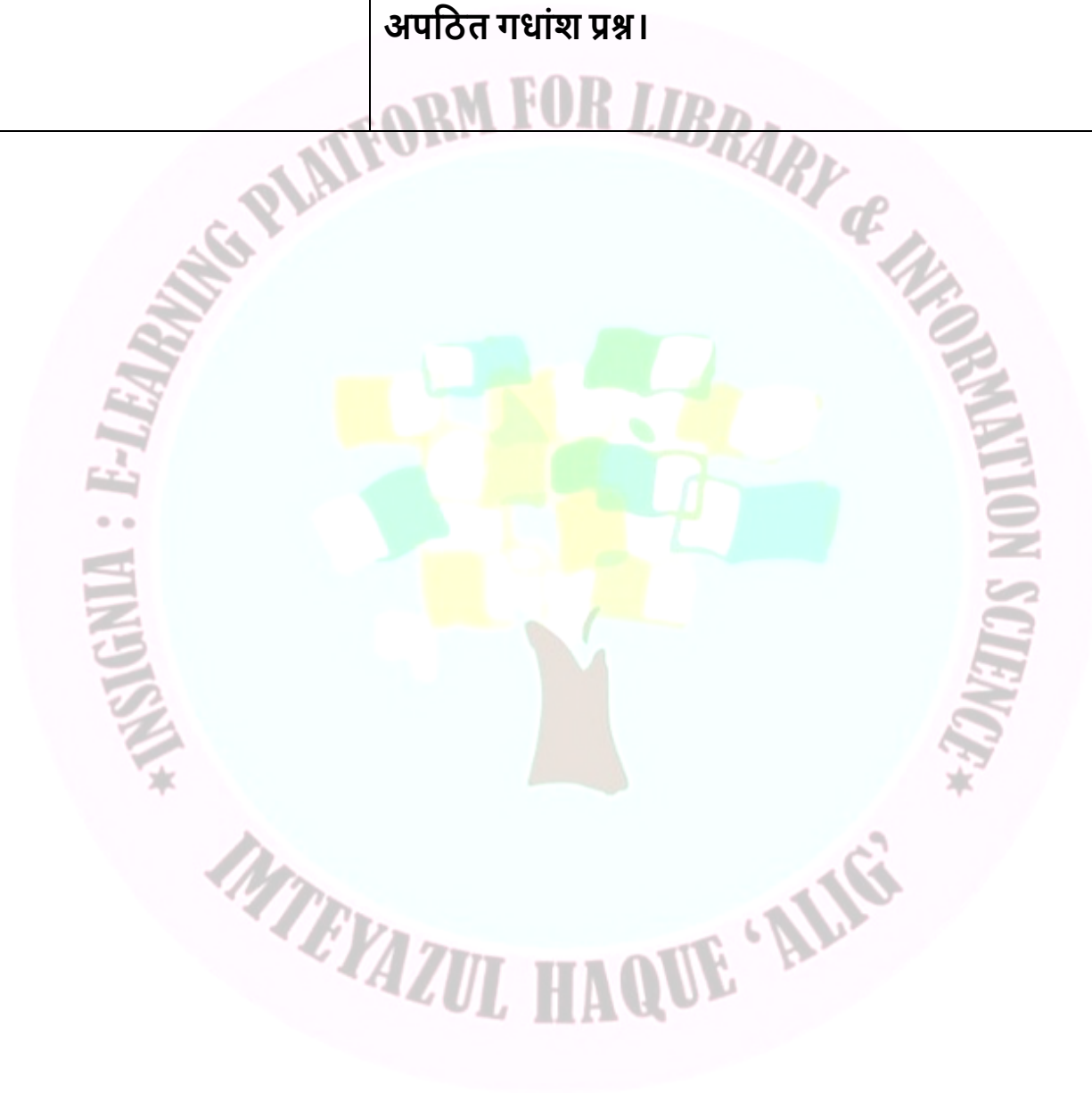
<u>Part</u>	<u>Component of the Test</u>	<u>Number of Questions</u>	<u>Total Marks</u>
<b>Part-I</b>	General Awareness	10	10
<b>Part II</b>	Reasoning Ability	10	10
<b>Part III</b>	Knowledge of ICT	10	10
<b>Part IV</b>	Teaching Aptitude	10	10
<b>Part V</b>	Domain Knowledge (Librarian) <ul style="list-style-type: none"> <li>a. Subject specific syllabus – Difficulty level Graduation (65 Question)</li> <li>b. Experiential activity-based pedagogy and case study-based questions. (10 Question)</li> <li>c. c) NEP-2020 (05 Question)</li> </ul>	80 [65+10+5]	80
	<b>Total</b>	<b>120</b>	<b>120</b>
<b>Part VI</b>	Language Competency Test (General Hindi, General English and Regional Language-10 mark each subject). This part is qualifying in nature only with minimum 40% marks in each language. Part-I to V of the candidate will not be evaluated, if he/she fails to attain qualifying marks in Part-VI	30	30

