

Kurukshetra University, Kurukshetra
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("A++" Grade, NAAC Accredited)



Syllabus
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

Syllabus for Postgraduate Programme
P.G. Diploma in Archives & Records Management

Framework-1
Scheme-R

Semester-1:

CC-1

Session: 2024-25			
Part A - Introduction			
Name of the Programme	P.G. Diploma in Archives & Records Management		
Semester	1 st		
Name of the Course	Induction to Archival Studies		
Course Code	P24-ARM-101		
Course Type: (CC/DEC/PC/Seminar/CHM/OEC/EEC)	CC		
Level of the course (As per Annexure-I)	400-499		
Pre-requisite for the course (if any)	Master's Degree or equivalent in History (Preferably in Modern Indian History).		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO 1: Understand the meaning, Origin and Development of Archival Institutions in the Global Context.</p> <p>CLO 2: Learn the Origin and Development of Archival Institutions in Indian Context.</p> <p>CLO 3: Familiar with the Genesis, Growth and Functioning of National Archives of India, its Major Records Holdings and its System of Record keeping records.</p> <p>CLO 4: Acquaint with the Growth and Functioning of State Archives of Haryana, its System of keeping Records and the Research Facilities there.</p>		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	<p>Origin and Development of Archival Institutions (Global Context):</p> <ul style="list-style-type: none"> - Definition of Archives and the Allied Terms: Manuscripts, Documents, Records etc. - Growth of Archives as Institution (From Palm Leaf and Birch Bark to Kaghazi Raj and to the Modern Times) - Archives of Business/Corporate Houses; Non-Archival Institutions; Religious Archives; Educational Institutions; Societies etc. 		15

II	Origin and Development of Archival Institutions (Indian Context): System of keeping the Records in Ancient India (Palm Leaf and Birch Bark) Growth of Archival Awareness in Medieval Times Growth of Archival Institutions during the British Era until 1891 A.D. (Kaghazi Raj)	15
III	National Archives of India: It's Genesis, Growth and Functioning/Activities Major Records Holdings of the National Archives of India System of Record Keeping	15
IV	State Archives of Haryana: Growth and Functioning System of keeping Records Research Facilities	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
➤ Theory	30	➤ Theory: 70
• Class Participation:	5	Written Examination: 3 Hours (3 Hours)
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
Part C-Learning Resources		
Recommended Books/e-resources/LMS:		
Basu Purnendu, <i>Archives and Records: What are They?</i>		
Bhargava, K.D, <i>An introduction to National Archives of India.</i>		
Frank, B. Evans, <i>History of Archives Administration: A Select Bibliography</i> , UNESCO.		
Ghosh, Sailen, <i>Archives in India.</i>		
Kaye, John William, <i>Administration of the East India Company</i> , NAI, New Delhi.		
-----, <i>Central Administration of the East India Company, 1773-1834</i> , Manchester, 1959.		
-----, <i>The Administrative History of India, 1834-1947</i> , Oxford University Press, London, 1970.		
Majumdar, Prabhat Kumar, <i>Bharat Ke Prachin Abhilekh</i>		
Momin, Mohiuddin, <i>The Chancellery and Persian Epistolography under the Mughals.</i>		
Nayeem, M.A., <i>Mughal Documents: Catalogue of Aurangzeb's Reign (1658-1663)</i> , Vol. I, Part-I,		
Raj Purohit & Bhagvati Lal, <i>Bhartiya Abhilekh Aur Itihas</i>		
Sarkar, Jadunath, <i>Mughal Administration</i>		
Saran, P., <i>The Provincial Government of Mughals 1526- 1658.</i>		
Schellenberg, T.R., <i>Management of Archives</i> , Columbia University Press, New York, 1965.		
-----, <i>Modern Archives - Principles and Techniques</i> , University of Chicago Press, 1956.		
Sengupta, S, <i>Experiencing History through Ages</i> , Munshiram Manohar Lal, Delhi 2004		
Shakeb, M.Z.A., <i>Mughal Archives.</i>		
Sharma, S.R., <i>Mughal Government and Administration.</i>		
Termizi, S.A.I.; "Medieval Indian Diplomats", Presidential Address, <i>Proceeding of IHC: 43rd Session</i> , Kurkshetra University, Kurkshetra, 1982.		
-----, <i>Mughal Documents (1526-1627).</i>		

Mapping Matrix of Course P24-ARM-101

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-101.1	3	3	3	3	3	3	2	3	3
P24-ARM-101.2	3	3	3	3	3	3	2	3	3
P24-ARM-101.3	3	3	3	3	3	3	2	3	3
P24-ARM-101.4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.25	3	3

CC-2

Session: 2024-25			
Part A - Introduction			
Name of Programme	P.G. Diploma in Archives & Records Management		
Semester	1 st		
Name of the Course	Archives Management-I		
Course Code	P24-ARM-102		
Course Type	CC-2		
Level of the course	400-499		
Pre-requisite for the course (if any)	Master's Degree or equivalent in History (Preferably in Modern Indian History).		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Acquaint with the Scope of Archives Administration, its Components and the Allied Institutions of Archives.</p> <p>CLO-2: Learn the methods, policies and practices of Acquisition, Accession and Arrangement of different Archival Records.</p> <p>CLO-3: Grasp the Access Policy regarding Archival Documents, Archives Practices thereof, with reference to India (NAI) and Abroad, and different kinds of Archival Documents.</p> <p>CLO-4: Understand the Essentials of Finding Archives Aids and different kinds of Micro & Macro Finding Archives Aids.</p>		
, Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Introductory Aspects: Scope of Archives Administration; Components and Factors governing a Good Administration Archives and Allied Institutions: - Archives and Museums - Archives and Libraries - Archives and Documentation Centres, Records Centres etc.		15
II	Acquisition and Accession: Acquisition of Records: Acquisition vis-a-vis Collections, Acquisition vis-à-vis Inheritance Records' Acquisition: Policies and Practice		15

	Accession of Records: Steps involved; Principles to be followed Arrangement of Archives	
III	Access to Archives: Evolution of an Access Policy: Legal and Ethical Considerations Classified and Confidential Nature of Documents, Governmental Guidelines, Security Concerns, Principles of Privacy Access to Archives Practices: National Archives of India and its Access Policy, Practices Abroad Search Cases: Steps involved Types of Records including Political, Medical, Legal, Financial, Private papers, Cartography, Arts, Fine Arts, Heritage, Culture, Civilization etc.	15
IV	Archival Finding Aids: Essentials of Finding Aids Micro & Macro Finding Aids - Definitions Micro Finding Aids: Indexing, Descriptive List, Subjects List, Calendar, Cataloguing and Press List Macro Finding Aids: Check List/Transfer List, Guides and Handbooks, Summary and Inventory	15
Total Contact Hours		60

Suggested Evaluation Methods

Internal Assessment: 30		End Term Examination: 70	
➤ Theory	30	➤ Theory:	70
• Class Participation:	5	Written Examination: 3 Hours	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		

Part C-Learning Resources

Recommended Books/e-resources/LMS:
Basu, Purnendu, *Archives and Records: What are They?*
Bhargava, K.D. (ed.), *An Introduction to National Archives of India*
Cook, Michael; "Archival Arrangement" in *The Management of Information from Archives*, 2nd (ed.), Brookfield, Vermont: Gower, 1999.
Cohen, Laura B. 1997. *Reference Services for Archives and Manuscripts*. New York: Haworth.
Cook, Michael, *Archives Administration: Manual for Intermediate and Smaller Organization and for Local Government*.
Dearstyne, Bruce W. 2002. *Effective Approaches for Managing Electronic Records and Archives*. Lanham, MD: Scarecrow Press, Inc.
Frank, B. Evans, *History of Archives Administration: A Select Bibliography*, UNESCO
Ghosh, Saline, *Archives in India*
Jenkinson, Hillary, *A Manual of Archives Administration*, Perry Land, Humphries & Co. London, (1937) 1985.
-----, "The Evolution of Archives" in *A Manual of Archives*, London: Percy & Co. London 1966 (1937) 1985.
Muller S., Fetter J.A and Fruin R., "The Arrangement of Archival Documents," in *Manual for the Arrangement and Description of Archives*, Reissue of 2nd (ed.), Trans, Arthur H. Leavitt, New York: H.W. Wilson, 1968.
Miller, Frederic, M., "Arrangement: Levels of Control" in *Arranging and Describing Archives and Manuscripts*, Chicago: Society of American Archivists, 1990.
Schulenburg, T.R., *Management of Archives*, Columbia University Press, New York, 1965.
-----, *Modern Archives - Principles and Techniques*, University of Chicago Press, 1956.
Srivastava, K.P., *Care of Archives*
Walsh, Victoria Irons. Winter 1990. "The Role of Standards in the Archival Management of Electronic Records." *The American Archivist* 53(1): 30-43.
Williams Caroline, *Managing Archives*.

Mapping Matrix of Course P24-ARM-102

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-102. 1	3	3	3	3	3	3	2	3	3

P24-ARM-102. 2	3	3	3	3	3	3	2	3	3
P24-ARM-102. 3	3	3	3	3	3	3	3	3	3
P24-ARM-102. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

CC-3

Session: 2024-25			
Part A - Introduction			
Name of Programme	P.G. Diploma in Archives & Records Management		
Semester	1 st		
Name of the Course	Public Records Management-I		
Course Code	P24-ARM-103		
Course Type	CC		
Level of the course	400-499		
Pre-requisite for the course (if any)	Master's Degree or equivalent in History (Preferably in Modern Indian History).		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Acquaint with the Aims, Objectives, Scope and Relevance of Records Management and different Management Measures including Office Organization and Office Automation.</p> <p>CLO-2: Learn the Evolution of the Practices and Policies (including Archival Legislations) of Records Management in India & Abroad.</p> <p>CLO-3: Grasp the Life Cycle of Records and various Stages of Records Management.</p> <p>CLO-4: Understand the Types of Records Retention Schedules (RRS), especially RRS common to all, and Steps & Stages involved in the Preparation and Review of Retention Schedule.</p>		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Introduction to Records Management: - Aims, Objectives, Scope and Relevance - Intelligent Maintenance: Systematic Disposition Creator and Creating Agency - Office Organization and Records Management - Office Automation and Records Management: - Problems of Records Proliferation		15
II	Evolution of Records Management: India & Abroad: I. India: Background: Legacy of the British Rule System of Records Keeping in India: - During the East India Company Period (upto 1858) - During the Crown Period: Phase I (1858-1921) & Phase II (1921-1947) Archival Legislation - A Historical Perspective		15

