

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI 600 086
(For candidates admitted during the academic year 2011-2012 & thereafter)

SUBJECT CODE: 11HS/ME/AK53

B. A. DEGREE EXAMINATION, NOVEMBER 2014
BRANCH I A – HISTORY AND TOURISM
FIFTH SEMESTER

COURSE : MAJOR – ELECTIVE
PAPER : ARCHIVES KEEPING
TIME : 3 HOURS **MAX.MARKS:100**

SECTION-A

I. ANSWER ALL QUESTIONS IN 50 WORDS EACH. (10X3=30)

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|-------------------------|---------------------------------------|
| 1. Meaning of Archives. | 6. Archives Week Celebrations |
| 2. Silver fish | 7. Microfilm |
| 3. Curator | 8. Henry Dodwell |
| 4. Fumigation | 9. Chiffon Repair |
| 5. NAI | 10. International Council on Archives |

SECTION- B

II. ANSWER ANY FIVE QUESTIONS IN 250 WORDS EACH. (5X8=40)

11. Brief on the types of Archives
12. Report concisely on the principles of organization of Archives.
13. Give an account of uses of Archives.
14. List out the principles of preservation of Archives.
15. Write about Private Archives with examples.
16. Give a brief account on factors of deterioration of archival material.
17. List out the materials used for the creation of Archives
18. Write short note on Tamil Nadu Government Archives.

SECTION- C

III. ANSWER ALL THE QUESTIONS IN 1000 WORDS EACH. (3X10=30)

19. a) Trace the origin and growth of Archives in India.
(OR)
b) Sketch the aspects involved in the administration of archives.
20. a) Write in detail about the functions of Archives.
(OR)
b) Describe the process for the re-strengthening and Rehabilitation of damaged records.
21. a) Assess the roles of National Archives of India.
(OR)
b) Explain the development of Archives in Europe and other countries.
