

**CMS**  
**COLLEGE**  
**KOTTAYAM**  
(AUTONOMOUS)



**DEPARTMENT OF HISTORY**  
**CMS COLLEGE KOTTAYAM**

**VALUE ADDED COURSE ON**  
**ARCHIVAL CONSERVATION & MUSEOLOGY**

**CLASSES START FROM 18TH NOVEMBER 2019**



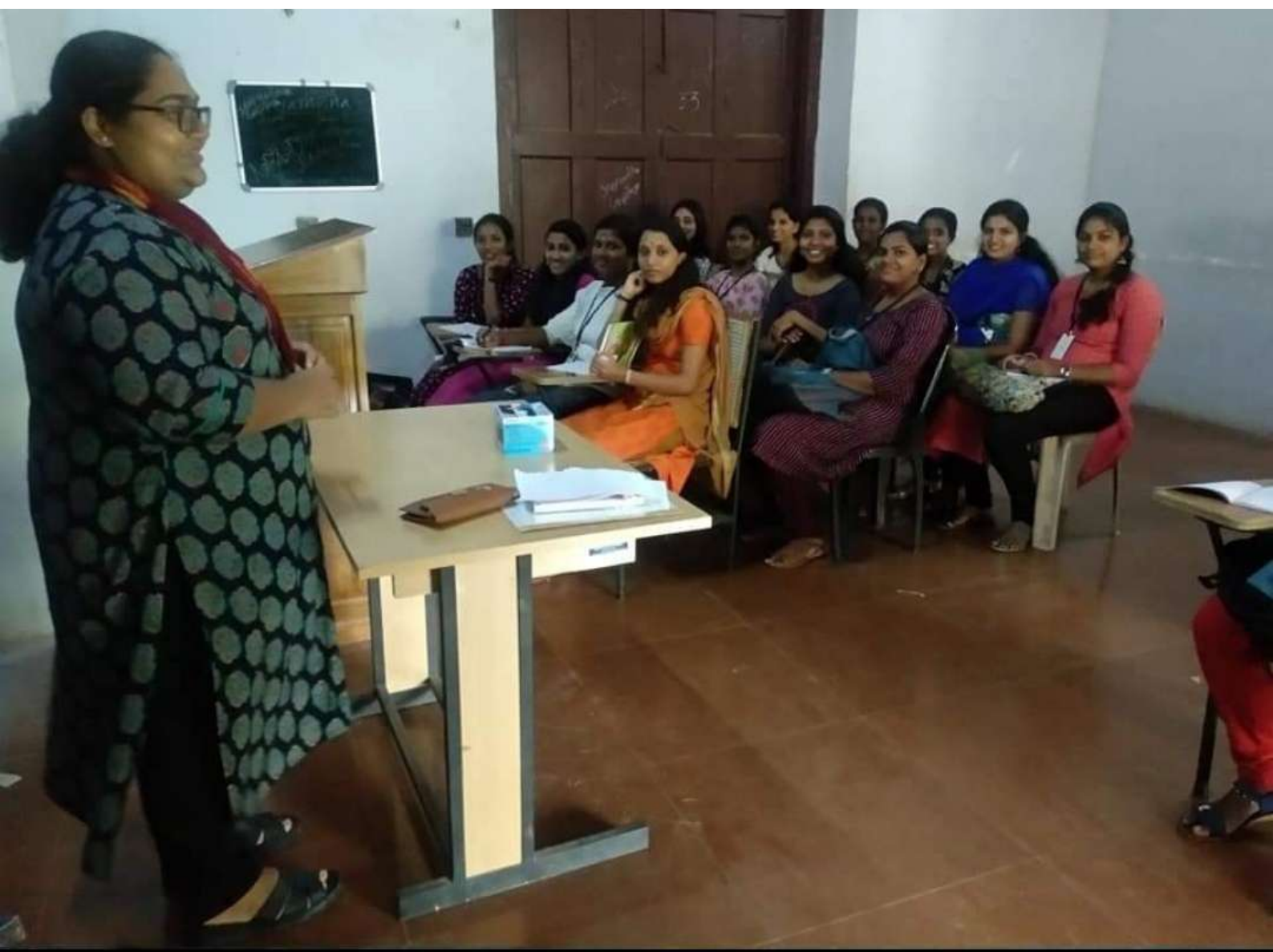
**Our Highlights**

- **36 Hours Class**
- **Field Visit**
- **Practical Experiments**
- **Qualified Teachers**
- **Theory Classes**
- **Two Extra Credit**

**Register Now**

Dr. Sumi Mary Thomas  
Course Coordinator  
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## Department of History

### CMS College Kottayam (Autonomous)

### Report of the Value-Added Course

#### Name of the course: Archival Studies and Museology

The value-added course titled Archival Studies and Museology was started for the final year BA students during the academic year 2019-20. The syllabus of the course was designed and it was decided to give 18 hours theory class and 18 hours practical sessions.