	<ul style="list-style-type: none"> - Tara Chand Committee Report, 1960 - Records Management Committee Report, 1976 - Public Records Act, 1993 & Public Records Rules, 1997 - Freedom of Information Act, 2002 <p>II. Abroad: A Survey of Public Records and their Management in Canada, China, Malaysia, United Kingdom and United States.</p>	
III	<p>Life Cycle of Records and Stages of Records Management:</p> <ul style="list-style-type: none"> - Components of an Effective Records Management - Birth and Active Life of Records - File Management: Opening of file, Closing and Recording of Files 	15
IV	<p>Records Retention Schedule:</p> <ul style="list-style-type: none"> - Records Retention Schedules (RRS) common to all Departments - Record Retention Schedule of Substantive Functions: Steps and Stages involved in the - Preparation of Retention Schedule - Review of RRS 	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
➤ Theory	30	➤ Theory: 70
• Class Participation:	5	Written Examination: 3 Hours
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
Part C-Learning Resources		
<p>Recommended Books/e-resources/LMS: <i>A Handbook of Information on NAI</i>, NAI, New Delhi. <i>A Handbook for Record Managers</i>, NAI, New Delhi. <i>Archives Administration and Management Lecture Schedule</i>, National Archives, Washington USA. Broadsher, James Gregory (ed.), <i>Archives Management</i>, Archival Institution, London Mansell 1988. <i>Central Secretariat Manual of Office Procedure</i> (12th edition) New Delhi, 2003 issued by Department of <i>Administrative Reforms and Public Grievances</i>, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi. Cook, Michael, <i>Information Management and Archival Data</i>, Library Association on Publishing, London, 1993. Cook, Michael, <i>Management of Information from Archives, England</i>, Grover Publishing Company 1996. Cox, Richard J, <i>Managing Institutional Archives: Foundational Principles and Practices</i>, New York: Greenwood, 1992. <i>Dr. Tarachand Committee Report on Archival Legislation</i> Elizabeth Shepherded, <i>Managing Record: Handbook of Principal and Practice</i> Emmanuel P. Philomenon (ed.), <i>Education Record Management</i>, Shilling Whaling, 1988. Gill, L., <i>File Management and Information Retrieval System: A Manual for Managers and Technicians</i>. Jay, Kennedy and Cheryl Schauder, <i>Records Management: A Guide for students and Practitioners of Records Management</i>, Longman Cheshire, Melbourne, 1994. Linton J.E., <i>Organizing the Office Memory: The Theory and Practice of Records Management</i> Sydney, 1991. <i>Model Record and Archives Law</i>, International Records Management Trust, London,1999. <i>Managing Legal Record</i>, London Society of Archivists, 1985. <i>Managing Records Entries, A Procedure Manual</i>, IRMT (1999), London. <i>Managing Archives</i>, IRMT (1999), London. Manes charlotte Stark, <i>Development of Record Management and Archives Service within U.N. Agencies</i>,1983. Meijer, Albert. 2001. "Accountability in an Information Age: Opportunities and Risks for Records Management." <i>Archival Science: International Journal on Recorded Information</i> 1(4): 361-372. Musemki, Musibi, <i>Archives Management - the Kenyan Experience</i>, Kenya Africa Book Services, 1985. Muller S. Faith, <i>Manual for the Arrangement and Description of Archives</i>, Association of Archivists, H.W. Wilson Co.,</p>		

1940, New York.
Orientation Course for Departmental Record Officers: Course Material, NAI, New Delhi.
 Odell M.K., *Record Management and Filing Operation*, McGraw Hill, New York, 1947.
 Penn, Ira A, Anne Morddel, Gail Pennix; Kelvin Smith, *Records Management Handbook*, Tiptree, Essex, 1989.
 Prasad-Ray M.V.S, *Archives Organization and Record Management*, Andhra Pradesh Archives, 1980 Vol. I.
Preparation of Records Management Handbook for Government Agencies, UNISIST, PARIS, UNESCO, 1991.
Public Records Act, 1993.
Report of Records Management Committee, 1976, NAI, New Delhi.
 Rhoads, James B., *Role of Archives and Record Management in National Information System*, General Information Program and UNISIST Paris, UNEESCO.
Record Retention Schedule for Records Common to all Departments (27.7.2004), Issued by Department of
 Robek, Mary F. Geraldo F, Brown & David O. Stephens, *Information and Records Management*, California, 4th Edition, 1995.
 Schulenburg, T.R., *Management of Archives*, New York, Columbia 2 University Press.
 Wallace, Patricia E: Dexter R. Schubert, Jo Ann Lee, Violet S. Thomas, *Records Management: Integrated Information system*, Third Edition, New York 1992.
 Wane, Peter, *Modern Archives Administration and Record Management: A Ramp Study*, UNESCO, Paris, 1985.
 Winsted, Thomas; William Nolte, *Managing Archival and Manuscript Repositories*, Chicago, 1991
 Yates Jo Ann, *Internal Communications Systems in American Business Structures: A Framework to Audit Appraisal*, 1985.

Mapping Matrix of Course P24-ARM-103

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-103. 1	3	3	3	3	3	3	2	3	3
P24-ARM-103. 2	3	3	3	3	3	3	2	3	3
P24-ARM-103. 3	3	3	3	3	3	3	3	3	3
P24-ARM-103. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

CC-4

Session: 2024-25	
Part A - Introduction	
Name of Programme	P.G. Diploma in Archives & Records Management
Semester	1 st
Name of the Course	Conservation and Preservation
Course Code	P24-ARM-104
Course Type	CC
Level of the course	400-499
Pre-requisite for the course (if any)	Master's Degree or equivalent in History (Preferably in Modern Indian History).
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	CLO-1: Acquaint with the Introduction, Background and Nature of Archival Conservation. CLO-2: Know about the different Conservation Techniques as well as Functioning and Operation of Instruments/Machines used for Conservation and Restoration. CLO-3: Grasp the various Pre-Restoration Activities and Tasks. CLO-4: Understand the Traditional and Modern Methods of Repair and Reinforcement of Records. CLO 5: Demonstrate the ability to write seminar paper in the form of an assignment/practicum after conduct of a tour to any of the Government/Private Archives or Documentation/Records Centres of India and/or its different Divisions/Departments/Units which shall be reported through a presentation before the external experts.

Credits	Theory	Practical	Total
	3	1	4
Teaching Hours per week	3	2	5
Internal Assessment Marks	20	10	30
End Term Exam Marks	50	20	70
Max. Marks	70	30	100
Examination Time	3 hours	3 hours	

Part B- Contents of the Course

Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Archival Conservation: Introduction and Historical Background Ethics of Conservation, Restoration and Preservation Working of an Archives and its Preservation Sections Introduction to Various Writing Material: Their Origin and Classification The Origin and Component Structure of Course Composition of Ink Agents of Deterioration: Physical, Chemical, Biological	12
II	Conservation Techniques and Stabilizing Documents: Different Techniques - Fumigation - De-acidification - Restoration Preventive Conservation and Storage Preservation of non-Course Media: Seals, Maps, Paintings, Photographic and Film based Media Instrument and Machines used for Conservation and Restoration: Their Functioning and Operation: - Vacuum Fumigation Chamber - Thermostatically-controlled Vault Laminator - pH meter - Humidity Chamber Microscope - Muffle Furnace - Course Testing Equipments Grammage Scale - Folding Endurance Tester Tensile Strength Tester - Bursting Strength Tester - Tearing Strength Tester - Sword Hygrometer	11
III	Pre-Restoration Activities: - Examination of Documents Pagination - Opening of Spine - Cleaning - Testing of Solubility of Ink - Disinfestation and Fumigation - De-acidification and Stain Removal - Course Testing - Preparation of Various Pastes and Adhesives	11
IV	Traditional Methods of Repair - Full Pasting - Tissue Repair etc. Modern Techniques of Repair - Lamination - Leaf Casting - Encapsulation. - Inlaying, Half Margin	11

	Special Repair - Maps, Documents, Charts, Drawings Binding Testing Quality of Reinforcement Materials Familiarization with Reinforcement of Original Records	
V	PRACTICALS: Instructions: 1. Students will prepare a practical file containing 1 practical each from the above four units. 2. All of the theory topics shall be supplemented by an assignment/practicum by conduct of a tour to any of the Government/Private Archives or Documentation/Records Centres of India and/or its different Divisions/Departments/Units which shall be reported through a seminar presentation.) 3. The external examiner shall take the written exam followed by viva-voce.	30
Total Contact Hours		45(T)+30(P)=75
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
➤ Theory	20	➤ Theory: 50
• Class Participation:	5	Written Examination: 3 Hours
• Seminar/presentation/assignment/quiz/class test etc.:	5	
• Mid-Term Exam:	10	
➤ Practicum	10	➤ Practicum 20
• Class Participation:	5	Lab record, viva voce, write up and execution of the practical
• Demonstration/viva voce/records/field work/ survey etc.:	5	
• Mid-Term Exam: 3 hours	0	
Part C-Learning Resources		
Recommended Books/e-resources/LMS:		
<p>Abhilekhon, <i>Pandulipinyo Tatha Dushprapya Pustokon Ka Parirakhshan aur Pratisanskar</i> (Hindi), NAI, New Delhi, 1960. <i>Abhilekhon Ka Parirakhshan evum Pratisanskar</i>, NAI, New Delhi, 2006. Agarwal, O.R. <i>Conservation of Manuscript and Paintings of South East Asia</i>, Butterworth Publication. Agarwal, O.P. & Barkashli, M., <i>Pustako Pandulipiyan Tatha Kazji</i> Agarwal, O.P. & Pathak Rashmi, <i>Examination and Conservation of Wall Painting: a Manual</i>, Sundeep Prakashan, New Delhi. Ahmed Ayaz, <i>Disaster Management Through the New Millennium</i>, Anmol Publications Pvt. Ltd., New Delhi, 2003. Blodgett, S.W. 1996, "The Role of Microfilming in the Preservation and Reconstitution of Documents." <i>Archivum: International Review on Archives</i> 42: 299-310. Chhatwal, G.R., <i>Encyclopedia of Environmental Air Pollution</i>, 3 Vols., Anmol Publication Pvt. Ltd., New Delhi, 2003. Clements, D.W.G, <i>Preservation and Conservation of Library Document</i>, UNESCO/IFLA Publication. Conway, Paul. 1996, March. "Preservation in the Digital World." Retrieved September 6, 2007, from http://www.clir.org/pubs/reports/conway2/index.htm Cyrix , F.C., <i>Reprography Management Handbook</i> Dale Gaddi: <i>A Microform Handbook</i>, National Micrographic Association. <i>Elements of Records Management and Conservation</i>, NAI, New Delhi, 1993 Evans, Frank B. 1987, Winter. "Promoting Archives and Research: A Study in International Cooperation." <i>The American Archivist</i> 50(1): 48-65. Geertz, Janet E. Spring 1990. "Preservation Microfilming for Archives and Manuscripts." <i>The American Archivist</i> 53(2): 224-234. <i>Guide to Restoration of Documents</i>, NAI, New Delhi, 1991. <i>Guidelines for Control and Prevention of Termite infestation in Archives and Libraries</i>, NAI, New Delhi, 1991 <i>Guidelines for Prevention, Detection and Control of Fire in Archives and Libraries</i>, NAI, New Delhi, 1993. Hedstrom, Margaret. Summer. 1997. "Research Issues in Migration and Long-Term Preservation." <i>Archives and Museum Informatics</i> 11: 287-291. John Roebye, <i>The Science & Practical of Photography</i></p>		

Kathpalia, Y.P., *Conservation and Restoration of Archival Material*, UNESCO Publication.