**Duration of the test:** The test will be of 3 hours duration without any time limit for each part of the test individually.

# GENERAL PART SYLLABUS

<u>SUBJECT</u>	<u>DETAILED TOPICS</u>
<b>General Awareness</b>	General knowledge and Current affairs with special emphasis in the field of education.
<b>Reasoning Ability</b>	Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.
<b>Knowledge of ICT</b>	Fundamentals of Computer System, Basics of Operating System, MS Office, Keyboard Shortcuts and their uses, Important Computer Terms and Abbreviations, Computer Networks, Cyber Security, and Internet.
<b>Teaching Aptitude</b>	Teaching-Nature, Characteristics, Objectives and Basic requirements, Learner's characteristics, Factors affecting teaching, Methods of Teaching, Teaching Aids and Evaluation Systems.
<b>Experiential activity-based pedagogy and case study based</b>	
<b>National Education Policy (NEP)- 2020</b>	
<b>General English</b>	Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks. Adverb, Error Correction, Sentence Rearrangement, Unseen Passages,

	Vocabulary, Antonyms, Synonyms, Grammar, Idioms & Phrases, etc.
<b>General Hindi</b>	संधि, समास, विलोम शब्द, पर्यायवाची शब्द, सामान्य अशुद्धियाँ, वाक्यांशों के लिए एक शब्द, मुहाबरे-लोकोक्तियाँ, अपठित गद्यांश प्रश्न।



# SUBJECT SPECIFIC SYLLABUS: LIBRARY & INFORMATION SCIENCE

## Part 1: Foundation of Library & Information Science

### Unit 1: Library as a Social Institution

- ✚ Social & Historical foundations of Library.
- ✚ Different types of libraries- Academic, Public, Special –their distinguishing features and functions.
- ✚ Role of U.G.C. for development of Academic libraries.
- ✚ Role in Library of formal and informal education. Shivaji University, Kolhapur

### Unit 2: Normative Principles of Lib. & Inf. Science

- ✚ Five Laws of Library Science.
- ✚ Implications of five laws in Lib. & Inf. Science
- ✚ Development of Libraries with special reference to India, Baroda Public Library system
- ✚ Library Co-operation Resource Sharing and Library Networking.

### Unit 3: Laws relating to Libraries & Information

- ✚ Library legislation need and essential features.
- ✚ Library legislation in India.
- ✚ Maharashtra Public Library Act.
- ✚ Press and registration act & Delivery of Books act (Public Library).
- ✚ Copyright act, Intellectual Property rights.

### Unit 4: Library and information Profession

- ✚ Attribution of profession.
- ✚ Librarianship as a profession.
- ✚ Professional ethics.
- ✚ Professional associations & their role.