Arya Sabu , Assistant Professor , Department of History , Assumption College, Changanassery. She handled the sessions on 11 ,and 12 November 2019 . She gave theoretical knowledge on building and curating archives. Her class gave an understanding on the necessity of preserving the archival documents . She also explained the history of the museums and their role in society as well as methods and techniques of the preservation of objects in museums. Aneesh S, Assistant Professor, Department of History also handled the theory class on 13 November 2019.

Arun B Nair , Archival Conservator gave the practical sessions on archival conservation on 20 and 21 November 2019 . The practical session was given in archives of CMS College Kottayam. Aneesh S also supported the practical sessions.

As part of the add on course on archaeology and Museology, a field trip was arranged for B.A.History students of 2017-20 batch. The students were accompanied by three of the faculty members of the department. As per the initiative, the team had visited Hill Palace Museum ,Thripunithura and Museum of Kerala History, Edappally.

Museum visited:Hill Palace Museum, Thripunithura and Museum of Kerala History,Edappally.

Date of visit:November 17,2019

Time: 7 am to 8 pm.

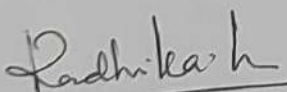
Located in the heart of the culturally important town of Thripunithura, Hill Palace Museum is a treat to the eye. The exhibits housed here as of prominent historical and cultural significance. Not just the architecture but the exhibits of the museum reflects the way the then society operates at this point of time-it is a mix between the tradition and modern. The museum is around 150 years old. One of the finest architectural marvels in the state, the Hill Palace Museum was once the residence of the Kochi Royal family. Each part of the palace marks a blend of indigenous Kerala architectural style and western influence. The museum has around 13 different galleries with exquisite exhibits. a magnificent attraction of the

museum is the Royal Throne exhibited in the Cabinet Hall, and a dilapidated portion of the wood carvings from Enadimangalam temple belonging to 14 CE depicts scenes from Ramayana. The portraits of Kings of Kochi Kingdom and the Tanjaore paints of the Paintings gallery, the ceramic collection of the Mannadiar gallery and the ornaments collections of the ornament gallery are other attractions which has the exhibition of royal throne are of extreme prominence and historical importance. The epigraphy gallery, metal ware gallery, the numismatic gallery, the Paliyam gallery, the ancient Indian history gallery, the stone sculpture gallery are the other attractions. The heritage museum in the traditional Ettukettu structure showcases the household articles used in the past times.

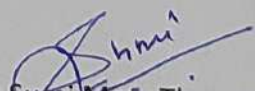
Madhavan Nayar Foundation or Museum of Kerala History, situated at Edappally, is a monument dedicated exclusively to showcase Kerala History. The museum entrance has a statue of sage Parasurama. The museum showcases historic episode from the Neolithic to the modern era. The museum has nearly 90 life like statues who made history in Kerala. A one hour light and sound show with narration witness the course of Kerala history from the early ages including Ay Andiran of Pothiyimala, St. Thomas, The Aryan migration, Kulashekharas, Cheraman Perumal and Shankaracharya. The museum represents the socio-cultural aspects of Kerala like Kathakali and Mohiniyattom etc. The museum also has miniatures belonging to various schools of art like Mughals, the Rajasthani, the Deccan etc. It also has a magnificent doll museum with more than 100 dolls on display from different Indian states like Gujarat, Kashmir and South India. The art Gallery also has paintings and art works of M.F. Hussain, Raja Ravi Varma, Jamini Roy, Sanjay Bhattacharya, Bimal Das etc. which provides glimpse into various phases of Indian art.

The visit was immensely fruitful to the students to know more about the status of archeology, museum conservation and management.