McCredie, E., "The history of microfilm Blemishes", in *Restaurator*, Vol 6, No.3-4 (1984), pp 191-204.

Nowicke, Carole Elizabeth. 1988. "Managing Tomorrow's Records Today: An Experiment in Archival Preservation of Electronic Mail." *The Midwestern Archivist* 13(2): 67-75.

Morris, Sammie L. 2005, May/June. "Preservation Considerations for Digitization of Archival Materials." *Archival Outlook*: 9, 26.

Moore, Reagan W. 2006, Spring/Summer. "Building Preservation Environments with Data Grid Technology." *The American Archivist* 69(1): 139-158.

Morris, Sammie L. 2005, May/June. "Preservation Considerations for Digitization of Archival Materials." *Archival Outlook*: 9, 26.

Otto Water, *Microfilm Material and What they can Accomplish*, Jena Review, 1976.

Pralekon Ka Sanskaran, INTACH Publication.

Pralekhon, Pandulipinyo Tatha Dushprapya Pustokon Ka Abhirakhshan aur Pratisanskar (Hindi), NAI, New Delhi, 1992.

Reilly, James M, Storage, *Guide for Photographic Materials*, The University of the States of Network, Algeng.

Reilly J.H., Neghesh D.W., Cuprills K.H., Adeleteesi, P.Z, *Stability of Seven Black and White Photographic Images with Special References to Microfilm*.

Repair and Preservation of Records, NAI, New Delhi, 1998.

Reprographics in Archives, NAI, New Delhi

Revised and updated Version of Repair and Preservation of Records, NAI, New Delhi, 2006.

Paton, Christopher Ann. 1998, Spring. "Preservation Re-Recording of Audio Recordings in Archives: Problems, Priorities, Technologies, and Recommendations." *The American Archivist* 61(1): 188-219.

Prajapati, C.L., *Archives and Need for Conservation, Library Materials and their Enemies*, Mittal Publication New Delhi.

———, *Conservation of Documents Problems and Solutions*, Mittal Publication, New Delhi.

Rapper Michael, *Planning, Equipping and staffing of an Archival Preservation Science: A Ramp Study*, UNESCO Paris.

Rockbridge, Chris. 2006, Feb. 8. "Excuse Me: Some Digital Preservation Fallacies?" *Ariadne* (46). Retrieved on September 5, 2007, from <http://www.ariadne.ac.uk/issue46/rusbridge/intro.html>

Sharpe, Robert. 2005, June. "Digital Preservation: Practical Experiences." *Records Management Society Bulletin* 126: 3-10.

Study on Mass Conservation Techniques for Treatment of Library and Archives Material: A Ramp Study, UNESCO, Paris, 1989.

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Seton, R.E, *Preservation and Administration of Private Archives*, UNESCO.

Thomas L.J., *Future Storage Technologies for Information Industry*, IMC Journal, 1980.

Vary, H.R & Gordon Wright, *Micro-copying Methods*, Focal Press, New York.

Walters, Tyler O. and Ivan E. Hanthorn. 1998, Spring. "Special Collections Repositories at Association of Research Libraries Institutions: A Study of Current Practices in Preservation Management." *The American Archivist* 61(1): 158-186.

———. 1995, Fall. "Thinking About Archival Preservation in the '90s and Beyond: Some Recent Publications and Their Implications for Archivists." *The American Archivist* 58(4): 476-492.

Mapping Matrix of Course P24-ARM-104

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-104. 1	3	3	3	3	3	3	2	3	3
P24-ARM-104. 2	3	3	3	3	3	3	2	3	3
P24-ARM-104. 3	3	3	3	3	3	3	3	3	3
P24-ARM-104. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

DEC-1

Session: 2024-25

Part A – Introduction

Name of Programme	P.G. Diploma in Archives & Records Management
Semester	1 st
Name of the Course	ICT Practices in Archives
Course Code	P24-ARM-105

Course Type	DEC		
Level of the course	400-499		
Pre-requisite for the course (if any)	Master's Degree or equivalent in History (Preferably in Modern Indian History).		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Acquire the knowledge of Computer Applications, Basics Office Productivity Tools and Basic Windows and Software.</p> <p>CLO-2: Acquaint with the Internet, Web Technologies and Digital tools for Management of Electronics Records.</p> <p>CLO-3: Grasp the basics of Cyber Security, legal and institutional framework for it and the System Troubleshooting.</p> <p>CLO-4: Familiar with the Introduction to Windows Settings and Multimedia, and its Application in Creation of Electronic Records.</p>		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Computer Basics Office Productivity Tools: Basic Windows based Software for - Document Preparation - Data Presentation - Data Analysis - Database Tool: RDBMS Basics and MS - File sharing Access as a Tool		15
II	Internet, Web Technologies and Management of Electronics Records Partnerships Role and Responsibilities Developing Record Keeping Measuring Evidence: Risk and User Needs Description and Role of Metadata Implementation Projects E-Governance: Computer System and Public Interface		15
III	Cyber Security (Basic): Right to Information Act 2005 Information Technology Act 2000 Document Records Management Information Systems (DMIS) Archival Information Management System (AIMS) Impact of IT on Management of Archives Use of Computer System System Troubleshooting Anti-Virus System Update etc.		15
IV	Introduction to Windows and Windows Settings Elements of Word Processing: - Spread Sheet - Data Base Design		15

Introduction to Multimedia and its Application: - Use of Internet and Intranet - LAN Basics and Troubleshooting - Use of AIMS Archival Information Management System			
Total Contact Hours			60
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
➤ Theory	30	➤ Theory:	70
• Class Participation:	5	Written Examination: 3 Hours	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		
Part C-Learning Resources			
Recommended Books/e-resources/LMS:			
<p>Ambusher, Bruce I. (Editor). 2003. <i>Thirty Years of Electronic Records</i>. Lanham, MD: The Scarecrow Press.</p> <p>Asproth, Viveca. 2005. "Information Technology Challenges for Long-Term Preservation of Electronic Information." <i>International Journal of Public Information Systems</i> 2005(1): 27-37.</p> <p>Barata, K. 2004, April. "Archives in the Digital Age." <i>Journal of the Society of Archivists</i> 25(1), 63-70.</p> <p>Brown, Adrian. 2005, September. "Unlocking the Secrets of Electronic Records." <i>Computers in Genealogy</i> 8(11): 468-470.</p> <p>Brown Adrian, <i>Archiving Websites</i>. Burbidge, Duncan. 2006, April 30. "Digitizing an Archive: The Factory Approach." <i>Ariadne</i> (47). Retrieved on September 5, 2007, from http://www.ariadne.ac.uk/issue47/burbridge/intro.html</p> <p>Cloonan, Michele V. and Shelby Sennett. 2002 Spring/Summer. "Preservation Strategies for Electronic Records: Where We Are Now-Obliquity and Squint?" <i>The American Archivist</i> 65(1): 70-106.</p> <p>Cook, Michael. 1986. <i>Archives and the Computer</i>. England: Anchor Brendon Ltd., Tiptree, Essex.</p> <p>Dearstyne, Bruce W. 2002. <i>Effective Approaches for Managing Electronic Records and Archives</i>. Lanham, MD: Scarecrow Press, Inc.</p> <p>Dollar, Charles M. 1992. <i>Archival Theory and Information Technologies: The Impact of Information Technologies on Archival Principles and Methods</i>. Italy: University of Macerata.</p> <p>Doodlers E, Corner, Ralph & E. Dorm, <i>Computer Networks and Internets</i>.</p> <p>Dowling, <i>Database Design & Management: An Applied Approach</i>, Continuum Publishing Group, INC.</p> <p>Duff, Wendy M.2001. "Evaluating Metadata on a Metalevel." <i>Archival Science: International Journal on Recorded Information</i> 1(3): 285-294.</p> <p>Flacks, L. 1996, November. "Sound Archives, the Recording Industry, and New Technologies." <i>IASA Journal</i> (8): 36-43.</p> <p>Frantz, Shapiro, Voiskunski, <i>Automutual Information Retrieval – Theory and Method</i>, Academic Press.</p> <p>Hutchinson, Sawyer Courtyard, <i>Computers, Communications and Information: An User Introduction, Mastering MS Office</i>, BPB Publication.</p> <p>Haynes David, <i>Metadata for Information Management and Retrieval</i>, Facet Publications, London, 2004.</p> <p>Ingersoll Patricia, <i>Managing Information Technology</i></p> <p>Jahne, Bernd, <i>Digital Image Processing</i>, Springer, Varian, New York.</p> <p>Johnson, Toliver, <i>Microsoft Word 2002- Brief Edition</i>.</p> <p>Ketelaar, Eric. 2003, Nov. "Being Digital in People's Archives." <i>Archives and Manuscripts: The Journal of the Australian Society of Archivists</i> 31(2): 8-22.</p> <p>Laudon, Jure Laudon, <i>Management Information System, New Approaches to Organization</i>.</p> <p>Leary, O., <i>Microsoft Office with Window 95, Word 7.0, Excel 7.0, Access 7</i>.</p> <p>Limb Peter, <i>Digital Dilemmas and Solutions</i>.</p> <p>Lucy A Tadd, <i>Digital Libraries Principles and Practices in a Global Environment</i>.</p> <p>Lucey, T., <i>Management Information System</i>, International Publishing Group.</p> <p>Mark Kressin, <i>The Internet and the World Wide Web</i>.</p> <p>Martin, P.C. <i>Concepts</i>.</p> <p>Macdonald, Lindsay, <i>Digital Heritage</i>.</p> <p>Milling Maxino, <i>Supporting e-learning</i>.</p> <p>Moryan Kaufmann Publishers.</p> <p>Neil, O., Patrick E., <i>Database, Principles, Programming & Performance</i>.</p>			

NIC Course Material of Training Division

Palm, Jonas. n.d. "The Digital Black Hole." Retrieved September 6, 2007, from http://www.tape-online.net/docs/Palm_Black_Hole.pdf

Pedley Paul, *Managing Digital Rights*.

Prentice Hall-Gall, *Essentials of Management Information System*, Jux, London.

Prabhu, *E-governance: Concepts and Case Studies*.

Raja, Raman, *Introduction to Computers*

Sharma, C.K., *Soochna Pradyogigi*.

Sleight, Stave, *Information Technology*, Porling Kindersley Publishing.

Stielow, Frederick J. Spring 1992. "Archival Theory and the Preservation of Electronic Media: Opportunities and Standards Below the Cutting Edge." *The American Archivist* 55(2): 332-343.

Sven Heckling, *Operate Computers Yourself*, Vols. 1, 2, 3.

Tapscott Don, *Growing up Digital*, McGraw-Hill.

Vaughan, Tray, *Multimedia Making IT Work* (in Hindi)

Walters, Tyler O.1995, Fall. "Thinking About Archival Preservation in the '90s and Beyond: Some Recent Publications and Their Implications for Archivists." *The American Archivist* 58(4): 476-492.