- ✚ National & International Library Associations- FID, IFLA, LA, ILA, ALA, IASLIC etc.
- ✚ Professional education & research.

### Unit 5: Promoters of Library & Information services

- ✚ National level promoters- RRRLF.
- ✚ International level promoters- UNESCO

### Unit 6: Public relations & Extension activities

- ✚ Definition
- ✚ Facets and programs.
- ✚ Publicity & extension, Outreach activities.
- ✚ Library path finders (Guides)
- ✚ Factors affecting Library development, Literacy, publishing, Book Trade.

## Part II: Knowledge Organization, Information Processing & Retrieval

### Unit 1: Universe of Knowledge

- ✚ Structure and attributes.
- ✚ Modes of formation of subjects.
- ✚ Different types of subjects.
- ✚ Universe of subjects as mapped in different schemes of classification.

### Unit 2: Bibliographic description

- ✚ Catalogue purpose, Structure and types physical forms including OPAC filling rules.
- ✚ Normative Principles of cataloguing.
- ✚ Overview of principles and practice in document description.
- ✚ Current trends in Standardization, description and exchange.
- ✚ Standard codes of cataloguing.

### Unit 3: Methods of Knowledge Organization



- ✚ General theory of Library Classification.
- ✚ Normative principles of classification and their application.
- ✚ Species of Library Classification.
- ✚ Standard Schemes of Classifications and their features, CC, DDC, UDC.
- ✚ Notation: Need, Functions, Characteristics
- ✚ Design and development of schemes of Library Classification, Standard sub-division Index.
- ✚ Trends in Library Classification.

#### Unit 4: Subject Classification

- ✚ Principles of Subject Classification.
- ✚ Subject heading lists and their feature.

### Part III: Information Technology: Basic

#### Unit 1: Information Technology

- ✚ Definition, Need, Scope and Objectives.

#### Unit 2: Computer Basic

- ✚ Introduction to Computers
- ✚ Overview of Historical Development of Computers.
- ✚ Generations of Computers, Classification of Computers.
- ✚ Essential Components of Computer system.

#### Unit 3: Computer Architecture-Organization of Computer

- ✚ Input and Output devices- Keyboard, Scanner, OCR, Printers, Monitor

#### Unit 4: Software

- ✚ Operating systems: Single & Multi User Systems, Basic features of MS-DOS, MS Windows, Linux, UNIX, Windows NT etc.
- ✚ Programming Languages: Concepts and Tools
- ✚ Algorithm & Flowcharting.

### Unit 5: Word Processors, Spread Sheet etc.

### Unit 6: DBMS Package

- ✚ Familiarity with DBASE, FOXPRO, CDS/ISIS, SOUL, MS Access (Basic features)

### Unit 7: Computer application to library & Information work

- ✚ Housekeeping operations

### Unit 8: Communication Technology

- ✚ Communication Technology Basic Concepts
- ✚ Networking: Basic Concepts.
- ✚ Internet

## Part IV: Management of Libraries & Information Centres/ Institutions

### Unit 1: Management

- ✚ Concepts, definition and scope.
- ✚ Management styles and approaches.
- ✚ Management schools of thought.
- ✚ Functions and principles of Scientific Management.

### Unit 2: Human Resource Management

- ✚ Organizational structure.
- ✚ Delegation, Communication and Participation.
- ✚ Job Description and Analysis, Job evaluation.
- ✚ Inter-personal relation.
- ✚ Recruitment procedures.
- ✚ Motivation, group Dynamics.
- ✚ Training and Development.
- ✚ Disciplines and Grievances.
- ✚ Performance Appraisal.

### Unit 3: Financial Management



- ✚ Resources Mobilization
- ✚ Budgeting Techniques and Methods PPBS, Zero Based Budgeting etc.
- ✚ Budgetary Control.
- ✚ Cost effectiveness and Cost Benefit analysis.
- ✚ Outsourcing.

