

## COURSE TITLE: ARCHIVAL STUDIES

Semester	Course Type	Course Level	Course Code	Credits	Total Hours
IV	SEC	200-299	KU4SECHIS202	3	45

Learning Approach (Hours/ Week)			Marks Distribution			Duration of ESE (Hours)
Lecture	Practical/ Internship	Tutorial	CE	ESE	Total	
3	-	1	25	50	75	1.5

**Course Description:** The paper has an object to introduce a basic idea on archives to the students of history. As a repository of primary sources archives is an important center for data collection to the students of history. This paper some primary knowledges related with archives and methods of preservation of documents.

### Course Outcome :

1. Familiarize the students on the importance of archives in the study of history
2. To know the patterns and rules of document accession and preservation in archives.
3. To understand the duties of a good archivist
4. To promote knowledge on the need of preservation of documents
5. To familiarize students on important archival institutions of India

### Mapping of Course Outcomes with PSO

CO1	PSO 1	PSO 2	PSO3	PSO 4	PSO5	PSO6	PSO7
CO2	✓			✓			
CO3		✓			✓		
CO4			✓				✓
CO5			✓			✓	

Module	Unit	Content	Hrs
I	Introduction to Archival science		
	1	Meaning and definition of Archives- scope and importance – Origin and growth of archives	
	2	Key concepts –documents, records and manuscripts	
	3	Similarities and differences between Archives and Libraries – Public and Private Archives	



<b>II</b>	<b>Fundamentals of Archival Organization</b>	<b>15</b>
	1 Methods -three fundamental aspects of archival organization - accession, preservation and management - supply of records - The principles of archival arrangement – respect des fonds, provenance	
	2 Archivist as the custodian of archival documents - qualities and duties of a good archivist	
	3 Sanctity of the original order - Enemies of records - overview of preservation techniques	
<b>III</b>	<b>Major archival institutions of India</b>	<b>15</b>
	1 National archives of India –Origin, Growth and activities	
	2 Regional Archives –Tamil Nadu, Karnataka, Goa	
	3 Kerala State Archives Department - its regional repositories	

### Essential Readings

M Sundara Raj , A Manual of Archival systems and the World of Archives

Sailenghose , Archives of India

Schollen berg , Modern archives Principles and Techniques

TR. Schellenberg : Modern Archives: Principles and Techniques, The Society of American Archivists, Chicago, 2003

Jenkinso Hillary, A Manual of archives Keeping

Sarvaswaran , Archives Keeping

O'Toole,James M : Understanding Archives and Manuscripts, [Archival Fundamentals Series], (Chicago: SAA, 1990).

Ritzenthaler,Mary,Lynn, : Preserving Archives and Manuscripts, [Archival Fundamentals Series], (Chicago: SAA, 1993)

Bellardo, Lewis and : A Glossary for Archivists, Manuscript Curators and Records

Lynn Lady Bellardo Managers, [Archival Fundamentals Series] (Chicago: Society of American, Archivists [SAA], 1992)

Miller, Fredric M : Arranging and Describing Archives and Manuscripts, [Archival Fundamentals Series] (Chicago: SAA, 1990)



<b>Evaluation Type</b>	<b>Marks</b>
End semester evaluation	50
Continuous evaluation	25
a) Test paper – 1	
b) Test paper – 2	
c) Assignment	
d) Seminar	
e) Book/article review	
f) Viva – voce	
g) Field	
<b>Total</b>	<b>75</b>

