

# ST. XAVIER'S COLLEGE, RANCHI

(An Autonomous College of Ranchi University)

DEPARTMENT OF HISTORY

— PRESENTS —

## ADD-ON COURSE ARCHIVAL STUDIES AND MANAGEMENT

Dive into the world of archives!  
Learn to preserve, manage, and access  
historical records essential for understanding  
the past

30 HOURS | ₹ 1000 | 30 SEATS

Eligibility: Graduation and above



The Indian Knowledge System Add-On Course aims to introduce to students to India's rich intellectual traditions, promoting awareness of indigenous sciences ,arts ,and philosophies. It encourages interdisciplinary learning, sustainable practices, and cultural appreciation, while integrating traditional knowledge with modern education for holistic development and problem solving rooted in Indian wisdom.

### **Syllabus**

- Meaning and Scope
- Art
- Literature
- Maths
- Music
- Astrology
- Astronomy
- Medicine and Wellness, Yoga, Ayurveda, Siddha
- Philosophy
- Polity
- Environment
- Field Visit

## **Objective**

The Archival Studies and Management Add-on Course aims to equip students with knowledge and skills in preserving, organizing, and in managing historical records and documents. It promotes awareness of archival ethics, techniques, and digital archiving, fostering professional competence for careers in libraries, museums, research institutions, and cultural heritage organizations.

## **Syllabus**

- Introduction to Archival science
- Record-Keeping and Archives Management
- Protecting archival materials
- Digital Archives and Records
- Access and Outreach
- Research methods in Archival Studies
- Ethical issues
- Field Visit