

DSE 1

Universal Decimal Classification: Practical

120 Hours
(120hrs Practical)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 1: Universal Decimal Classification: Practical	4	0	0	4	BLISc	Basics of Classification Theory and Practice

Course Objectives

This course provides practical training in the Universal Decimal Classification system. Students will learn to analyze subject concepts, apply common and special auxiliaries, and use number-building techniques to accurately classify simple, compound, and complex interdisciplinary documents using UDC schedules.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Understand and explain the framework, structure, and purpose of the Universal Decimal Classification (UDC) system.
- ☞ Classify documents with simple and compound subjects accurately using UDC schedules.
- ☞ Apply common and special auxiliaries, and UDC devices effectively in classification.
- ☞ Construct class numbers for complex, interdisciplinary, and compound subject documents using UDC.

UNIT I: Introduction to UDC

25 Hours

- ☞ Structure and Organization of UDC Schedules
- ☞ Principles of Classification and Synthesis in UDC
- ☞ Main Classes, Divisions and Notation System

UNIT II: Classification of Simple and Compound Subjects

35 Hours

- ☞ Subject Analysis: Identifying Main Concepts
- ☞ Assigning Class Numbers to Simple Subjects
- ☞ Classification of Documents with Compound Subjects
- ☞ Use of Schedules and Indexes for Number Building

UNIT III: Auxiliaries in UDC

35 Hours

- ☞ Introduction to Common Auxiliaries
- ☞ Introduction to Special Auxiliaries
- ☞ Application Rules with Examples
- ☞ Positioning Auxiliaries in Class Numbers

UNIT IV: Devices and Classification of Complex Subjects

25 Hours

- ☞ Number Building for Complex and Interdisciplinary Subjects
- ☞ Practical Exercises on Classifying Complex Documents
- ☞ Introduction to UDC Online

Essential Readings

- ☞ SINGH (KP) UDC: A manual for classification practice and information resources. New Delhi, Today and Tomorrow's Printers India. 2013.
- ☞ UNIVERSAL DECIMAL CLASSIFICATION. Latest ed. London, British Standards Institution.

Suggested Readings

- ☞ MCILWAINE (IC). The universal decimal classification: a guide to its use. The Hague, UDC Consortium. 2007.
- ☞ UNIVERSAL DECIMAL CLASSIFICATION. Latest ed. London, British Standards Institution.