

DIPLOMA IN LIBRARY SCIENCE & INFORMATION MANAGEMENT

THIRD SEMESTER

Course Title: Knowledge Processing Classification Practice – II (DDC)	Course Code: 15LB36P
Type of course: Practical CIE – 25 Marks	Total Contact Hours: 78 SEE – 50 Marks

PRE REQUISITE: Basic knowledge of DDC

COURSE OBJECTIVES:

1. Comprehend I,II,III Summary of DDC
2. Understand the Auxiliary Tables and its usage
3. Learn to classify Simple to Complex Titles Using DDC

DETAILS OF CONTENT

Classification of the Documents according to Dewey Decimal Classification (Latest or available edition) includes the following

UNIT – 1	: Enlist the First, Second and Third Summary	06
UNIT – 2	: Classification of simple Titles	10
UNIT – 3	: Classification of Titles using part of a Notation with another Notation taken from the schedule.	16
UNIT – 4	: Classification of Titles using provision's of 'add to the base No....The No's following 000-999.	20
UNIT – 5	: Classification of Titles requiring Notation's from Table1, 2, 3(3A, 3B, 3C), 4, 5, 6, &7	16
UNIT – 6	: Classification of Titles requiring Notation's to be added from 2 or more Tables	10
TOTAL		78

COURSE OUTCOME: At the end of the course the student will be able to:

1. Lear the concept of DDC and its use
2. Apply DDC to classify documents in different types of libraries
3. Use DDC numbers for Cataloguing, Bibliography, Documentation etc.

Mapping course outcomes with programme outcomes :

CO – PO mapping

	COURSE OUTCOME	EXPERIMENT LINKED	P O MAPPED	COGNITIVE LEVEL	LAB SESSIONS
CO1	Learn the concept of DDC and its use	1,2	1,3,4	U	16
CO2	Apply DDC to classify documents in different types of libraries	3,4,5,6	1,4,5	U/A	31
CO3	Use DDC numbers for Cataloguing, Bibliography, Documentation etc.	3,4,5,6	1,4,5,6,8,9	App	31
TOTAL NO. OF INSTRUCTION					78

U-Understanding; A-Analysis; App-Application**2.Course with program outcomes Level mapping**

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
K.P .Class II Practice	3	0	2	3	3	2	0	2	2	0

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If $\geq 40\%$ of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If $< 5\%$ of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

COURSE ASSESSMENT AND EVALUATION

COURSE ASSESSMENT AND EVALUATION								
	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE – Continuous Internal Evaluation	I A Tests	Students	Two IA tests (Average marks of two IA tests are considered)		10	Blue Books	1 to 3
		Class room Assignments		Record Writing (Average marks of each exercise to be computed)		10	Record book	1to 3
				Student Activity		05	Log of activity	2&3
				TOTAL		25		
	SEE – Semester End Examination	End Exam		End Of the Course		50	Answer Scripts	ALL CO's
INDIRECT ASSESSMENT METHODS	Student Feedback on course		Students	Middle of The Course	Feed Back Forms			
	End of Course Survey			End of The Course	Questionnaire			

*CIE – Continuous Internal Evaluation

*SEE – Semester End Examination

Note:

1. I.A. test shall be conducted as per SEE scheme of valuation. However obtained marks shall be reduced to 10 marks. Average marks of two tests shall be rounded off to the next higher digit.
2. Rubrics to be devised appropriately by the concerned faculty to assess Mini project/Student activities.

Note: IA test shall be conducted for 20 Marks. Average marks of three tests shall be rounded off to the next higher digit

Note to IA verifier: The following documents to be verified by CIE verifier at the end of semester

1. Blue books (20 marks)
2. Student suggested activities report for 5 marks
3. Student feedback on courses regarding Effectiveness of Delivery of instructions & Assessment Methods

Question for CIE and SEE will be designed to evaluate the various educational components, such as:-

Remembering and understanding	: 20% Weightage
Applying the knowledge acquired from the course	: 40% Weightage
Analysis	: 40% Weightage

REFERENCE:

1. R.L Sehgal : Number Building in DDC and CC.
2. Pandey S.K.Sharma: Practical approach to DDC: Dewey Decimal Classification made easy.
3. M.P.Satija: Practical Introduction to Dewey Decimal Classification.
4. J.P. Comaromi & M.P.Satija : Dewey Decimal Classification : History and current status.
5. Pushpa Dhayani: working with Dewey Decimal Classification, Ed.19th & 20th ed.
www.oclc.org/dewey
6. Sanjay K. Kaushik: DDC 22: A Practical Approach.
7. Ajay Pratap Singh and Mayank Yuvaraj: Dewey Decimal Classification 23: A practical Approach.
8. Shivendra Singh: The Theory and Practice of the Dewey Decimal Classification System.
9. M.A.Gopinath and M.A. Alar Mel Mangai: Subject Classification Practice: S.R. Ranganathan's Postulational Approach: Worked out Examples, using CC, DDC and UDC Schemes.
10. Bhaskar Mukherjee: Number Building through DDC 22.
11. S.K.Chaudhary: Dewey Decimal Classification.
12. Shabahat Husain: Dewey Decimal Classification: A complete Survey of Twenty two editions.
13. Sanjay K. Kaushik: Dewey Decimal Classification: A practical manual of 23rd Edition.
14. Kamal Dogra: Dewey Decimal Classification and Relative Index.
15. Pushpa Dhyani: Classifying with Dewey Decimal Classification (Editions 19 and 20).

SUGGESTED LIST OF STUDENT ACTIVITIES

Note: The following activities for assessing CIE (IA) for 5 marks (Any one)

1.	Enlist First, Second and Third summary in the form of a chart
2.	Classify 10 documents in a subject of your library
3.	Prepare Bay guides in the stack room using DDC Numbers

Note to IA verifier: The following documents to be verified by CIE verifier at the end of semester

1. Blue books (10 marks)
2. Record (10 marks)
3. Student suggested activities report for 5 marks and should be assessed on RUBRICS
4. Student feedback on course regarding Effectiveness of Delivery of instructions & Assessment Methods.

Note: Concerned faculty (Course co-ordinator) must be given to a group of FIVE students

Example: **Model of Rubrics/Criteria for assessing student activity**

Task given – Preparation of Bay guides according to DDC

Dimension	Scale					Students score (5students)				
	1 Unsatisfactory	2 Developing	3 Satisfactory	4 Good	5 Exemplary	1	2	3	4	5
1 Preparation	Has not prepared satisfactorily	Prepared with little information	Included relevant information	Prepared neatly with relevant information	Prepared including all information neatly	3				
2. Fulfill team's role and duties	Does not perform any duties assigned	Perform very little duties	Performs partial duties	Performs neatly all duties	Performs all duties of assigned team roles	3				
3. Conclusion	Poor	Less Effective	Partially effective	Summarises but not exact	Most effective	4				
4. Conventions	Frequent error	More error	Some error	Occasional error	No error	4				
Total marks (14/4=3.5, rounded off to 4)						4				

MODEL QUESTION PAPER

Simple titles

1. Computer graphics
2. Lighting for Library building
3. Hospital libraries
4. Photo Journalism
5. Psychology of married women
6. Sociology of middle class
7. Civil rights of young people
8. Dispersion of light
9. Weather satellites
10. Poisonous plants
11. Disease of digestive system
12. Export marketing
13. Internet publishing
14. Local library

Add to notation

1. Political parties
2. Psychology of deaf children
3. Public opinions on university libraries
4. Women dental diseases
5. Nuclear weapons as military equipment
6. Astrophysics of neutrons
7. Drugs derived from turmeric plants
8. Lighting in Library buildings

Table-1

1. Encyclopedia of Natural Sciences
2. Philosophy of Library Classification
3. Discourse and analysis of Vedanta philosophy
4. Scientific principles of labour economics
5. Computer applications for libraries
6. Encyclopedia of labour economics
7. Journal on secondary education
8. Management of political parties

Table-2

1. School libraries in Uttarakand
2. Migration of people from India to USA
3. Educational role of libraries in Gujarat
4. Military resources in USA
5. Distance education in Manila
6. Air pollution in Hungary
7. Horticulture in Denmark
8. Ethics of friendship in Libya

Table-3

1. American poetry in English by 20th Century author
2. French fiction by a renaissance period author
3. Italian speeches by 16th century author
4. Punjabi romantic fictions
5. Collections of French Drama
6. Collections of Sonnets

Table-4

1. Etymology of German Language
2. Grammar in French Language
3. Verbs in Spanish Language
4. Word formation in Sanskrit
5. Readers of Ethiopian languages
6. Grammar of Classical Greek

Table-5

1. Property rights of Indians
2. Sculpture of Goths
3. Academic placement of Modern Greeks
4. Wood ornaments of Acoli
5. Cafeterias of Japanese
6. Post offices of Sikkimese

Table-6

1. Libraries in the Burmese speaking regions
2. Journalism and newspapers in Mangolian speaking regions
3. Saritha: A Hindi monthly

4. General encyclopedia in Urdu language
5. Translation of Bible in Bengali
6. Teaching of Russian language in elementary schools

Tests / Tutorials/Seminars

Examination: The Student's have to maintain the Record of their Practical work and submit for Evaluation during Practical Examination. The end exam includes:

1. Written	40 Marks
2. Record	10 Marks
Total	50 Marks