



Estd. 1949

Accredited Grade 'A' by NAAC

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

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**SYALLBUS FOR THE WRITTEN TEST FOR  
THE POST OF DOCUMENTATION OFFICER**

**Unit 1:**

History and Culture of Gujarat

**Unit 2:**

English/Gujarati/Hindi Grammar

**Unit 3:**

Current Affairs of India and Gujarat

**Unit 4:**

Computer theory with reference to basic knowledge of computer applications

**Unit 5 (Related to Post Notified by the University):**

Documentation: IQAC Related Policies, Different Rating and Ranking Systems (NAAC, NIRF, THE, QS etc.), Knowledge of Regulatory Bodies (UGC, AICTE, NCTE, NBA, BCI, PCI etc.), Record Keeping and Analysis: General, Legal records, Statistical tools, Data Analysis etc. Governing System of State Universities, Academic Administration, Admission and Recruitment.

Contemporary issues, Current Trends and Recent developments in the field of Rating, Ranking and Accreditation.

**NOTE:**

- The objective type test shall consist of 50 Multiple Choice Questions (MCQs).
- The Objective test shall be of 100 Marks.
- Each question shall carry weightage of 2 marks.
- There will be NO negative marking.
- The candidate shall have to attempt all questions.
- Duration of the test will be of 1 hour.
- The University reserves right to set questions having heterogeneous weightage across different units considering the post notified by the University.