

# Shivaji College Syllabus

## Shivaji College Non-Teaching Syllabus - Computer Knowledge

- MS Word, Microsoft OneNote
- Microsoft Access
- Introduction to Computer Science
- Boolean Algebra
- Computer Networks
- Emerging Technologies and Web Publishing
- PC Software and Office Automation
- Database Management System
- Data Structures
- MS PowerPoint
- MS Visio and MS Excel
- Microsoft Outlook
- The Internet
- Workplace Productivity Tools
- MS Project, Microsoft Publisher

## shivajicollege.ac.in Non-Teaching Reasoning Syllabus

### Verbal reasoning

- Analogy
- Series Completion
- Verification of truth of the Statement
- Situation Reaction Test
- Direction Sense Test
- Classification
- Data Sufficiency
- Alpha- Numeric Sequence Puzzle
- Puzzle Test
- Blood Relations
- Coding- Decoding
- Assertion and Reasoning
- Arithmetical Reasoning
- Operations of Mathematics
- Venn Diagrams
- Word Sequence
- Missing Characters
- Sequential Output training
- Directions
- Test on Alphabets
- Eligibility Test

### Non-Verbal Reasoning

## Shivaji College Syllabus

- Dot Situation
- Identical figure groupings
- Forming figures and analysis
- Construction of squares and Triangles
- Series
- Analytical Reasoning
- Paper Folding
- Paper Cutting
- Cubes and Dice
- Water Images
- Mirror Images
- Figure Matrix
- Completion Incomplete Pattern
- Spotting embedded figures
- Classification
- Rules Detection

### **Non-Teaching (Senior Assistant, Junior Assistant, Semi Professional Assistant, MTS - Laboratory Attendant) General Awareness Syllabus**

- Indian History
- Indian Culture & Heritage
- Current Events – National & International
- Indian Polity
- Indian Constitution
- Science & Technology
- Indian Geography
- IT & Space
- Indian Economy
- National Dance
- Music & Literature
- Indian Culture
- Scientific observations
- Political Science
- World organizations
- Countries and Capitals
- Famous Places in India
- Books and Authors
- Important Dates
- About India and it's neighboring countries
- Science and innovations
- New inventions
- Economic problems in India
- Geography of India
- National and International current affairs

# Shivaji College Syllabus

## Shivaji College Non-Teaching Syllabus - Aptitude

- Time and Work Partnership
- Ratio and Proportion
- Boats and Streams
- Simple Interest
- Time and Distance
- Problems on Trains
- Areas
- Races and Games
- Numbers and Ages
- Mixtures and Allegations
- Mensuration
- Permutations and Combinations
- Problems on L.C.M and H.C.F
- Pipes and Cisterns
- Percentages
- Problems on Numbers
- Averages
- Indices and Surds
- Compound Interest
- Volumes
- Odd Man Out
- Quadratic Equations
- Simple Equations
- Probability
- Profit and Loss
- Simplification and Approximation

## shivajicollege.ac.in Non-Teaching General Hindi Syllabus

- तत्सम एवं तद्भव देशज विदेशी (शब्द भंडार)
- अनेकार्थी शब्द
- क्रियाएँ
- विलोम शब्द
- पर्यायवाची शब्द
- वर्तनी
- हिंदी भाषा के प्रयोग में होने वाली अशुद्धियाँ
- मुहावरे एवं लोकोक्तियाँ
- संधि समास
- रस.
- वाक्यांशों के लिये एक शब्द निर्माण.
- लोकोक्तियाँ एवं मुहावरे.
- अलंका
- शब्द-रूप
- अर्थबोध
- हिंदी वर्णमाला विराम चिन्ह

## Shivaji College Syllabus

- शब्द रचना वाक्य रचना अर्थ
- वाक्यसंशोधन- लिंग, वचन, कारक, काल, वर्तनी, त्रुटि से संबंधित

### Non-Teaching (Senior Assistant, Junior Assistant, Semi Professional Assistant, MTS - Laboratory Attendant) English Syllabus

- Spellings/ Detecting Mis-spelt words
- Antonyms and its correct usage
- Common Error
- Active/ Passive Voice of Verbs
- Comprehension Passage
- Spot the Error
- Cloze Passage
- Fill in the Blanks
- Shuffling of Sentence parts
- Conversions
- Sentence Rearrangement
- Grammar
- Shuffling of Sentences in a passage
- Improvement of Sentences
- Synonyms/ Homonyms
- Antonyms
- Vocabulary
- Idioms & Phrases
- One word substitution
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