

Resolution No. AC/II(24-25).2.RUA6

S. P. Mandali's
Ramnarain Ruia Autonomous College
(Affiliated to University of Mumbai)



Syllabus for
Program: T.Y.B.A.

Program Code: RUAOJTHIS

(As per the guidelines of National Education Policy 2020-
Academic year 2025-26)

(Choice based Credit System)

Course Code: RUAOJTE316**Course Title: Introduction to Archival Science****Type of Course: On Job Training Course****Semester VI****Academic Year 2025-26****COURSE OUTCOMES:****After completion of this course the students will be able to: -**

COURSE OUTCOME	DESCRIPTION
CO 1	Understand the meaning, scope and importance of Archival Science
CO 2	Gain insights into the process of classification of records
CO 3	Understand the value of records as an important source of History
CO 4	Study new trends in archival management like Business Archives, Digital Archives etc.
CO 5	Explain various methods of collection, repository management and preservation of records in archives

DETAILED SYLLABUS

Course Code	Unit	Course/ Unit Title	2 Credits/ 30 Lectures
RUAOJTE316	1	Introduction to Archival Science Archival Science A. Meaning, scope and importance of Archival Science B. Classification of records C. Value of records as source of History	15
	2	Archival Management A. New Trends in Archival Management B. Collection and Repository Management C. Preservation of Records	15

* Field Visits are mandatory.

References:

- Basu Purnendu, *Archives and Records, What are They?* The National Archives of India, New Delhi, 1969.
- Bhattacharya, Sabyasachi, *Archiving the British Raj – History of the Archival Policy of the Government of India, with Selected Documents, 1858-1947*, OUP India, 2018.
- Chander, Ramesh, *Introduction to Archival Science*, Society Publishing, 2022.
- Cook, Terry, What is Past is Prologue: A History of Archival Ideas since 1898, and the Future Paradigm Shift, *Archivaria* 43, 1997, 17-63.
- Dobрева, Milena and Ivacs Gabriella, *Digital Archives: Management, Use and Access*, Facet Publishing, London, 2015.
- Ghose, Sailen, *Archives of India, History and Assets*, Firma K.L., Mukhopadhyaya, 1963.
- Johnson, Charles, *The Care of Documents and Management of Archives*, Society for promoting Christian Knowledge, London, 1919.
- Nilam, Harinarayan, *The Science of Archives Keeping*, the State Archives, Hyderabad, 1969.

- Pathare, Vrunda, 'Business Archives: Collective Memory and Selective Approach', K. Fujioshi, *Archives for Maintaining Community and Society in the Digital World*, Springer Briefs in Political Science.
- Plenderleith, H.J., *The conversation of Antiquities and works of Art*, Oxford University Press, Newyork, Toronto, 1956.
- Samel, Ranade, Nabar, *Elements of Archaeology, Museology, Archival Science and Library Science*, Manan Prakashan, Mumbai, 2005.
- Seshan, Radhika (ed.), *Archives and Archiving in 21st Century*, Routledge India, 2024.
- Stielow, Frederick J., *Building Digital Archives, Descriptions, and Displays*, Neal-Schuman Publishers, New York, 2003.

Additional References:

- Pathare, Vrunda, 'The Shaping of History in a Corporate Setting: The Godrej Scenario' *Leveraging Corporate Assets: New Global Directions for Business Archives*, April 2012.
- Schwartz, Joan M. and Cook, Terry, Archives, Records and Power: The Making of Modern Memory, *Archival Science*, Vol. 2(1), 2002-03, 1-19.

Books in Marathi:

- Khobrekar, V.G., *Daptarkhana- Varnan va Tantre*, Maharashtra Sahitya Va Sanskriti Mandal, Mumbai
- Pathare, Vrunda, *Business Archives*, Mahesh Gawaskar (ed.), Samaj Prabodhan Patrika, Vol.1, Lokvangmaya Griha, Mumbai, 2010.
- Samel, Ranade, and Nabar, *Puratatvashahstra, Vastusanghralhalaya, Abhilekhva Granthalaya Shastra*, Manan Prakashan, Mumbai, 2005.

MODALITY OF ASSESSMENT

(2 Credit Theory Course for BA)

Theory Examination Pattern:

A) Internal Assessment - 40% : 20 marks.

(Class Test / Assignment / Open Book Test)

B) External Examination - 60 % : 30 marks.

1. Semester End Theory Assessment - 30 marks

i. Duration - This examination shall be of **1 Hour** duration.

ii. Paper Pattern:

1. There shall be **1** question on each unit. Total 2 questions of **15** marks each.
2. All questions shall be compulsory with internal choice within the questions.

Question	Options	Marks	Questions Based on
1	A OR B	15	Unit 1
2	A OR B	15	Unit 2
	TOTAL	30	

Overall Examination and Marks Distribution Pattern

Course Code	Semester VI		
RUAOJTE316	Internal	External	Total
Theory	20	30	50