

Kurukshetra University, Kurukshetra
(Established by the State Legislature Act-XII of 1956)
("A++" Grade, NAAC Accredited)



**Scheme of Examination
for**

P.G. Diploma in Archives & Records Management

as per NEP 2020

Curriculum and Credit Framework for Postgraduate Programme

With Internship and LOCF with effect from the session 2024-25

DEPARTMENT OF HISTORY
FACULTY OF SOCIAL SCIENCES

KURUKSHETRA UNIVERSITY, KURUKSHETRA -136119
HARYANA, INDIA

Programme Learning Outcomes(PLOs) for PG Programmes as per NEP-2020

Programme Learning Outcomes (PLOs): PLOs include outcomes specific to disciplinary areas of learning associated with the chosen field (s) of learning as well as generic learning outcomes. These also include transferable skills and competencies that post-graduates of all programmes of study should acquire and be able to demonstrate for the award of the Diploma. The programme learning outcomes would also focus on knowledge and skills that prepare students for further study, employment, research and responsible citizenship.

PLOs for P.G. Diploma in Archives & Records Management

PLOs	P.G. Diploma in Archives & Records Management
	After the completion of the P.G. Diploma in Archives & Records Management, the student will be able to:
PLO-1: Knowledge and Understanding	Demonstrate the fundamental and advanced knowledge of the subject and understanding of recent developments and issues, including methods and techniques, related to archives and records management.
PLO-2: General Skills	Acquire the general skills required for performing and accomplishing the tasks as expected to be done by a skilled professional in the fields of archives and records management.
PLO-3: Technical/ Professional Skills	Demonstrate the learning of advanced cognitive technical/professional skills required for completing the specialized tasks related to the profession and for conducting and analyzing the relevant research tasks indifferent domains of archives and records management.
PLO-4: Communication Skills	Effectively communicate the attained skills of archives and records management in well-structured and productive manner to the society at large.
PLO-5: Application of Knowledge and Skills	Apply the acquired knowledge and skills to the problems in the subject area, and to identify and analyze the issues where the attained knowledge and skills can be applied by carrying out research investigations to formulate evidence-based solutions to complex and unpredictable problems associated with the field of archives and records management or otherwise.
PLO-6: Critical thinking and Research Aptitude	Attain the capability of critical thinking in intra/inter-disciplinary areas of the archives and records management enabling to formulate, synthesize, and articulate issues for designing of research proposals, testing hypotheses, and drawing inferences based on the analysis.
PLO-7: Constitutional, Humanistic, Moral Values and Ethics	Know constitutional, humanistic, moral and ethical values, and intellectual property rights to become a scholar/professional with ingrained values in expanding knowledge for the society, and to avoid unethical practices such as fabrication, falsification or misrepresentation of data or committing plagiarism.
PLO-8: Capabilities/qualities and mindset	To exercise personal responsibility for the outputs of own work as well as of group/team and for managing complex and challenging work(s)that requires new/strategic approaches.
PLO-9: Employability and job-ready skills	Attain the knowledge and skills required for increasing employment potential, adapting to the future work and responding to the rapidly changing demands of the employers/industry/society with time.

Scheme of Examination for Postgraduate Programme
P.G. Diploma in Archives & Records Management
as per NEP 2020 Curriculum and Credit Framework for Postgraduate Programmes
(LOCF) to be implemented w.e.f. the Session 2024-25 (in phased manner)
Framework-1
Scheme-R

Semester	Course Type	Course Code	Nomenclature of Course	Theory (T)/ Practical (P)	Credits		Contact hours per week L: Lecture P: Practical S: Seminar				Internal Assessment Marks		End Term Examination Marks	Total Marks	Examination hours	
					Total		L	S	P	Total						
1	CC-1	P24-ARM-101	Induction to Archival Studies	T	4	22	4	0	0	4	30		70	100	3	
	CC-2	P24-ARM-102	Archives Management-I	T	4		4	0	0	4	30		70	100	3	
	CC-3	P24-ARM-103	Public Records Management-I	T	4		4	0	0	4	30		70	100	3	
	CC-4	P24-ARM-104	Conservation and Preservation	T	4		3	0	1	5 (3+2)	T 20	P 10	T 50	P 20	100	3 (T) 4 (Pract)
	DEC-1 (Any one)	P24-ARM-105	ICT Practices in Archives	T	4		4	0	0	4	30		70	100	3	
		P24-ARM-106	Archival Libraries and Documentation	T	4		4	0	0	4	30		70	100	3	
	P24-ARM-107		<i>Any Similar Course from SWAYAM/NPTEL or Other Approved Online Portals</i>	T	4											
	SEMINAR	P24-ARM-108	Seminar	S	2		0	2	0	2	0		50	50	1	
2	CC-5	P24-ARM-201	Research Methodology	T	4	22	4	0	0	4	30		70	100	3	
	CC-6	P24-ARM-202	Archives Management-II	T	4	4	0	0	4	30		70	100	3		
	CC-7	P24-ARM-203	Public Records Management-II	T	4	4	0	0	4	30		70	100	3		

CC-8	P24-ARM-204	Reprography	T	4	3	0	1	5 (3+2)	T 20	P 10	T 50	P 20	100	3 (T) 4 (Pract)
DEC-2 (Any one)	P24-ARM-205	Business Archives	T	4	4	0	0	4	30		70		100	3
	P24-ARM-206	Private and University Archives	T	4	4	0	0	4	30		70		100	3
	P24-ARM-207	<i>Any Similar Course from SWAYAM/NPTEL or Other Approved Online Portals</i>	T	4										
CHM	M24-CHM-201	Constitutional, Human & Moral Values, and IPRs	T	2	2	0	0	2	15		35		50	3
Internship	M24-INT-200	An Internship Course of 4 Credits of 4-6 weeks' duration during summer vacation after 2 nd Semester is to be completed by every student. Internship can either be for enhancing the employability or for developing research aptitude.							50		50		100	
		Total Credits (Two Semesters)							44+4					