Mapping Matrix of Course P24-ARM-105

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-105. 1	3	3	3	3	3	3	2	3	3
P24-ARM-105. 2	3	3	3	3	3	3	2	3	3
P24-ARM-105. 3	3	3	3	3	3	3	3	3	3
P24-ARM-105. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

**OR
DEC-1**

Session: 2024-25

Part A - Introduction

Name of Programme	P.G. Diploma in Archives & Records Management		
Semester	1 st		
Name of the Course	Archival Libraries and Documentation		
Course Code	P24-ARM-106		
Course Type	DEC		
Level of the course	400-499		
Pre-requisite for the course (if any)	-		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Familiar with the features of Archival/Other Libraries; Types of Documents in a Library, and Principles and Techniques of Classification of Library Material.</p> <p>CLO-2: Learn the method of Arrangement of Catalogue and Cataloguing, and Organization of Documentation Services in Libraries.</p> <p>CLO-3: Grasp the various Information Systems at Regional, National and Global Levels, and Concept, Structure and Services thereof.</p> <p>CLO-4: Understand the technique of Classification/Automated System in a Library, and the methods of Cataloguing, Indexing etc.</p>		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100

Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics	Contact Hours	
I	Introduction to Archival Library and Other Libraries Types of Documents in a Library - Books, Periodicals, Reports and Non-Book Materials, Electronic Records/Books etc. Classification of Library Material: Principles and Techniques Organization of Materials and Services	15	
II	Arrangement of Catalogue and Cataloguing in a Library Organization of Documentation Services at Local, National and International Levels Context Abstracting	15	
III	Information Systems: Regional, National and Global Levels Concept, Structure and Services - UNISIST - NISSAT	15	
IV	Classification/Automated System - Unicode - Bar-coding etc. Cataloguing Reference Services Indexing Abstract Computerized Information Retrieval	15	
Total Contact Hours			60
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
➤ Theory	30	➤ Theory:	70
• Class Participation:	5	Written Examination: 3 Hours	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		
Part C-Learning Resources			
Recommended Books/e-resources/LMS:			
<p>Akers, Susan Gray, <i>Simple Library Cataloging</i>.</p> <p>Biedermann, C.C., Uwe Ossenberg, A. Richter, and H. Mayer. 1999. "The Electronic Document Capture, Retrieval and Use of Important Archival Material." <i>Janus</i> 1999.1: 71-83.</p> <p>Blodgett, S.W. 1996, "The Role of Microfilming in the Preservation and Reconstitution of Documents." <i>Archivum: International Review on Archives</i> 42: 299-310.</p> <p>Byers, Fred R. 2003, October. "Care and handling of CDs and DVDs: A Guide for Librarians and Archivists." Retrieved September 6, 2007, from http://www.clir.org/pubs/reports/pub121/contents.html</p> <p>Cleveland, Donald B, <i>Introducing to Indexing and Abstracting</i>.</p> <p>Dowling, <i>Database, Design and Management: An Applied Approach</i>, Continuum International Publishing Group.</p> <p>Frantz, Shapiro, <i>Voiskunski, Auto-mutual Information Retrieval – Theory and Method</i>, Academic Press.</p> <p>Gautam, J.N, <i>Advanced Cataloging Practice</i>.</p> <p>Flacks, L. 1996, November. "Sound Archives, the Recording Industry, and New Technologies." <i>IASA Journal</i> (8): 36-43.</p> <p>Gilliland-Shetland, Anne J. 1995. "Digital Communications: Documentary Opportunities Not to be Missed." <i>Archival Issues: Journal of the Midwest Archives Conference</i> 20(1): 39-50.</p>			

Gupta, B, *Documentation and Information Services: Teaching and System*.
 Hunter, Eric; *Cataloguing: A Guidebook*.
 Hutchinson & Sawyer Courtyard, *Computers, Communications and Information- An User Introduction*, McGraw - Hill.
 Jahne, Bernd, *Digital Image Processing*, Springer, New York.
 Ketelaar, Eric. 2003, Nov. "Being Digital in People's Archives." *Archives and Manuscripts: The Journal of the Australian Society of Archivists* 31(2): 8-22.
 Lucy, T, *Management Information System*, Continuum International Publishing Group.
 Lucy A. Tadd, *Digital Libraries Principles and Practices in a Global Environment*.
 Neil, Patrick I, *Database, Principles, Programming and Performance*, Moryan Kaulmann Publishers.
 Palm, Jonas. n.d. "The Digital Black Hole." Retrieved September 6, 2007, from http://www.tape-online.net/docs/Palm_Black_Hole.pdf
 Prasher, R.G., *Index and Indexing*.
 Ranganathan, S.R., *Library Manual*.
 ———, *Reference Service*.
 Satyanarain, N.R., *Computerican Evam Networking* (Hindi)
 Sharpe, Robert. 2005, June. "Digital Preservation: Practical Experiences." *Records Management Society Bulletin* 126: 3-10.
 Sharma J.S., *Reference Science and Sources of Information*
 Sharma P.S.K., *Vargikaran Sidhant* (Hindi)
 Shiu, Monique. February 1999. "The Hong Kong Film Archive Library: Towards Information Technology." *Multimedia Information and Technology* 25(1): 72-74.
 Sleight, Stave, *Information Technology*, Porling Kindcrsley.
 Sood, S.P., *Pralekhan Evam Suchna Vivan* (Hindi).
 Tapscott Don, *Growing up Digital*, Mc Graw – Hill.
 Tripathi, S.M., *Granthalaya Evam Samaj* (Hindi).
 Viswanatha, C G., *Cataloguing*.
 Walters, Tyler O. 1998. "Automated Access Practices at Archival Repositories of Association of Research Libraries Institutions." *Archival Issues: Journal of the Midwest Archives Conference* 23(2): 171-189.
 Wythe, Deborah. 2007, Spring. "New Technologies and the Convergence of Libraries, Archives and Museums." *RBM: A Journal of Rare Books, Manuscripts, & Cultural Heritage* 8(1): 51-55.

Mapping Matrix of Course P24-ARM-106

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-106. 1	3	3	3	3	3	3	2	3	3
P24-ARM-106. 2	3	3	3	3	3	3	2	3	3
P24-ARM-106. 3	3	3	3	3	3	3	3	3	3
P24-ARM-106. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

Seminar

Session: 2024-25

Name of the Programme	P.G. Diploma in Archives & Records Management
Semester	1 st
Name of the Course	Seminar
Course Code	P24-ARM-108
Course Type: (CC/DEC/PC/Seminar/CHM/OEC/EEC)	Seminar
Level of the course	400-499
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Be familiar with the types and nature of the archival records/evidences/sources pertaining to Medieval/Modern Indian History.</p> <p>CLO-2: Learn how to collect and select the data from archival records/evidences/sources pertaining to Medieval/Modern Indian History.</p> <p>CLO-3: Use and interpret the data collected from archival records/evidences/sources pertaining to Medieval/Modern Indian</p>

	History. CLO-4: Demonstrate the ability to write a seminar paper based on the data collected and selected from archival records/evidences/sources pertaining to Medieval/Modern Indian History.
Credits	2
Teaching Hours per week	2
Max. Marks	50
Internal Assessment Marks	0
End Term Exam Marks	50
Examination Time	1 hour

Seminar Exam will be in the form of a Presentation/Assignment based on the data collected and selected from archival records/evidences/sources pertaining to Medieval/Modern Indian History available in any of the Government/Private Archives or Documentation/Records Centres of India.

Instructions for Examiner: Evaluation of the seminar will be done by the internal examiner(s) on the parameters as decided by staff council of the department. There will be no external examination/viva-voce examination.

Mapping Matrix of Course P24-ARM-108

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-108.1	3	3	3	3	3	3	2	3	3
P24-ARM-108.2	3	3	3	3	3	3	2	3	3
P24-ARM-108.3	3	3	3	3	3	3	2	3	3
P24-ARM-108.4	3	3	3	3	3	3	2	3	3
Average	3	3	3	3	3	3	2	3	3

Semester-2:

CC-5

Session: 2024-25			
Part A - Introduction			
Name of Programme	M.A.-History		
Semester	2 nd		
Name of the Course	Research Methodology		
Course Code	P24-ARM-201		
Course Type: (CC/DEC/PC/Seminar/CHM/OEC/EEC)	CC		
Level of the course	400-499		
Pre-requisite for the course (if any)	-		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Understand the meaning, nature and scope of history, its allied disciplines and emerging trends in it.</p> <p>CLO-2: Grasp the major theoretical issues concerning history as a science.</p> <p>CLO-3: Acquaint with the major methodological issues in history, particularly related to nature of historical sources, evidence and facts.</p> <p>CLO-4: Learn the key operations of historiography and historical research.</p>		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4

Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B- Contents of the Course

Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Understanding History: Meaning, Nature and Scope – Difference between History & Past, History & Mythology and History & Fiction; History and its Allied Disciplines; Emerging Trends in History Writing	15
II	History as Science: Theoretical Issues: The Nature of Scientific Inquiry; Problem of Bias and Objectivity in History; Causation in History; Moral Judgment in History; Idea of Progress in History	15
III	Methodological Issues in History: Types of Historical Sources especially Archival, Official Records, Private Papers, Media & Oral; Nature of Historical Evidence; Nature of Historical Facts; Role of Historian in History: Collection, Selection & Interpretation of Data	15
IV	Historiographical Operations: Preliminary Operations: Selection of Theme, Review of Literature, Drafting a Proposal/Synopsis; Analytical Operations – Critical Scrutiny of Data; Synthetical Operations – Determining and Grouping of Facts, Reasoning; Concluding Operations – Generalization and Proposing Hypothesis; Documentation	15
Total Contact Hours		60

Suggested Evaluation Methods

Internal Assessment: 30		End Term Examination: 70	
➤ Theory	30	➤ Theory:	70
• Class Participation:	5	Written Examination: 3 Hours	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		

Part C-Learning Resources

Recommended Books/e-resources/LMS:

Ali, B. Sheikh	<i>History: its Theory and Method</i> , Madras, 1978
Atkinson, R.F.	<i>Knowledge and Explanation in History</i> , London, 1978
Bajaj, Satish, K.	<i>Recent Trends in Historiography</i> , New Delhi, 1988
Barnes, H.E.	<i>A History of Historical Writing</i> , Oklahoma Norman, 1937
Bentley, Michael (ed.)	<i>Companion to Historiography</i> , London, 1997
Block, Marc	<i>The Historian's Craft</i> , Manchester, 1954
Buddha Prakash	<i>Itihas Darshan (Hindi)</i> , Varanasi, 1962
Butterfield, H.	<i>The Whig Interpretation of History</i> , London, 1951
Cannon, John (ed.)	<i>The Historian at Work</i> , London 1980
Carr, E.H.	<i>What is History</i> , Reprint, London, 1983 (First Publication: 1964)
Clark, K.	<i>Guide for Research Students Working on Historical Subjects</i> . Cambridge, 1969
Collingwood, R. G.	<i>The Idea of History</i> , Oxford, 1946
Delanlez, Jean (ed.)	<i>A Guide to Historical Method</i> , New York, 1946
<i>Dictionary of History of Ideas</i> , Vols. 1 & 2, New York, d.d.	
Dray, Arthur	<i>On History and Philosophers of History</i> , New York, 1989
Durant, Will and Ariel	<i>The Story of Civilization</i> , Vols. I-IX, d.d.

