Programme: Bachelor of Library and Information Science (B.L.I.Sc.)

Course code: BLC-104

Title of the course: Information Processing and Retrieval II – Classification (Practice)

No. of credits: 02

Objectives	To infuse the qualities of sorting out and arranging the documents as per Dewey Decimal Classification Scheme for quick retrieval and correct placement.	
Content	Classifying the documents according to Dewey Decimal Classification (Latest edition) 1. Classification of simple documents 2. Classification of documents using common auxiliary tables. 3. Classification of documents using special auxiliary tables 4. Classification of complex documents.	90 hours
Pedagogy	Hands-on-practice on designing unique/dedicated class numbers for each book/document	
Reference	1. Raju, A. A. N. (1985) Universal Decimal and Colon Classification 2. Chan, Lois mai and others: Dewey decimal classification. A practical guide. 2nd Edition, Albany, New York :OCLC. 3. Satija, M.P. and Comaromi, J. P. (1998). Exercises in the 21th Edition of Dewey Decimal Classification. New Delhi: Concept 4. Latest edition of Decimal Classification	
Learning outcomes	Gaining skills on how to classify documents in the library using DDC scheme of classification	