A total number of 37 students of third DC History benefitted the course and it will help them to pursue higher studies in this particular area of study.

  
Radhika G

Course Co-ordinator

  
Dr. Sumi Mary Thomas  
Head of the Department

**Department of History**  
**CMS College, Kottayam**

**Value Added Course**  
**In**  
**Archival Studies and Museology**

**Coordinator – Dr Sumi Mary Thomas**

**1Dc Coordinator- Anish S**

**11 Dc Coordinator – Dr Jemin Joseph**

**111 Dc Coordinator – Radhika G**

## **Value Added Course**

### **Archival Studies and Museology**

#### **Objectives:**

- To acquaint students briefly with the fundamentals of the role and functions of the Archives and Museum
- To train the students in various methods of Archival Studies.
- To produce competent professionals in the field of Archival studies
- To examine the philosophy of Archives and Museums and their multiform character and purpose.
- To understand the emerging trends in Conservation, Reprography/digitization
- To attain practical knowledge in Archives administration and Records management.

## **Course I**

### **Introduction to Archives and Museums**

#### **I. Introduction to Archives**

Definitions-Document - Record -Characteristics of Archives- Library - Museum-Differentiations and Functions

National Archives of India- Features, Functions

Kerala state Archives- Central Archives & Regional Archives

Indian Historical Records Commission (IHRC)

International Council on Archives (ICA)

(9 Hours)

#### **II. Introduction to Museums**

Museums-Aims, Scope & Functions

Origin of Museums -History of Museums in India

Kinds of Museums-National Museum, New Delhi-Prince of Wales Museum, Calcutta-Museums in Kerala

International Council of Museums (ICOM)

(9 Hours )

#### **Practicals**

- Field visit
- Institution visit
- Documentation

(18 Hours)



## **Course II**

### **Archival Conservation and Museology**

#### **I. Archival Conservation**

Introduction to Conservation- Archival Conservation

Principles of Conservation

Types of Conservation-Preventive, Restorative, Curative

Pagination-Fumigation-De acidification-Removal of stains-Tissue Repair/Lamination

Binding- Other Repairs - Reprographic Techniques- Digitization

Organization and Management of Reprographic Services (9 Hours ) -

#### **2. Basics of Museology**

General principles of Museology –History of Museology – Different techniques and methods in Museology

(9 Hours)

#### **Practicals**

- I. Cleaning and Dust Removal, pagination
- II. Fumigation- using methanol
- III. De Acidification using Methanol or Ammonium Hydroxide
- IV. Tissue Repair/Tissue lamination
- V. Archival Binding
- VI. Photocopying
- VII. Digitization

(18 Hours)

### **Course III**

#### **Archives Administration and Records Management**

##### **I. Archives Administration**

Archivist: Duties and qualifications

Setting up of Record Room

Retrieval tools or Finding Aids or Reference Media

Private Archives- Archives in neighboring countries

Archives Management -Records Management -Filing system-creation, closing, and recording of files -Introduction to Manual of office Procedure (MOP)

( 12Hours)

##### **II. Museology in Practice**

Acquisition of Museum objects-

Cataloging of objects-preparation of index cards-records and registers

Museum Display

( 6 Hours)

##### **Practicals**

- Archives Training
- Accession and arrangement of records
- MOP
- Museum Training

(18 Hours )

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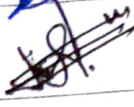
Value Added Course In

Archival Studies and Museology

Attendance Sheet(18/11/19 to 22/11/2019)