Durant	<i>The Practice of History</i> , London, 1967
Elton, Geoffrey	<i>Returns to Essentials: Some Reflections on the Present State of Historical Study</i> , Cambridge, 199

<i>Encyclopedia of Islam , New Edition , Vols. 3 & 4 , 1979</i>	
Evans, j. Richard	<i>In Defense of History</i> , London, 1997
Gayle, Peter	<i>Debates with Historians</i> , New York, 1958
Gooch, G. P.	<i>History and Historians of the Nineteenth Century</i> , London 1952 (First Publication : 1913)
Hegel , G.P.	<i>The Philosophy of History</i> , New York, 1958
Hackett, H.C.	<i>The Critical Method in Historical Research and Writing</i> , New York, 1955
Hughes , Warrington	<i>Fifty Key Thinkers on History</i> , London , 2000
Hasan, Mohibbul (ed.)	<i>Historians of Medieval India</i> , Meerut , 1968
Marwick, Arthur	<i>The Nature of History</i> , Reprint , London , 1970 (First Publication : 1984)
-----	<i>What History Is and Why It Is Important?</i> Buckinghamshire, 1970
Munslow, Alan	<i>Deconstructing History</i> , London , 1997
Reiner, G.T.	<i>History : Its Purpose and Method</i> , London, 1961
Russel, Bertrand	<i>History of Western Philosophy</i> , London , 1947
Shafer, R. J.	<i>A Guide to Historical Method</i> , Homewood, 1974
Sridharan, E.	<i>A Textbook of Historiography 500 B.C. to A. D. 2000</i> , New Delhi, 2004
Thompson, J. W. & Holm Bernard	<i>A History of Historical Writing</i> , Vols. 1 & 2, New York, 1942.

Mapping Matrix of Course P24-ARM-201

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-201. 1	3	3	3	3	3	3	2	3	3
P24-ARM-201. 2	3	3	3	3	3	3	2	3	3
P24-ARM-201. 3	3	3	3	3	3	3	3	3	3
P24-ARM-201. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

CC-6

Session: 2024-25	
Part A - Introduction	
Name of Programme	P.G. Diploma in Archives & Records Management
Semester	2 nd
Name of the Course	Archives Management-II
Course Code	P24-ARM-202
Course Type	CC
Level of the course	400-499
Pre-requisite for the course (if any)	-
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Acquaint with the Aims, Objectives and Process of Servicing of Records, Planning Practices for an Ideal Reference Service; Types of Archival Publication and Guidelines for Preparation of a Manuscript thereto.</p> <p>CLO-2: Learn the Nature, Need and Forms of various Outreaching Programmes/Schemes in Archives.</p> <p>CLO-3: Grasp the Training Programme in Archival Science; Changing Syllabi for Archival Training and Studies, and various Types of Archival Training.</p> <p>CLO-4: Familiar with the Profession of an Archivist; Interrelations between an Archivist and an Historian; Role of Archives in Education, and different Professional Archival Organizations at</p>

	National/Regional and International Levels.		
Credits	Theory	Practical	Total
		4	0
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		

Part B- Contents of the Course

Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	<p>Servicing of Records: Requisition and Restoration: Aims and Objectives: User-Archivist-Repository Process – Steps involved User: Administrator and Scholar Precautionary Measures Planning for an Ideal Reference Service: Research Room Practices</p> <p>Archival Publications: Types of Archival Publication - In-Extenso Publications - Selections, Excerpts, Abstracts from Records - Research Publications (based on Archival Sources) - Archival Journals/ Newsletters/ Bulletins - Special Publications: Brochures, Cards, Commemorative Publications Editing of Records/Articles/Books/Journals Guidelines for Preparation of a Manuscript for Publication (Press copy)</p>	15
II	<p>Archival Outreach Programme: Need for an Outreach Programme in an Archives Forms of Outreaching Schemes: - Exhibitions, including Mobile Displays - Archives Museum - Archival Memorabilia - Archives Week and Open House Programme - Audio-Visual and Print Media - Workshops/Seminars - Publications - Advice - Social Media - Visits</p>	15
III	<p>Training Programme in Archives: Archival Science as a Discipline Archival Training in NAI as a Part of an Inter-Disciplinary Study Programme Archival Science in the Curricula at the School/College level – Present Status & Future Requirements Changing Syllabi for Archival Training and Studies: A Historical Perspective Types of Training: - Professional - Sub-Professional - In-house and In-Service - Short Term Crash Course and In-Extenso - Orientation and Refresher Course</p>	15

	Special Types of Training	
IV	Profession of an Archivist: An Archivist and an Historian: Interrelations Role of Archives in Education Archival Ethics and Etiquette Professional Archival Organizations: National and Regional Level Committees/Associations: - National Committee of Archivists, New Delhi - Indian Historical Records Commission - Regional Records Survey Committees - Association of Indian Archivists, New Delhi International Level: - International Council on Archives - SWARBICA - Society of Archivists - Association of Commonwealth Archives and Records Management (ACRAM)	15
Total Contact Hours		60

Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
➤ Theory	30	➤ Theory:	70
• Class Participation:	5	Written Examination: 3 Hours	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		

Part C-Learning Resources

Recommended Books/e-resources/LMS:
Basu, Purnendu, *Archives and Records: What are They?*
Bhargava, K.D. (ed.), *An Introduction to National Archives of India*
Cook, Michael; "Archival Arrangement" in *The Management of Information from Archives*, 2nd (ed.), Brookfield, Vermont: Gower, 1999.
Cohen, Laura B. 1997. *Reference Services for Archives and Manuscripts*. New York: Haworth.
Cook, Michael, *Archives Administration: Manual for Intermediate and Smaller Organization and for Local Government*.
Dearstyne, Bruce W. 2002. *Effective Approaches for Managing Electronic Records and Archives*. Lanham, MD: Scarecrow Press, Inc.
Frank, B. Evans, *History of Archives Administration: A Select Bibliography*, UNESCO
Ghosh, Sailen, *Archives in India*
Jenkinson, Hillary, *A Manual of Archives Administration*, Perry Land, Humphries & Co. London, (1937) 1985.
—, "The Evolution of Archives" in *A Manual of Archives*, London: Percy & Co. London 1966 (1937) 1985.
Muller S., Fetter J.A and Fruin R., "The Arrangement of Archival Documents," in *Manual for the Arrangement and Description of Archives*, Reissue of 2nd (ed.), Trans, Arthur H. Leavitt, New York: H.W. Wilson, 1968.
Miller, Frederic, M., "Arrangement: Levels of Control" in *Arranging and Describing Archives and Manuscripts*, Chicago: Society of American Archivists, 1990.
Schulenburg, T.R., *Management of Archives*, Columbia University Press, New York, 1965.
—, *Modern Archives - Principles and Techniques*, University of Chicago Press, 1956.
Srivastava, K.P., *Care of Archives*
Walsh, Victoria Irons. Winter 1990. "The Role of Standards in the Archival Management of Electronic Records." *The American Archivist* 53(1): 30-43.
Williams Caroline, *Managing Archives*.

Mapping Matrix of Course P24-ARM-202

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-202. 1	3	3	3	3	3	3	2	3	3
P24-ARM-202. 2	3	3	3	3	3	3	2	3	3
P24-ARM-202. 3	3	3	3	3	3	3	3	3	3

P24-ARM-202. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	3	2.5	3

CC-7

Session: 2024-25			
Part A - Introduction			
Name of Programme	P.G. Diploma in Archives & Records Management		
Semester	2 nd		
Name of the Course	Public Records Management-II		
Course Code	P24-ARM-203		
Course Type	CC		
Level of the course	400-499		
Pre-requisite for the course (if any)	-		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Acquaint with the Need, Organization and Functions of Departmental Records Room (DRR); Responsibilities of Departmental Records Officer (DRO), and the entire Procedure of Transfer of Records to DRR.</p> <p>CLO-2: Learn the significance of Automation in e-Records Management and the Use of Computers and other Electronic Gadgets in e-Records Management.</p> <p>CLO-3: Grasp the role of significant Institutions/Departments related to Public Records Management in India, like NAI, DAR&PG, ISTM and NIC.</p> <p>CLO-4: Understand the procedure of Finding Aids to Departmental Records, Preparation of Retention Schedule, Transfer List and Organizational Chart of Various Ministries, and also Understand the AIMS.</p>		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Need, Organization and Functions of Departmental Records Room (DRR): - Minimum Requirements - Staff of a DRR and Their Duties Departmental Records Officer (DRO): Duties, Functions and Responsibilities Procedure of Transfer of Records to DRR: Review and Appraisal: Retirement of Records: Post-Appraisal Stages: Destruction of Records (which are no longer required) Transfer of Records of Enduring Value to Archives/ Records Centres: Procedure Involved in the transfer of Records from the Creating Agencies to Archives/Records		15

	Centres - Historical Development - Benefits of a Records Centre - Organization and Functions	
II	Office Automation and e-Records Management: Purpose and Areas amenable to Automation Use of Computers and other Peripherals Use of Electronic Gadgets: - Electronic Typewriter - Photocopier - Dictaphone - Microfilming of Records - Course Binding Equipment - Document Shredder - Rizograph - Overhead Projector - Slide Projector - LCD Projector - Video Projector System - Video Conferencing Equipments	15
III	Public Records Management in India: Related Institutions/Departments NAI: As A Nodal Agency in the Field of Records Management and Its Role in Records Management Activities/Tasks Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India (DAR&PG) and its Role in Streamlining Office Administration in Offices of the Govt. of India Schedule to Records Common to all Departments Institute of Secretariat Training and Management (ISTM), DAR&PG and its Scope, Aims and Objectives & Functions, etc.: - Training in Various Aspects of Records Management - Publications relating to Office Administration and Records Management: National Informatics Centre (NIC) and its Role in: - Office Administrations - Development and Upgradation of the Tailor-made Software - Networking and Dissemination of Information	15
IV	Finding Aids to Departmental Records - File Register - Precedent Book - Standing Guard file - Index to Records - Transfer List Organizational History Study of Archival Information Management System (AIMS) of NAI	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
➤ Theory	30	➤ Theory: 70
• Class Participation:	5	Written Examination: 3 Hours
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
Part C-Learning Resources		
Recommended Books/e-resources/LMS:		

A Handbook of Information on NAI, NAI, New Delhi.

A Handbook for Record Managers, NAI, New Delhi.

Archives Administration and Management Lecture Schedule, National Archives, Washington USA.

Broadsher, James Gregory (ed.), *Archives Management*, Archival Institution, London Mansell 1988.

Central Secretariat Manual of Office Procedure (12th edition) New Delhi, 2003 issued by Department of *Administrative Reforms and Public Grievances*, Ministry of Personnel, Public Grievances and Pensions, Government of India, New Delhi.

Cook, Michael, *Information Management and Archival Data*, Library Association on Publishing, London, 1993.

——, *Management of Information from Archives, England*, Grover Publishing Company 1996.