#### Unit 4: Reporting

- ✚ Types of reports, Annual report-compilation, Contents and style.
- ✚ Library Statistics etc.

#### Unit 5: System Analysis and Design

- ✚ Library as a system
- ✚ Project Management PERT/COM
- ✚ Decision Tables.
- ✚ Performance evaluation standards, MIS.
- ✚ Performance Measurement, reengineering, Time and Motion Study
- ✚ SWOT (Strength Weakness Opportunities Threat)
- ✚ DFD (Data Flow Diagram)

#### Unit 6: Total Quality Management (TQM)

- ✚ Definition, Concept, Element
- ✚ Quality Audit, LIS related standards.
- ✚ Technology Management.

#### Unit 7: Library House Keeping Operations

- ✚ Different sections of Library & Information Center and their functions.
- ✚ Collection Development and Management Policies Procedures.
- ✚ Book Ordering (Acquisition)
- ✚ Technical Processing.
- ✚ Serials Control, Circulation Control, Maintenance etc.
- ✚ Stock Verification- Policies and Procedures.
- ✚ Evaluation and Weeding.
- ✚ Archiving-conservation-Preservation.

- ✚ Restoration including Print, Non-Print and Electronic Materials.

### Unit 8: Planning

- ✚ Concept, Definition, Need and Purpose, Types.
- ✚ Policies and Procedures, MBO
- ✚ Building and Space management in Libraries and Information Centers.
- ✚ Library Building, Interior & Exterior, Furniture, Equipment's, Standards & Types.
- ✚ Risk Management, Contingency Management.
- ✚ Planning of related Infrastructure, Library Standards.

### Unit 9: Management of change

- ✚ Concept of change.
- ✚ Changes in Procedures, Methods, Tools and Techniques.
- ✚ Problems of Incorporating Change.
- ✚ Techniques of Managing Change.

## Part V: Information Sources & Services

### Unit 1: Reference and information sources

- ✚ Documentary Sources of Information, Print, Non-Print including Electronic: Special features, Scope, types
- ✚ Nature, Characteristic, Utility and evaluation of different types of Information sources: Physical formats, Authority, Content, Utility.
- ✚ Non-Documentary Information Sources.
- ✚ Reference Sources Categories, Primary, Secondary & Tertiary Information Sources.(Encyclopedia, Dictionary, Periodical, Thesis, Books, Year book, Patents, Trade literature, standards, Monographs, Reference Books, Year Books, Almanac, Atlas, Abstracting & Indexing periodicals, Bibliographies, Handbooks etc.)
- ✚ Internet as a Source of Information.

### Unit 2: Reference Service

- ✚ Concept, Definition, Need, Scope and trends.

- ✚ Reference Interview and Search Techniques.

### Unit 3: Information Services and Products

- ✚ Information services and Products.
- ✚ Information services concepts, Definition, Need and trends.
- ✚ Need, Techniques and Evaluation of Alerting services (CAS &SDI)
- ✚ Bibliographic, Referral, Document Delivery and Translation Services.

### Unit 4: Information System and their Services

- ✚ Study of National, International and Commercial Information Systems and Services- Background, their Services and Products.

## Part VI: Library Users

### Unit 1: Techniques of Library and Information Centers Survey.

- ✚ Proforma method.
- ✚ Interview method.
- ✚ Records analysis method.

### Unit 2: Information users and their information Needs

- ✚ Categories of Information users.
- ✚ Information needs definition and models.
- ✚ Information seeking behavior.

### Unit 3: User Education

- ✚ Goals and Objectives level, Techniques and Methods, Evaluation of Users Education Programmes.

### Unit 4: User Studies

- ✚ Methods and techniques of User studies.
- ✚ Evaluation of User studies.

### Unit 5: User Orientation Programmes

- ✚ Conventional and modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, PowerPoint Presentation, and Websites etc.

## USEFUL LINKS

[For more information click on this](#)



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