

Syllabus for Part-I & Part-II test for the post of Principal.

Part-I

(a) English Language : Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts.

(b) Odia (General) : Proposed above same topics may be incorporate in Odia test.

Part-II

(a) General Knowledge & Contemporary Issues : Topics covers i.e. Indian and world politics, Indian Constitution, History of India, Indian and World Geography, Environmental Science and Ecology, Economics and social development, Current affairs, General Science and applications etc.

(d) Logical Reasoning : The Verbal Reasoning topics like Series, Ranks, Direction, Arrangement, Coding, Decoding, Analogy and Classification/Odd Pair, Syllogism and Statement Conclusion.

The Non-Verbal Reasoning topics like Figure Formation, Dice, Triangle, Rule Detection, Images, Completion of Pattern, Mirror Images, Figure Matrix and Paper Folding, etc.

(c) Computer Literacy : Topics covers Introduction to Computers, Windows & Windows Concepts, Basic of Ms-Word; Excel & Slides, Computer communication and Internet etc.

(d) Quantitative Aptitude: The scope of the test computation of whole numbers, decimals , fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Heights and Distances, Histogram, Bar diagram & Pie chart

Part-III : As per annexure of concerned syllabus

1	Concept	Topics	KOER Links
1	Introduction to Computer	1. What is Computer 2. Broad Categories of Computers 3. Language 4. Basic applications 5. Components of Computer	Basics of computer
2	Introduction to Windows and Windows Concepts	1. What is an Operating System 2. Basics of Windows 3. The user Interface 4. Windows Setting 5. Advanced Windows	1. Operating System 2. Basic trouble shooting
3	Word Processing in English	1. Word Processing Basic 2. Opening and Closing Documents 3. Moving around in a document 4. Using a Document/Help Wizard 5. Text creation Formatting and Table 6. Handling multiple documents and Printing	Wordprocessing
4	Spreadsheet	1. Elements of Electronics Spread sheet 2. Manipulation of cell and Use of Formulas 3. Data Manipulation and window 4. Charts and small accounting	Spreadsheet
5	Computer communication and Internet	1. Basic Computer Networks 2. Internet and Services on Internet 3. Web browsing Software 4. Surfing the Internet and Chatting	Accessing Internet
6	Email	1. Basics of electronic mail 2. Using E-mails and Document handling	Emailing
7	Presentation	1. Basics and Creation of Presentation 2. Preparation of slides 3. Providing aesthetics 4. Slide manipulation and slideshow 5. Presentation of slides"	1. Presentation application 2. Basic Trouble shooting
8	Typing in English and Odia typing in Akruti	1. Word Processing 2. Spreadsheet 3. Power Point Presentation and 4. Internet and Communication	

ANNEXURE-I

SYLLABUS FOR THE POST OF PRINCIPAL

Name of post	:	PRINCIPAL
Paper	:	OBJECTIVE TYPE
Duration	:	3 HOURS
Total No. of Questions	:	180
Total Marks	:	180

Subject/Topics

A. EXAMINATION:

PART I : (LANGUAGE PROFICIENCY TEST) : 40 Marks

1. General English (20)
2. Odia (20)

PART II :(GENERAL AWARENESS & COMPUTER LITERACY): 40 marks

1. General knowledge & Contemporary issues (10)
2. Logical Reasoning (10)
3. Computer Literacy (10)
4. Quantitative Aptitude Test (10)

PART III :

1. ACADEMIC(30)

a. Child Development and Pedagogy (10)

i) Development of Child:

Development, Growth & Maturation concept & Nature, Principles of development, Factors influencing Development- Methods and Approaches of Child Development- observation, Interview, case study, Experimental, Cross sectional and longitudinal, Development tasks and Hazards.

ii) Understanding Learning:

Concept, Nature of Learning – input-process-outcome, Factors of learning- Personal and Environmental, Approaches to Learning and their applicability – Behaviourism (Skinner, Pavlov, Thorndike) Constructivism (Piaget, Vygotsky), Gestalt (Kohler, Koffka) and Observational (Bandura), Dimensions of Learning- Cognitive, Affective and Performance, Motivation and Sustenance- its role in learning, Memory & Forgetting, Transfer of Learning.

iii) Pedagogical Concerns:

Teaching and its relationship with learning and learner, Learners in Contexts: Situation learner in the socio-political and cultural context.

Managing behaviour problems, Guidance & Counselling, Punishment and its legal implications, Rights of a child, Time Management, Distinction between Assessment for Learning & Assessment of Learning, School based Assessment, Continuous & Comprehensive Evaluation: Perspective & Practice Understanding teaching & learning in the context of NCF, 2005 & Right to Education Act, 2009.

2. PERSPECTIVES IN EDUCATION AND SCHOOL ORGANIZATION (10)

- i) Acts/Rights: Right of Children to free and Compulsory Education Act, 2009 and Child Rights.
- ii) National Curriculum Framework, 2005: Perspective, Learning and knowledge, Curriculum Areas, School Stages and Assessment, School and Classroom Environment and Systemic Reforms.
- iii) School Organization: Institutional Planning, principal as a leader, Teacher Quality, Linkages and Interface with other institutional and vice versa, Student Quality, Organization of Teaching, Co-curricular Activities, Office Management, Resources required for a good school, Organizational Climate, Evaluation, Job satisfaction of the staff.

3. TEACHING METHODOLOGY (10)

- i) Curriculum: Meaning, Principles, types of curriculum organization, approaches.
- ii) Planning: Instructional Plan- Year Plan, Unit Plan, Lesson Plan
- iii) Instructional Material & Resources: Text Books, Work books, Supplementary materials AV aids, Laboratories, Library, Clubs- Museums- Community, Information and Communication Technology.
- iv) Evaluation: Types, tools, Characteristics of a good test, Continuous and Comprehensive Evaluation, Analysis and Interpretation of Scholastic Achievement Test.

ADMINISTRATION AND FINANCE (70)

- i) CCS (CCA) Rules.
 - ii) CCS (Conduct) Rules.
 - iii) Fundamental & Supplementary Rules.
 - iv) Travelling Allowance Rules.
 - v) Leave Travel Concession Rules.
 - vi) Medical Attendance Rules.
 - vii) Pension Rules & New Pension Scheme.
 - viii) General Financial Rules- Purchase procedure.
 - ix) Income Tax & Service Tax.
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