Cox, Richard J, *Managing Institutional Archives: Foundational Principles and Practices*, New York: Greenwood, 1992.

Dr. Tarachand Committee Report on Archival Legislation

Elizabeth Shepherd, *Managing Record: Handbook of Principal and Practice*

Emmanuel P. Philomenon ((ed.),), *Education Record Management*, Shillong Wahlang, 1988.

Gill, L., *File Management and Information Retrieval System: A Manual for Managers and Technicians*.

Jay, Kennedy and Cheryl Schauder, *Records Management: A Guide for students and Practitioners of Records Management*, Longman Cheshire, Melbourne, 1994.

Linton J.E., *Organizing the Office Memory: The Theory and Practice of Records Management* Sydney, 1991.

Model Record and Archives Law, International Records Management Trust, London,1999.

Managing Legal Record, London Society of Archivists, 1985.

Managing Records Entries, A Procedure Manual, IRMT (1999), London.

Managing Archives, IRMT (1999), London.

Manes charlotte Stark, *Development of Record Management and Archives Service within U.N. Agencies*,1983.

Meijer, Albert. 2001. "Accountability in an Information Age: Opportunities and Risks for Records Management." *Archival Science: International Journal on Recorded Information* 1(4): 361-372.

Musemki, Musibi, *Archives Management - the Kenyan Experience*, Kenya Africa Book Services, 1985.

Muller S.Feith, *Manual for the Arrangement and Description of Archives*, Association of Archivists, H.W. Wilson Co., 1940, New York.

Orientation Course for Departmental Record Officers: Course Material, NAI, New Delhi.

Odell M.K., *Record Management and Filing Operation*, McGraw till, New York, 1947.

Penn, Ira A, Anne Morddel, Gail Pennix; Kelvin Smith, *Records Management Handbook*, Tiptree, Essex, 1989.

Prasad-Ray M.V.S, *Archives Organization and Record Management*, Andhra Pradesh Archives,1980 Vol-I.

Preparation of Records Management Handbook for Government Agencies, UNISIST, PARIS, UNESCO,1991.

Public Records Act, 1993.

Report of Records Management Committee, 1976, NAI, New Delhi.

Rhoads, James B., *Role of Archives and Record Management in National Information System*, General Information Program and UNISIST Paris, UNEESCO.

Record Retention Schedule for Records Common to all Departments (27.7.2004), Issued by Department of

Robek, Mary F. Gerabld F, Brown &David O. Stephens, *Information and Records Management*, California, 4th Edition, 1995.

Schulenburg, T.R., *Management of Archives*, New York, Columbia 2 University Press.

Wallace, Patricia E: Dexter R. Schubert, Jo Ann Lee, Violet S. Thomas, *Records Management: Integrated Information system*, Third Edition, New York 1992.

Wane, Peter, *Modern Archives Administration and Record Management: A Ramp Study*, UNESCO, Paris, 1985.

Winsted, Thomas; William Nolte, *Managing Archival and Manuscript Repositories*, Chicago, 1991

Yates Jo Ann, *Internal Communications Systems in American Business Structures: A Framework to Audit Appraisal*, 1985.

Mapping Matrix of Course P24-ARM-203

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-203. 1	3	3	3	3	3	3	2	3	3
P24-ARM-203. 2	3	3	3	3	3	3	2	3	3
P24-ARM-203. 3	3	3	3	3	3	3	3	3	3
P24-ARM-203. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

CC-8

Session: 2024-25

Part A - Introduction

Name of Programme	P.G. Diploma in Archives & Records Management		
Semester	2 nd		
Name of the Course	Reprography		
Course Code	P24-ARM-204		
Course Type	CC		
Level of the course	400-499		
Pre-requisite for the course (if any)	-		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Understand the Techniques of Reprography/Microphotography and its Advantages and Applications with special reference to Archives.</p> <p>CLO-2: Acquaint with the Technology of Microfilming, its Advantages and Application in Archives; various Microforms Formats and their Application and Operational Procedure and Organization of a Reprography Section in an Archives/Library.</p> <p>CLO-3: Learn the Basics to Computers and Importance and Application of Digital Techniques for Use in Libraries and Archives for Digitization of Documents.</p> <p>CLO-4: Familiar with the Digitization Standards, Hybrid Technology of Microfilming, Working of Microfilm Scanners, and Modern Developments in Microfilming/Electronic Media.</p> <p>CLO-5: Demonstrate the ability to write seminar paper in the form of an assignment/practicum after conduct of a tour to any of the Government/Private Archives or Documentation/Records Centres of India and/or its different Divisions/Departments/Units which shall be reported through a presentation before the external experts.</p>		
Credits	Theory	Practical	Total
	3	1	4
Teaching Hours per week	3	2	5
Internal Assessment Marks	20	10	30
End Term Exam Marks	50	20	70
Max. Marks	70	30	100
Examination Time	3 hours	3 hours	
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Introduction to Reprography and Microphotography: Reprographic Techniques: - Digitization - Scanning - Electronic Storage Media Modern Technique in Microfilming: Hybrid Microfilming Reprography: Advantages and Applications with special reference to Archives: - Photography Basics of Photography - Photographic Equipments and Accessories - Light Sensitive Materials - Exposure Techniques - Density and Resolution Photographic Dark Room:		12

	<ul style="list-style-type: none"> - Planning and Layout Processing of Photographic Materials Enlargement Printing: Photographic Copying Techniques: <ul style="list-style-type: none"> - Contact - Reflex - Print through Process Non-Photographic Copying Techniques: <ul style="list-style-type: none"> - Xerography - Diazography - Thermography Storage and Servicing of Photographic Materials 	
II	<ul style="list-style-type: none"> Technology of Microfilming: <ul style="list-style-type: none"> - General Introduction - Advantages and Application in Archives Microforms Formats: <ul style="list-style-type: none"> - Introduction to various Formats and their Application in Archives Microfilming Equipments and Accessories Microfilming Operational Procedures <ul style="list-style-type: none"> - Arrangement of Records - Reduction Ratio and Image Placements and Targets Processing of Microfiches: <ul style="list-style-type: none"> - Automatic Microfilm Processing - Inspection and Quality Control - Preparation of Readable Copies - Archival Quality Testing of Microfilms - Microfilm Duplication Conservation of Microfilms Microfilm Storage Standards <ul style="list-style-type: none"> - Equipment and Conditions Microfilm Library Planning and Organization of a Reprography Section in an Archives/Library: <ul style="list-style-type: none"> - Cost Consideration - Legal Status of Microfilm 	11
III	<ul style="list-style-type: none"> Introduction to Computers: <ul style="list-style-type: none"> - Computer Basics - Computer Hardware - Processor - Memory Types - Peripherals Importance and Application of Digital Techniques for Use in Libraries and Archives Digital Photography Digitization of Documents <ul style="list-style-type: none"> - Use of AIMS Software in Archives Electronic Storage Media: <ul style="list-style-type: none"> - Magnetic - Optical and CD-ROM PigitanaAbra 	11
IV	<ul style="list-style-type: none"> Digitization Standard: <ul style="list-style-type: none"> - Computer Output Microfilm (COM) - Computer Assisted Retrieval (CAR) Hybrid Technology of Microfilming: Microfilm Scanner Working with Microfilm Scanners Modern Developments in Microfilming/Electronic Media General Photography <ul style="list-style-type: none"> - Taking of Photographs - Relevant Dark Room Work Microfilming - Operation of Microfilm Cameras and Processors Operation of Xerox Machine, Reader Printers Digitization 	11

	<ul style="list-style-type: none"> - Scanning of Documents - Use of Hybrid Microfilm Cameras, Digital Photos - Microfilm Scanning, Microfilm Digitization - Use of Computer Output Microfilm (COM) and - Computer Assisted Retrieval (CAR) 	
V	PRACTICALS: Instructions: 1. Students will prepare a practical file containing 1 practical each from the above four units. 2. All of the theory topics shall be supplemented by an assignment/practicum by conduct of a tour to any of the Government/Private Archives or Documentation/Records Centres of India and/or its different Divisions/Departments/Units which shall be reported through a seminar presentation.) 3. The external examiner shall take the written exam followed by viva-voce.	30
Total Contact Hours		45(T)+30(P)=75
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
➤ Theory	20	➤ Theory: 50
• Class Participation:	5	Written Examination: 3 Hours
• Seminar/presentation/assignment/quiz/class test etc.:	5	
• Mid-Term Exam:	10	
➤ Practicum	10	➤ Practicum 20
• Class Participation:	5	Lab record, viva voce, write up and execution of the practical
• Demonstration/viva voce/records/field work/ survey etc.:	5	
• Mid-Term Exam: 3 hours	0	
Part C-Learning Resources		
Recommended Books/e-resources/LMS:		
<p>Abhilekhon., <i>Pandulipinyo Tatha Dushprapya Pustokon Ka Parirakhshan aur Pratisanskar</i> (Hindi), NAI, New Delhi, 1960. <i>Abhilekhon Ka Parirakhshan evum Pratisanskar</i>, NAI, New Delhi, 2006. Agarwal, O.R. <i>Conservation of Manuscript and Paintings of South East Asia</i>, Butterworth Publication. Agarwal, O.P. & Barkashli, M., <i>Pustako Pandulipiyan Tatha Kazji</i> Agarwal, O.P. & Pathak Rashmi, <i>Examination and Conservation of Wall Painting: a Manual</i>, Sundeep Prakashan, New Delhi. Ahmed Ayaz, <i>Disaster Management Through the New Millennium</i>, Anmol Publications Pvt. Ltd., New Delhi, 2003. Chhatwal, G.R., <i>Encyclopedia of Environmental Air Pollution</i>, 3 Vols., Anmol Publication Pvt. Ltd., New Delhi, 2003. Clements, D.W.G, <i>Preservation and Conservation of Library Document</i>, UNESCO/IFLA Publication. Cyrix , F.C., <i>Reprography Management Handbook</i> Dale Gaddi, <i>A Microform Handbook</i>, National Micrographic Association. <i>Elements of Records Management and Conservation</i>, NAI, New Delhi, 1993. <i>Guide to Restoration of Documents</i>, NAI, New Delhi, 1991. <i>Guidelines for Control and Prevention of Termite infestation in Archives and Libraries</i>, NAI, New Delhi, 1991 <i>Guidelines for Prevention, Detection and Control of Fire in Archives and Libraries</i>, NAI, New Delhi, 1993. John Roebyeck, <i>The Science & Practical of Photography</i> Kathpalia, Y.P., <i>Conservation and Restoration of Archival Material</i>, UNESCO Publication. McCredie, E., "The history of microfilm Blemishes", in <i>Restaurator</i>, Vol 6, No.3-4 (1984), pp 191-204. Otto Water, <i>Microfilm Material and What they can Accomplish</i>, Jena Review, 1976. <i>Pralekon Ka Sanskaran</i>, INTACH Publication. <i>Pralekhon, Pandulipinyo Tatha Dushprapya Pustokon Ka Abhirakhshan aur Pratisanskar</i> (Hindi), NAI, New Delhi, 1992. Reilly, James M, Storage, <i>Guide for Photographic Materials</i>, The University of the States of Network, Algren. Reilly J.H., Neghesh D.W., Cuprills K.H., Adeleteesi, P.Z, <i>Stability of Seven Black and White Photographic Images with Special References to Microfilm</i>. <i>Repair and Preservation of Records</i>, NAI, New Delhi, 1998.</p>		

Reprographics in Archives, NAI, New Delhi
Revised and updated Version of Repair and Preservation of Records, NAI, New Delhi, 2006.
 Prajapati, C.L., *Archives and Need for Conservation, Library Materials and their Enemies*, Mittal Publication New Delhi.
 —, *Conservation of Documents Problems and Solutions*, Mittal Publication, New Delhi.
 Rapper Michael, *Planning, Equipping and staffing of an Archival Preservation Science: A Ramp Study*, UNESCO Paris.
Study on Mass Conservation Techniques for Treatment of Library and Archives Material: A Ramp Study, UNESCO, Paris, 1989.
 Sharma O.P., *Practical Photography*, Hind Pocket Book, Delhi (English version)
 —, *Practical Photography*, Hind Pocket Book, Delhi (Hindi version)
 Singh, R.S., *Conservation of Documents in Libraries, Archives and Museums*, Aditya Prakashan, New Delhi.
 Seton, R.E., *Preservation and Administration of Private Archives*, UNESCO.
 Thomas L.J., *Future Storage Technologies for Information Industry*, IMC Journal, 1980.
 Vary, H.R & Gordon Wright, *Micro-copying Methods*, Focal Press, New York.

