

NVS 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.

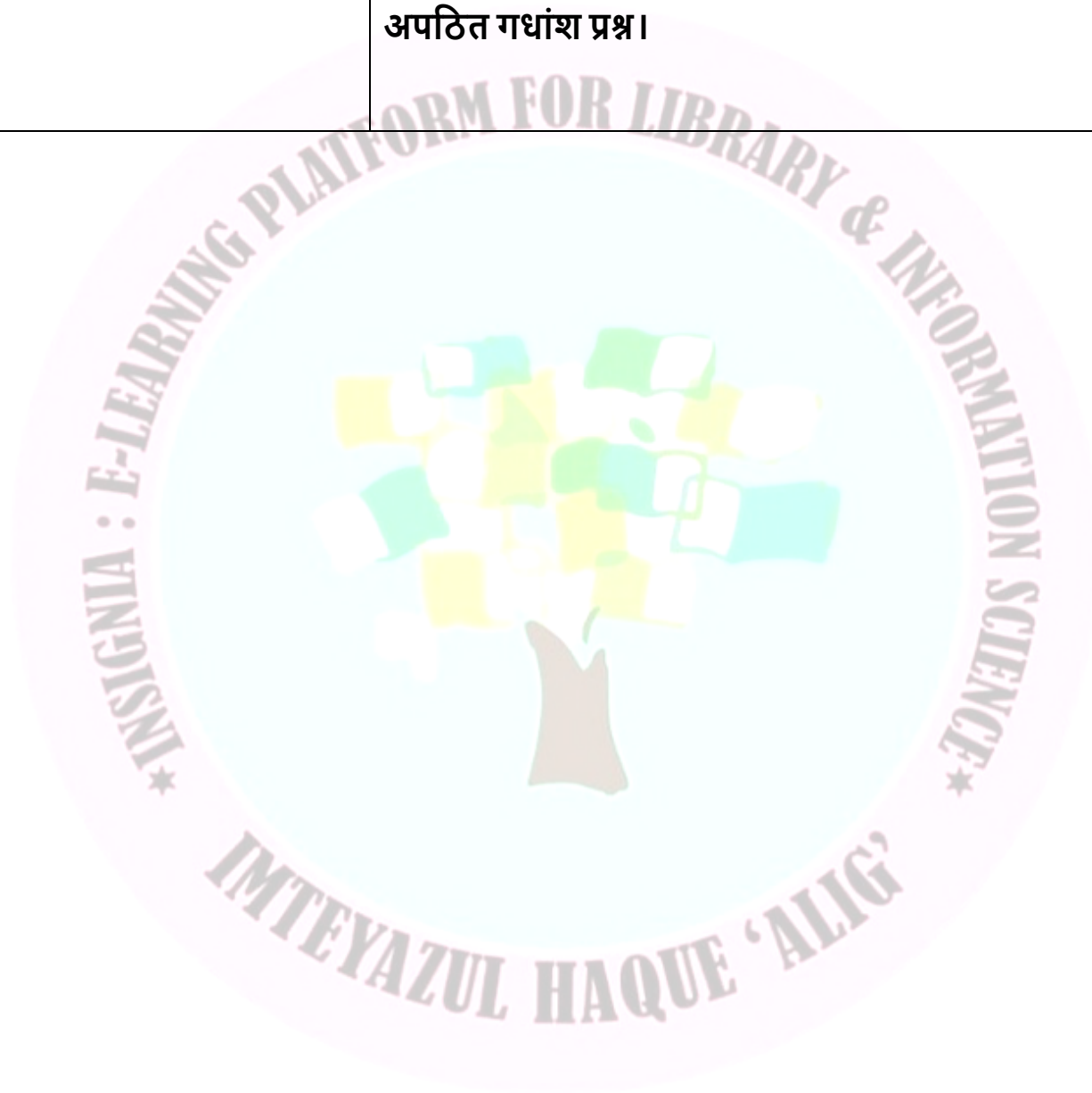
<u>Part</u>	<u>Component of the Test</u>	<u>Number of Questions</u>	<u>Total Marks</u>
Part-I	General Awareness	10	10
Part II	Reasoning Ability	10	10
Part III	Knowledge of ICT	10	10
Part IV	Teaching Aptitude	10	10
Part V	Domain Knowledge (Librarian) a. Subject specific syllabus – Difficulty level Graduation (65 Question) b. Experiential activity-based pedagogy and case study-based questions. (10 Question) c. c) NEP-2020 (05 Question)	80 [65+10+5]	80
	Total	120	120
Part VI	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>
General Awareness	General knowledge and Current affairs with special emphasis in the field of education.
Reasoning Ability	Puzzles & Seating arrangement, Data sufficiency, Statement based questions (Verbal reasoning), Inequality, Blood relations, Sequences and Series, Direction Test, Assertion and Reason, Venn Diagrams.
Knowledge of ICT	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.
Teaching Aptitude	Teaching-Nature, Characteristics, Objectives and Basic requirements, Learner's characteristics, Factors affecting teaching, Methods of Teaching, Teaching Aids and Evaluation Systems.
Experiential activity-based pedagogy and case study based	
National Education Policy (NEP)- 2020	
General English	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.
General Hindi	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](#)



<https://www.youtube.com/watch?v=Fqc1xtWvosk>

Join us on



<https://www.youtube.com/@librarysciencebyinsignia3771>



<https://t.me/ImteyazulHaque>



<https://www.facebook.com/groups/insig...>