

S-01 & 02 June, 2016 AC after Circulars from Circular No.100 & onwards+ - 39 -
DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

CIRCULAR NO. SU/Service Course/30/2016

It is hereby inform to all concerned that, the Choice Based Credit and Grading System have been implemented to the affiliated colleges from the academic year 2015-16 at Post Graduate level for the all Faculties. According to the guidelines of C.B.C. & G.S. it is essential to teach the Service Course to students. The authorities of the university has decided that the service courses run at University Campus and Sub-Center, Osmanabad be apply to the college level. The concerns are inform that to instruct to the students to Choice any one Service Course as per their willingness. Where only one post graduate course they can take the service course of the concerned subject. The syllabi of the service courses are uploaded with the circular on the University website www.bamu.ac.in

The service courses be teach to the students with the **syllabus of IVth-Semester for this year only and hereafter** to tech with the syllabus of III-Semester as per their relevant courses.

This is effective from the academic year 2016-17.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University Campus,
Aurangabad-431 004.
REF.NO. SU/SERVICE COURSE /
SYLLA./2016/5117-516
Date:- 02-09-2016.

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Director,
Board of College and
University Development.

Copy forwarded with compliments to:-

**1] The Principals of concerned Colleges,
Dr. Babasaheb Ambedkar Marathwada University.**

Copy to :-

- 1] The Controller of Examinations,
 - 6] The Section Officer, [M.A. Unit],
 - 7] The Section Officer, [M.Sc. Unit],
 - 8] The Section Officer, [M.Com. Unit],
 - 9] The Section Officer, [Management Unit],
 - 10] The Section Officer, [Professional Unit],
 - 11] The Section Officer, [Engineering Unit],
 - 3] The Programmer [Computer Unit-1] Examinations,
 - 4] The Programmer [Computer Unit-2] Examinations,
 - 5] The Public Relation Officer,
 - 6] The Co-ordinator, E-Suvidha Kendra, [Rajarshi Shahu Maharaj Pariksha Bhavan,
 - 7] The Record Keeper.
- Dr. Babasaheb Ambedkar Marathwada University,
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**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



M. Lib. & Information Science

Service Course

[Effective from 2016-17 & onwards]

SERVICE COURSE

LISc305T **Service Course**
LISc305A1T **Documentation (Theory)** (Credit 4)

No. of Lectures/ Unit

- 10 **Unit 1.** Information Sources: Definition and Types
20 **Unit 2.** Information Search Pattern
20 **Unit 3.** Information gathering skills, Data collection
15 **Unit 4.** Data Organization with emphasis on end matter of research report
15 **Unit 5.** Bibliography / Reference / Citations / Notes practices

Recommended Books:

1. Parwat, P.P. and Kumar, T. (2002) Encyclopedia Dictionary of Library Science and Information Technology. Crest Publishing House.
2. Perry Beth and Brannon Slan. (2005). TAIL leadership institute, TX, USA.
3. Pleshkevich, E.A. (2004). Mnogoliki yanus dokumento vedniya (multifaceted face of documentation science). Nauchno-tekhniceskaya informatsiya.
4. Popov, S.V. (2001). Information retrieval and decision making, navchno-tehniceskaya informatsiya.
5. Seetharama S.: Information consolidation Actives: Fame work methodology and planning proceeding of regions training course on information consolidation March 14-18 1988 sponsored by UNESCO an DSIR and Hyderabad.
6. Neelameghan A and Seetharama s Reference Frame work an aid to information analysis and consolidation DRTC annual seminar (18), 1981
7. Eorko Harold: Abstracting concept and methods New York Medallion Press, 1989