Mapping Matrix of Course P24-ARM-204

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-204. 1	3	3	3	3	3	3	2	3	3
P24-ARM-204. 2	3	3	3	3	3	3	2	3	3
P24-ARM-204. 3	3	3	3	3	3	3	3	3	3
P24-ARM-204. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

DEC-2

Session: 2024-25			
Part A - Introduction			
Name of Programme	P.G. Diploma in Archives & Records Management		
Semester	2 nd		
Name of the Course	Business Archives		
Course Code	P24-ARM-205		
Course Type	DEC		
Level of the course	400-499		
Pre-requisite for the course (if any)	-		
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	CLO-1: Acquaint with the Nature and Scope of Business Archives alongwith its History, Uses and Types. CLO-2: Learn about the Classification and Different Categories of Business Establishments and the Acts and Laws governing Business Houses in India. CLO-3: Grasp the practices of Records Management in Business Houses in India. CLO-4: Understand the nature of Archives of Financial Institutions, National Film Archives, DCM and Conservation and Curatorial Aspects of Business Archives in India.		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting			

one question from each unit and the compulsory question. All questions will carry equal marks.

Unit	Topics	Contact Hours
I	Nature and Scope of Business Archives History of Business Archives in India The Uses of Business Archives Sources and Acquisition of Business Archives Types and Categories of Business Archives Corporate Records and Management	15
II	Classification of Business Records with reference to Indian Companies Act 1956 Different Categories of Business Establishments Acts and Laws governing Business Houses with special reference to Contracts and Partnerships Act, Labour Relations Act, Settlement of Disputes Act, Intellectual Property Rights and Right to Information Act	15
III	Records Management in Business Houses in India from Current to Non-Current Stage: - Central Record Documentation Centre (CRDC) - Corporate Archives: Tata Central Archives, Pune - Archives of Banking Sector: RBI Archives, Pune & SBI Archives, Kolkata	15
IV	Archives of Financial Institutions Film Archives in India: A Case Study of National Film Archives of India Challenges and way-out in Business Archives: A Case Study of DCM Business Archives: Conservation and Curatorial Aspects	15
Total Contact Hours		60
Suggested Evaluation Methods		
Internal Assessment: 30		End Term Examination: 70
➤ Theory	30	➤ Theory: 70
• Class Participation:	5	Written Examination: 3 Hours
• Seminar/presentation/assignment/quiz/class test etc.:	10	
• Mid-Term Exam:	15	
Part C-Learning Resources		
Recommended Books/e-resources/LMS:		
Alison Lurton, "Managing Business Archives", <i>The Indian Archives</i> , Vol. L, Nos 1-2 (January-December 2001), Special Number.		
Agarwala, P.N. (1985), <i>The History of Indian Business : A Complete Account of Trade Exchanges from 3000 BC to the Present Day</i> , New Delhi: Vikas.		
Anstey, Vera (1957), <i>Economic Development of India</i> , London: Longmans, Green & Co.		
Awasthi, D.N and Lose Sebastian, <i>Evaluation of Entrepreneurship Development Programmes</i> , New Delhi: Sage, 1996.		
Bangia, <i>Negotiable Instruments Act</i> .		
Bradsher, James Gregory, <i>Managing Archives & Archival Institutions</i> , London, 1988 (Chapter 6).		
Dutt, R.C. (1962), <i>Economic History of India under early British Rule</i> , Originally published in 1906.		
Gadgil, D.R (1954), <i>Industrial Evolution of India in Recent Times</i> , London: Geoffrey Cambridge, Originally published in 1924.		
Ganguly, Ashok S., <i>Industry and Liberalization</i> , New Delhi: Allied Publishers, 1994.		
Hazari, R.K., <i>the Structure of the Corporate Private Sector: A Study of Concentration, Ownership & Control</i> , London: Asia Publishing House, 1966.		
Jaju Ram Nivas, <i>G.D. Birla: A Biography</i> , New Delhi, Vikas, 1985.		
Joshi, Arun, <i>Lala Shri Ram: A Study in Entrepreneurship and Industrial Management</i> , New Delhi: Orient Longman, 1975.		
Karanjia, B.K., <i>Godrej: A Hundred Years, 1897-1997</i> , New Delhi: Viking, 1997.		
Malhotra, O.P. <i>The Law of Industrial Disputes</i> , 1974.		
Mehta, M., <i>Indian Merchants and Entrepreneurs in Historical Perspective</i> , New Delhi: Academic Foundation, 1991.		
Mulcherjee, Aditya and Mridula Mulcherjee, "Imperialism and Growth of Indian Capitalism in the Twentieth Century", <i>Economic and Political Weekly</i> , Vol. 23 No.11, 12 March, Mumbai: EPW Research Foundation.		
Patricia E. Wallace, Je Anne Lee, <i>Records Management: Integrated Information Systems</i> , New Jersey, 1992.		

Rau, B.Ramachandra, *Present Day Banking in India*, Calcutta, University of Calcutta, 1925.
 Ray Abhik, *The Evolution of the State Bank of India, Vol. 3: The Era of the Imperial Bank of India, 1921-33*, New Delhi: Saga, 2003.
 Raychauduri T. and Irfan Habib (eds.), *Cambridge Economic History of India*, Vol.1 Cambridge: Cambridge University Press, 1982.
 Richard J. Cox, David A. Wallace, *Archives and the Public Good; Accountability and Records in Modern Society*, Quorum Books, 2002.
 Richard J. Cox, *Managing Institutional Archives; Foundational Principles and Practices*, Greenwood Press, 1982.
 Rungta, R.S., *Rise of Business Corporations in India, 1850-1900*, Cambridge: Cambridge University Press, 1970.
 Sen, S.K., *The House of Tatas, 1839-1939*, Calcutta: Progressive Publishers, 1975.
 Sengupta (Dr) S., "A Pamphlet on Business Archives", *The Indian Archives*, Vol. L II, Nos 1-2 (January-December 2003), Special Number.
 Schulenburg, T.R., *The Management of Archives*, Columbia University Press, New York, 1964 (Chapter XV).
 Singh, Avtar, *Law of Contract*.
 Srivastava, K.D., *Law relating to Trade Unions & Unfair Trade Practices*.
 Tripathi, D. (ed.), *State and Business in India in the Age of Discriminating Protection*, Manohar, New Delhi, 1987.
 ———, *The Oxford History of Indian Business*, Oxford University Press, 2004.
 Tripathi, D. & M. Mehta, *Business Houses in Western Indian, 1850-1956*, New Delhi: Manohar, 1990.
 Vedavalli, R., *Private Foreign Investment and Economic Development*, Cambridge: Cambridge University Press, 1976.
 Venkatasubbiah, H., *Indian Economy since Independence*, New York, 1961.
 Wadhwa, A *Book on Trade Marks Patent & Copyright*.
 William Brendon, *Record Management*, Los Angeles, 1969.

Mapping Matrix of Course P24-ARM-205

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-205. 1	3	3	3	3	3	3	2	3	3
P24-ARM-205. 2	3	3	3	3	3	3	2	3	3
P24-ARM-205. 3	3	3	3	3	3	3	3	3	3
P24-ARM-205. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

**OR
DEC-2**

Session: 2024-25	
Part A - Introduction	
Name of Programme	P.G. Diploma in Archives & Records Management
Semester	2 nd
Name of the Course	Private and University Archives
Course Code	P24-ARM-206
Course Type	DEC
Level of the course	400-499
Pre-requisite for the course (if any)	-
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	<p>CLO-1: Acquaint with the Nature and Scope of Private Archives, Fundamentals of its Arrangement, its Servicing and Restoration and the art of Archiving Oral History.</p> <p>CLO-2: Learn Acquisition and Accession Policies regarding Private Records in India, with reference to PMML, Special Type of Archives and the Servicing and Restoration of Private Archives in India.</p> <p>CLO-3: Grasp the History of Establishment of Archives in Indian Universities, its Acquisition and Accession Policies, Guidelines of NAI for University Archives and the Art of Archiving Oral History in Universities in India.</p> <p>CLO-4: Go through few Case Studies of the University Archives in India, i.e., Delhi University Archives, Premchand Archives &</p>

	Literary Centre of Jamia, P.C. Joshi Archives of JNU and the Archives of Ashoka University, Sonipat.		
Credits	Theory	Practical	Total
	4	0	4
Teaching Hours per week	4	0	4
Internal Assessment Marks	30	0	30
End Term Exam Marks	70	0	70
Max. Marks	100	0	100
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Private Archives: Definition, Nature and Scope Principles and Fundamentals of Arrangement of Private Archives Servicing and Restoration of Private Archives Archiving Oral History: Introduction, Appraisal & Accessioning		15
II	Acquisition and Accession Policies regarding Private Records Preparation of Reference Media for Private Archives National Register of Private Papers Arrangement and Access to Private Records – A Case Study of Prime Ministers’ Museum and Library, New Delhi (PMML) (formerly NMML) Special Type of Archives Servicing and Restoration of Private Archives		15
III	Establishment of Archives in Indian Universities: History Acquisition and Accession Policies in University Archives National Archives of India: Guidelines for University Archives Archiving Oral History in Universities: Developing Metadata & Description Archiving Oral History in Universities: Preservation & Access Management		15
IV	University Archives: A Case Study of Delhi University Archives Premchand Archives & Literary Centre, Jamia Millia Islamia, Delhi: A Case Study P.C. Joshi Archives on Contemporary History, JNU, Delhi: A Case Study Ashoka University, Sonipat: : A Case Study		15
Total Contact Hours			60
Suggested Evaluation Methods			
Internal Assessment: 30		End Term Examination: 70	
➤ Theory	30	➤ Theory:	70
• Class Participation:	5	Written Examination: 3 Hours	
• Seminar/presentation/assignment/quiz/class test etc.:	10		
• Mid-Term Exam:	15		
Part C-Learning Resources			
Recommended Books/e-resources/LMS:			
Awasthi, D.N and Lose Sebastian, <i>Evaluation of Entrepreneurship Development Programmes</i> , New Delhi: Sage, 1996.			
Bagchi, A.K., <i>Private Investment in India, 1900-1939</i> , Cambridge: Cambridge University Press, 1972.			
Bangia, <i>Negotiable Instruments Act</i> .			
Bicknese, Douglas. 2003-2004. "Institutional Repositories and the Institution's Repository: What is the Role of University Archives with an Institution's On-Line Digital Repository?" <i>Archival Issues: Journal of the Midwest Archives Conference</i> 28(2): 81-93.			

