



PERIYAR UNIVERSITY

SALEM – 636011, TAMIL NADU, INDIA

NAAC A Grade - State University - NIRF Rank 68

DEPARTMENT OF HISTORY

Value Added Course: Archives Keeping (PGHISVA01)

Course Mentor: Dr. S. Ravichandran & Mr. K. Prem Kumar

Course Objectives

This Course imparts the following skills and knowledge to the students:

- To know about the organization and functions of the archives.
- To help the students to utilize the Archives in the best possible way.
- To help the students to seek employment in the Archives and Libraries.

Unit I-History of Archives – Archives keeping Europe through the ages – International Archives – Archives in India: Ancient, Medieval and Modern.

Unit II - Creation of Archives: Establishment of registry – Racking – Shelves and other materials – Archives and Libraries - Organisation of Archives in India: Court Archives – Public Department – Revenue Department – Secret Department – Central Government Archives – Organisation of Archives in European Countries: France, England – Archives in the U.S.A., Canada.

Unit-III Preservation of Archives – Methods of Preservation – Preliminary and precautionary measures – Preventive measures – Factors of deterioration – Repair of Archival material.

Unit-IV Administration of Archives - Functions of Archives - Uses of Archives.

Unit -V National Archives: Its origin, growth and activities – Tamil Nadu Archives: Its origin, growth and activities - Private Archives: Definition – Difference between private and public archives – Categories of Private Archives – Nehru Memorial Museum – IUCIS, Hyderabad – Parry and Company, Chennai – Asiatic Society of Bengal – Bengal Club – Vishva Bharathi – Sringeri Mutt – Indo-Portuguese Archive, Goa – Archives of

Shenbaganoor, Kodaikanal – Problem of private archives – Roja Muthiah Research Library - Visveswaraiah Museum Bangalore- Field Visits.

Unit-VI (Advance topics not for final examination)

Archives as memory keepers- the emergence of new archives-pros and cons of digitization of archives-ideology and archives-class nature of archives question of accessibility-losing significance as a public source.

References

- Baliga, B.S. *Guide to the records preserved in the Madras Record Office. Guide to the Section presentation in the Modern Record Office, Report on the Basu Purendu, Enemies of Records.*
- Dodwell, H. *Early Records of British India.*
- Harinarayana, *Science of Archives Keeping.*
- Jenkinson, Hilary, *A manual of Archives Administration.*
- Jenkinson, Hilary, *A Manual of Archives Keeping.*
- Macmillan, D.S. (ed.), *Records Management. Madras Records*
- Mukherjee, B.B. *Preservation of Library Materials, Archives and Documents.*
- Perti, R.K. *Repair and Preservation of Records.*
- Public Record Office, London, *A Guide to Departmental Record Officers.*
- Ranbir Kishore and Mehra, CP. “*Preservation and Repair of Palm leaf Manuscripts*”, *The Indian Archives, Vol. XIV.*
- S. Chockalingam, *Role of the State Archives Administration.*
- Sailen Ghose, *Archives in India.*
- Sundararajan. M. *A manual of archival systems and the world of archives*
- Schellenberg, *Modern Archives - Principle and Techniques.*
- Schellenberg, T.R. *Modern Archives - Principles and Techniques.*
- Tolboys Wheeler, J. *Archives Week Celebrations.*
- Vijayalakshmi, *Archives Administration*

Course Outcome:

- CO1: Enlist various kinds of archival documents in India
- CO2: Describe methods of preserving archival documents
- CO3: Enumerate functions and uses of archives
- CO4: Highlight the role of the central and state archives in historical research
- CO5: Understand the scientific methods of keeping archives

Course Duration : 36 Hours