

**UNIVERSITY OF MADRAS**  
**B.A. DEGREE PROGRAMME IN HISTORICAL STUDIES**  
 SYLLABUS WITH EFFECT FROM 2023-2024

**FIRST YEAR – SEMESTER- I**

**SEC 01 – ARCHIVES KEEPING**

| Subject Code             | Subject Name   | Category | L | T | P | S | Credits | Inst. Hours | Marks |          |                     |
|--------------------------|--|----------|---|---|---|---|---------|-------------|-------|----------|---------------------|
|                          |  |          |   |   |   |   |         |             | CIA   | External | Total               |
| <b>106S1A</b>            | <b>ARCHIVES KEEPING</b>  | SEC      |   |   |   |   | 2       | 2           | 25    | 75       | 100                 |
| <b>Course Objectives</b> |  |          |   |   |   |   |         |             |       |          |                     |
| C1                       | To know the history of the archives.   |          |   |   |   |   |         |             |       |          |                     |
| C2                       | To study the activities of various archives.   |          |   |   |   |   |         |             |       |          |                     |
| C3                       | To understand the importance of archives keeping.  |          |   |   |   |   |         |             |       |          |                     |
| <b>UNIT</b>              | <b>DETAILS</b>   |          |   |   |   |   |         |             |       |          | <b>No. of Hours</b> |
| I                        | Introduction: History of Archives – Archives in India: Growth and Development.   |          |   |   |   |   |         |             |       |          | 15                  |
| II                       | Organisation of Archives in India – Structure and Classification.  |          |   |   |   |   |         |             |       |          | 15                  |
| III                      | Preservation in Archives: Methods of Preservation – Preliminary and Precautionary Measures – Preventive Measures - National Archive – Tamil Nadu Archive |          |   |   |   |   |         |             |       |          | 15                  |
|                          | <b>Total</b>   |          |   |   |   |   |         |             |       |          | <b>75</b>           |
| <b>Books</b>             |  |          |   |   |   |   |         |             |       |          |                     |
| 1                        | Madhu Gupta : Archives and Record Management   |          |   |   |   |   |         |             |       |          |                     |
| 2                        | N. Harinarayana: Science of Archives Keeping   |          |   |   |   |   |         |             |       |          |                     |
| 3                        | F.L. Marsh : Problems of Archival Book Restoration   |          |   |   |   |   |         |             |       |          |                     |