Brown, William E. and Elizabeth Yakel. 1996, Summer. "Redefining the Role of College and University Archives in the Information Age." *The American Archivist* 59(3): 272-287.

Bradsher, James Gregory, *Managing Archives & Archival Institutions*, London, 1988 (Chapter 6).

Dutt, R.C. (1962), *Economic History of India under early British Rule*, Originally published in 1906.

Gadgil, D.R (1954), *Industrial Evolution of India in Recent Times*, London: Geoffrey Cambridge, Originally published in 1924.

Ganguly, Ashok S., *Industry and Liberalization*, New Delhi: Allied Publishers, 1994.

Hazari, R.K., *the Structure of the Corporate Private Sector: A Study of Concentration, Ownership & Control*, London: Asia Publishing House, 1966.

Mulcherjee, Aditya and Mridula Mulcherjee, "Imperialism and Growth of Indian Capitalism in the Twentieth Century", *Economic and Political Weekly*, Vol. 23 No.11, 12 March, Mumbai: EPW Research Foundation.

Patricia E. Wallace, Je Anne Lee, *Records Management: Integrated Information Systems*, New Jersey, 1992.

Rau, B.Ramachandra, *Present Day Banking in India*, Calcutta, University of Calcutta, 1925.

Ray Abhik, *The Evolution of the State Bank of India, Vol. 3: The Era of the Imperial Bank of India, 1921-33*, New Delhi: Saga, 2003.

Raychauduri T. and Irfan Habib (eds.), *Cambridge Economic History of India*, Vol.1 Cambridge: Cambridge University Press, 1982.

Richard J. Cox, David A. Wallace, *Archives and the Public Good; Accountability and Records in Modern Society*, Quorum Books, 2002.

Richard J. Cox, *Managing Institutional Archives; Foundational Principles and Practices*, Greenwood Press, 1982.

Schellenberg, T.R., *The Management of Archives*, Columbia University Press, New York, 1964 (Chapter XV).

Seton, R.E., *Preservation and Administration of Private Archives*, UNESCO Publication.

Stout, Lee. 1995, Spring. "The Role of the University Archives in the Campus Information Environment." *The American Archivist* 58(2): 124-140.

Tripathi, D. & M. Mehta, *Business Houses in Western Indian, 1850-1956*, New Delhi: Manohar, 1990.

Vedavalli, R., *Private Foreign Investment and Economic Development*, Cambridge: Cambridge University Press, 1976.

Venkatasubbiah, H., *Indian Economy since Independence*, New York, 1961.

Wadhera, *A Book on Trade Marks Patent & Copyright*.

Walters, Tyler O.1998. "Automated Access Practices at Archival Repositories of Association of Research Libraries Institutions." *Archival Issues: Journal of the Midwest Archives Conference* 23(2): 171-189.

Watery, Paul B. and Maureen M. Watery. 1996. "Automating Archival Collections Using MARC-AMC and Z39.50 at the University of Liverpool: A Case Study." *Journal of the Society of Archivists* 17(2): 167-173.

William Brendon, *Record Management*, Los Angeles, 1969.

Mapping Matrix of Course P24-ARM-206

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
P24-ARM-206. 1	3	3	3	3	3	3	2	3	3
P24-ARM-206. 2	3	3	3	3	3	3	2	3	3
P24-ARM-206. 3	3	3	3	3	3	3	3	3	3
P24-ARM-206. 4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	2.5	3	3

CHM

Session: 2024-25	
Part A - Introduction	
Name of the Programme	Common to all PG Programmes
Semester	2 nd
Name of the Course	Constitutional, Human and Moral Values, and IPRs
Course Code	M24-CHM-201
Course Type	CHM
Level of the course	400-499
Pre-requisite for the course (if any)	-
Course Learning Outcomes (CLO) After completing this course, the learner will be able to:	CLO-1: Learn the different Constitutional Values, Fundamental Rights and Duties enshrined in the Indian Constitution. CLO-2: Understand humanism, human virtues and values, and ideal

	of International peace. CLO-3: Grasp the basic concepts of Moral Values and Professional Conduct which are required to become a part of the civil society and for developing professionalism. CLO-4: Understand concepts of Intellectual Property Rights, Copyright, Patent, Trademark etc., and about threats of Plagiarism.		
Credits	Theory	Practical	Total
	2	0	2
Teaching Hours per week	2	0	2
Internal Assessment Marks	15	0	15
End Term Exam Marks	35	0	35
Max. Marks	50	0	50
Examination Time	3 hours		
Part B-Contents of the Course			
Instructions for Paper- Setter: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will consist at least 4 parts covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Constitutional Values: Historical Perspective of Indian Constitution; Basic Values enshrined in the Preamble of the Indian Constitution; Concept of Constitutional Morality; Patriotic Values and Ingredients Nation Building; Fundamental Rights and Duties; Directive Principles of the State Policy		8
II	Humanistic Values: Humanism, Human Virtues and Civic Sense; Social Responsibilities of Human Beings; Ethical Ways to deal with Human Aspirations; Harmony with Society and Nature; Idea of International Peace and Brotherhood (<i>Vasudhaiv Kutumbkam</i>)		7
III	Moral Values and Professional Conduct: Understanding Morality and Moral Values; Moral Education and Character Building; Ethics of Relations: Personal, Social and Professional; Introduction to Gender Sensitization; Affirmative Approach towards Weaker Sections (SCs, STs, OBCs, EWS & DAs); Ethical Conduct in Higher Education Institutions; Professional Ethics		8
IV	Intellectual Property Rights: Meaning, Origins and Nature of Intellectual Property Rights (IPRs); Different Kinds of IPRs – Copyright, Patent, Trademark, Trade Secret/Dress, Design, Traditional Knowledge; Infringement and Offences of IPRs – Remedies and Penalties; Basics of Plagiarism Policy of UGC		7
Note: Scope of the syllabus shall be restricted to generic and introductory level of the mentioned topics.			
Total Contact Hours			30
Suggested Evaluation Methods			
Internal Assessment: 15		End Term Examination: 35	
➤ Theory	15	➤ Theory	35
• Class Participation:	4	Written Examination: 3 Hours	
• Seminar/presentation/assignment/quiz/class test etc.:	4		
• Mid-Term Exam:	7		
Part C-Learning Resources			
Recommended Books/e-resources/LMS:			
Ahuja, V K. (2017). <i>Law relating to Intellectual Property Rights</i> , India, IN: Lexis Nexis.			
Bajpai, B. L., <i>Indian Ethos and Modern Management</i> , New Royal Book Co., Lucknow, 2004.			
Basu, D.D., <i>Introduction to the Constitution of India</i> (Students Edition) Prentice Hall of India Pvt. Ltd., New Delhi, 20th ed.,			

2008.

Dhar, P.L. & R.R. Gaur, *Science and Humanism*, Commonwealth Publishers, New Delhi, 1990.

George, Sussan, *How the Other Half Dies*, Penguin Press, 1976.

Govindarajan, M., S. Natarajan, V.S. Sendilkumar (eds.), *Engineering Ethics (Including Human Values)*, Prentice Hall of India Private Ltd, New Delhi, 2004.

Harries, Charles E., Michael S. Pritchard & Michael J. Robins, *Engineering Ethics*, Thompson Asia, New Delhi, 2003.

Illich, Ivan, *Energy & Equity*, Trinity Press, Worcester, 1974.

Meadows, Donella H., Dennis L. Meadows, Jorgen Randers & William W. Behrens, *Limits to Growth: Club of Rome's Report*, Universe Books, 1972.

Myneni, S.R, Law of Intellectual Property, Asian Law House.

Narayanan, P, *IPRs*.

Neeraj, P. & Khusdeep, D. (2014). *Intellectual Property Rights*, India, IN: PHI learning Private Limited.

Nithyananda, K V. (2019). *Intellectual Property Rights: Protection and Management*. India, IN: Cengage Learning India Private Limited.

Palekar, Subhas, *How to practice Natural Farming*, Pracheen (Vaidik) KrishiTantraShodh, Amravati, 2000.

Phaneesh, K.R., *Constitution of India and Professional Ethics*, New Delhi.

Pylee, M.V., *An Introduction to Constitution of India*, Vikas Publishing, New Delhi, 2002.

Raman, B.S., *Constitution of India*, New Delhi, 2002.

Reddy, B., *Intellectual Property Rights and the Law*, Gogia Law Agency.

Reddy, N.H., Santosh Ajmera, *Ethics, Integrity and Aptitude*, McGraw Hill, New Delhi.

Sharma, Brij Kishore, *Introduction to the Constitution of India*, New Delhi,

Schumacher, E.F., *Small is Beautiful: A Study of Economics as if People Mattered*, Blond & Briggs, Britain, 1973.

Singles, Shubham et. al., *Constitution of India and Professional Ethics*, Cengage Learning India Pvt. Ltd., Latest Edition, New Delhi, 2018.

Tripathy, A.N., *Human Values*, New Age International Publishers, New Delhi, 2003.

Wadehra, B.L., Law relating to Intellectual Property, Universal Law Publishing Co.

Relevant Websites, Movies and Documentaries:

Value Education Websites, <http://uhv.ac.in>, <http://www.uptu.ac.in>.

Story of Stuff, <http://www.storyofstuff.com>

Cell for IPR Promotion and Management: <http://cipam.gov.in/>.

World Intellectual Property Organization: <https://www.wipo.int/about-ip/en/>

Office of the Controller General of Patents, Designs & Trademarks: <http://www.ipindia.nic.in/>

Al Gore, *An Inconvenient Truth*, Paramount Classics, USA.

Charlie Chaplin, *Modern Times*, United Artists, USA.

Modern Technology – The Untold Story, IIT, Delhi.

A. Gandhi, *Right Here Right Now*, Cyclewala Productions.

Mapping Matrix of Course M24-CHM-201

Course Learning Outcomes	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9
M24-CHM-201.1	3	3	3	3	3	3	3	3	3
M24-CHM-201.2	3	3	3	3	3	3	3	3	3
M24-CHM-201.3	3	3	3	3	3	3	3	3	3
M24-CHM-201.4	3	3	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	3	3	3