UPRN NO	NAME OF THE STUDENT	SIGNATURE				
		18/11/19	19/11/19	20/11/19	21/11/19	22/11/19
181103301	ALEENA JOSHUA	<u>Aleena</u>	<u>Aleena</u>	<u>Aleena</u>	<u>Aleena</u>	<u>Aleena</u>
181103302	ALEESHA T MANIKUTTAN		<u>Aleesha</u>	<u>Aleesha</u>	<u>Aleesha</u>	<u>Aleesha</u>
181103303	AMRUTHA SUNIL	<u>Amrutha</u>	<u>Amrutha</u>	<u>Amrutha</u>	<u>Amrutha</u>	<u>Amrutha</u>
181103304	ANN MARIYA JAMES	<u>Annmaria James</u>	<u>Annmaria James</u>	<u>Annmaria James</u>	<u>Annmaria James</u>	<u>Annmaria James</u>
181103305	DENNY MATHEW	<u>Denny</u>	<u>Denny</u>	<u>Denny</u>	<u>Denny</u>	<u>Denny</u>
181103306	DEVIKA S KUMAR	<u>Devika</u>	<u>Devika</u>	<u>Devika</u>	<u>Devika</u>	<u>Devika</u>
181103307	GIREESH P G					
181103308	RIPSY SAMUEL	<u>Ripsy</u>	<u>Ripsy</u>	<u>Ripsy</u>	<u>Ripsy</u>	<u>Ripsy</u>
181103309	SHYAMNATH K.S	<u>Shyam Nath</u>	<u>Shyam Nath</u>	<u>Shyam Nath</u>	<u>Shyam Nath</u>	<u>Shyam Nath</u>
181103310	SONU ELIZABETH SAM	<u>Sonu Elizabeth</u>	<u>Sonu Elizabeth</u>	<u>Sonu Elizabeth</u>	<u>Sonu Elizabeth</u>	<u>Sonu Elizabeth</u>
181103311	VISHNU V	<u>Vishnu</u>	<u>Vishnu</u>	<u>Vishnu</u>	<u>Vishnu</u>	<u>Vishnu</u>
181103312	ABHIJITH M S	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>
181103313	ALAN JAMES	<u>Alan</u>	<u>Alan</u>	<u>Alan</u>	<u>Alan</u>	<u>Alan</u>
181103314	ALEETA REGI	<u>Aleeta</u>	<u>Aleeta</u>	<u>Aleeta</u>	<u>Aleeta</u>	<u>Aleeta</u>
181103315	AMAL THILAK	<u>Amal</u>	<u>Amal</u>	<u>Amal</u>	<u>Amal</u>	<u>Amal</u>
181103316	AMAL VIJAY	<u>Amal</u>	<u>Amal</u>	<u>Amal</u>	<u>Amal</u>	<u>Amal</u>
181103317	AMRUTHA ASOKAN	<u>Amrutha</u>	<u>Amrutha</u>	<u>Amrutha</u>	<u>Amrutha</u>	<u>Amrutha</u>
181103318	ANAGHA ANU	<u>Anagha</u>	<u>Anagha</u>	<u>Anagha</u>	<u>Anagha</u>	<u>Anagha</u>
181103319	ANANDA KRISHINAN A	<u>Ananda</u>	<u>Ananda</u>	<u>Ananda</u>	<u>Ananda</u>	<u>Ananda</u>
181103320	ANANDHAKRISHINAN B	<u>Anand</u>	<u>Anand</u>	<u>Anand</u>	<u>Anand</u>	<u>Anand</u>
181103321	ANJANA P M	<u>Anjana</u>	<u>Anjana</u>	<u>Anjana</u>	<u>Anjana</u>	<u>Anjana</u>
181103322	ASWATHY MOL SAJI	<u>Aswathy</u>	<u>Aswathy</u>	<u>Aswathy</u>	<u>Aswathy</u>	<u>Aswathy</u>

		SIGNATURE				
		17/11/19	19/11/19	20/11/19	21/11/19	23/11/19
181103323	BELLA SAMUEL					
181103324	CATHERINE PEREIRA					
181103325	DHANU OMANAKKUTTAN					
181103326	GAYATHRI GIREESHKUMAR					
181103327	JAISON ISSAC					
181103328	JESSEN SALU					
181103329	JOBIT P JOHNSON					
181103330	JOSHLY SAM					
181103331	JUBY SARA KURIAN					
181103332	LINTA THOMAS					
181103333	MATHEW S FRANCIS					
181103334	MEENU M O					
181103335	MEERA JOHN					
181103336	MUHAMMED FAHIS					
181103337	RENJUMOL RAJENDRAN					
181103338	ROSHNA SAVIER					
181103339	SAJITHA K SABU					
181103340	SAJITHA M S					
181103341	SHEMEEM ABDULLA					
181103342	SPENCER RONNIE UPPANIE					
181103343	SREELAKSHMI P NAIR					
181103344	SRUTHI S					
181103345	TOM PAUL SUNIL					

181103346	UMESH KUMAR,M					
181103347	VISHNU SALU					



Co-ordinator's Name and Signature

  
 Dr. Sumi Mary Thomas  
 Name and Signature of HOD