



**Department of History  
CMS College Kottayam  
( Autonomous)**

**Value Added Course on**



**Introduction to Archives and  
Museums**

*Classes start from 8/11/2019*

*Register Now*

*Prof. Aneesh S  
Course Coordinator  
Mob. 90610 70200*

Department of History, CMS College, Kottayam

Value Added Course In

Archival Studies and Museology

Attendance Sheet(11/11/19 to 15/11/2019)

UPRN NO	NAME OF THE STUDENT	SIGNATURE				
		11/11/19	12/11/19	13/11/19	14/11/19	15/11/19
171103201	GAUTHAM KRISHNA T					
171103202	JENITA THOMAS					
171103203	RIYA ISAC					
171103204	SANGEETHA MOHANAN					
171103205	VAISHNA SEKIHARAN					
171103206	VIVEK VARGHESE					
171103207	BOBIT V BABU					
171103208	ABHIJITH JOSE					
171103209	AHKILA LAL					
171103210	AMITH GOSH MOHAN C C					
171103211	ANEESH SURESH BABU					
171103212	ANEESHA SURESH					
171103213	ANILA BELCY GEORGE					
171103214	ANJANA SANTHOSH					
171103215	ANUVIND JYOTHI P K					
171103217	ARUNTHATHY GANESH					
171103218	ASHILY BABU					
171103221	ASWATHY MONY					
171103222	BIYA ABRAHAM					
171103223	BIYAMOL JOSEPH					
171103224	CYRIL JOSHUA JOY					
171103225	DHINU K BIJU					

UPRN NO	NAME OF THE STUDENT	SIGNATURE				
		11/11/19	12/11/19	13/11/19	14/11/19	15/11/19
171103226	DIVYA M V	<i>Diva</i>	<i>Diva</i>	<i>Diva</i>		
171103227	GAZAL O P	<i>Gazal</i>	<i>Gazal</i>	<i>Gazal</i>		
171103228	GOPU RAMANAN	<i>Govu</i>	<i>Govu</i>	<i>Govu</i>		
171103229	JEMILY MANOJ	<i>Jemy</i>	<i>Jemy</i>	<i>Jemy</i>		
171103230	KIRAN B MATHEW	<i>Kiran</i>	<i>Kiran</i>	<i>Kiran</i>		
171103231	KRISHNNA SANTHOSH		<i>Krishna</i>	<i>Krishna</i>		
171103233	NIKHIL MATHEW JACOB	<i>Nikhil</i>	<i>Nikhil</i>	<i>Nikhil</i>		
171103234	NIVYA BENNY	<i>Nivya</i>	<i>Nivya</i>	<i>Nivya</i>		
171103235	REJIL R	<i>Rejil</i>	<i>Rejil</i>	<i>Rejil</i>		
171103236	RENJITH K R	<i>Renjith</i>	<i>Renjith</i>	<i>Renjith</i>		
171103237	ROSMI P JOY	<i>Rosmi</i>	<i>Rosmi</i>	<i>Rosmi</i>		
171103238	SARIJU R	<i>Sariju</i>	<i>Sariju</i>	<i>Sariju</i>		
171103239	SEETHAL T JAMES	<i>Seethal</i>	<i>Seethal</i>	<i>Seethal</i>		
171103241	SIVANI R KUMAR	<i>Sivani</i>	<i>Sivani</i>	<i>Sivani</i>		
171103242	SREELAKSHMI RAVEENDRAN	<i>Sreelakshmi</i>	<i>Sreelakshmi</i>	<i>Sreelakshmi</i>		
171103243	SREELAKSHMI V	<i>Sreelakshmi</i>	<i>Sreelakshmi</i>	<i>Sreelakshmi</i>		
171103244	STEPHY ELIZABETH PHILIP	<i>Stephy</i>	<i>Stephy</i>	<i>Stephy</i>		
171103245	SWETHA SUSAN ABRAHAM	<i>Swetha</i>	<i>Swetha</i>	<i>Swetha</i>		
171103246	TINCYMOL V A	<i>Tincymol</i>	<i>Tincymol</i>	<i>Tincymol</i>		
161103120	BEN REJI SAM	<i>Ben Reji</i>	<i>Ben Reji</i>	<i>Ben Reji</i>		
161103132	JOSSY J V			<i>Joshy</i>		
161103119	ASWIN RAJU					

*Rachita G. Radhika*  
Co-ordinator's Name and Signature

Name and Signature of HOD

**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
- Luciana Duranti & Patricia C. Franks, Roman & Littlefield ,*Encyclopedia of Archival Science*; 2015
- 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
- Usha Agarwal ,*Museums in India*; Directory of Museums in India , INTAC , 2000
- C Sivaramamurthy ,*Museums*;Directory of Museums in India, Ministry of Scientific Research and Cultural Affairs , 1959
- 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 18<sup>th</sup> 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 18<sup>th</sup> and 19<sup>th</sup> 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 20<sup>th</sup> and 21<sup>st</sup> November 2019. He demonstrated conservation of age old books

Aneesh S took the class on 22<sup>nd</sup> 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 14<sup>th</sup> 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.



Dr. Sumi Mary Thomas  
2<sup>nd</sup> Year B.A. History Add-on Course Co-coordinator  
CMS College  
Kottayam

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

