



DEPARTMENT OF HISTORY
CMS COLLEGE KOTTAYAM
(AUTONOMOUS)

Value Added Course on



**Archives Administration and
Records Management**

Classes start from 8/11/2019

Register Now

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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)

References

- Laura A. Millar ,*Archives: Principles and Practices*;Facet Publishers ,2010
- Paul Delsalle, Margaret Procter, *A History of Archival Practice*;Routledge Publishers , 1998
- B Trevor Livelton ,*Archival Theory, Records and the Public*;The Society of American Archivists, Oxford , 1996
- Louise Craven, *What are Archives? Cultural and Theoretical Perspectives: a reader*; Published by Ashgate Publishers, 2008
- Karen F. Gracy, Roman & Littlefield ,*Emerging Trends in Archival Science*,2018
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- Nelly Balloffet, Jenny Hille, Judith A.Reed,.,*Preservation and Conservation for Libraries and Archives*; American Library Association , Chikago , 2005
- Michael J. Kurtz,*Managing Archival and Manuscript Repositories*; Society of American Archivists,2004
- ;Smitha J Bakshi &Vinod P rakish Dwivedi, *Modern Museum Organization and Practice in India* ; Abhinav Publications , 1973
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- N R Banerji ,*Museums and Cultural Heritage of India*;Agamkala Prakashan , 1990
- Easwaran Puthiyillam ,*A Handbook on Archival Studies* ;Centre for Heritage Hill Palace, Thripunithara , 2011

Value Added Course –Report

The activities of Value Added Course in the Department of History for the academic year 2019-20 were started on 18th November 2019. It was decided to start an add-on course on 'Archival Conservation and Museology' for the second year B.A. History students. We have planned to include 18 hours of theory classes and 18 hours practical sessions.

AryaSabu, Assistant Professor at the Department of Archaeology, Assumption College handled the class on 18th and 19th November 2019. She gave a brief description to the students about 'Archives and Museums'. The students acquired a general awareness about the topic.

Arun B Nair, Archival Conservator took practical sessions on 20th and 21st November 2019. He demonstrated conservation of age old books

Aneesh S took the class on 22nd November about 'Archival Conservation and Museology'.

A one day field trip was conducted to Dutch Palace, Jewish Synagogue, Vallarpadam Church and Marine Drive was conducted on 14th December 2019. The students were exposed to the architectural style of these archaeological marvels. This helped students to develop awareness about different architectural styles of the Synagogues, Palace, Vallarpadam Church etc.

The course was really an effective initiative taken by the college. I am sure that the course will be beneficial to the degree students of History.



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Department of History | Value added Course | Archival Conservation & Muscology |
Photographs

