Paper – II: Archival Practices, Documentation and Conservation
Course Code: CPAM-2

Max. Marks: 100
External: 70
Internal: 30
Pass: 40%
Credits: 6

Course Objective: The course aims to introduce learners to the types of archival materials found specifically in Punjab hukamnamas, janamsakhis, farmans, colonial revenue records, oral testimonies, phulkari textiles — and the professional principles governing their arrangement and description. It develops practical competency in cataloguing, indexing, and creating finding aids for archival collections using standard professional formats including Dublin Core and ISAD(G). It equips learners with the principles and practical techniques of conservation and preservation for the principal material types found in Punjab's heritage collections paper, manuscripts, textiles, metals, and organic materials. It sensitise learners to indigenous preservation practices in Punjab and their value as complements to scientific conservation methodology. It introduces oral history methodology as a professional archival practice, with particular attention to the ethical dimensions of recording women's testimonies.

Course Outcomes (COs)
After completing this course, learners will be able to:

CO1: Identify and describe the principal types of archival material found in Punjab collections — hukamnamas, janamsakhis, farmans, colonial records, photographs, oral testimonies — and explain the archival principles governing their management.

CO2: Apply the archival principles of provenance, original order, and respect des fonds to the arrangement and description of Punjab archival collections.

CO3: Create Dublin Core metadata records and ISAD(G)-compliant finding aids for small Punjab archival collections.

CO4: Apply basic conservation techniques for the principal material types in Punjab's archival collections: paper cleaning and storage, manuscript encapsulation, textile handling, environmental control.

CO5: Conduct and document an oral history interview using professional methodology, with particular attention to gender-sensitive practice when recording women's testimonies.

CO6: Describe and evaluate indigenous preservation practices used in Punjab gurdwaras and households — camphor, neem, cotton wrapping — and their relationship to scientific conservation.

Instructions for the Paper Setter / Examiner:

- The syllabus prescribed should be strictly adhered to.
- The Question Paper will have 70 Multiple Choice questions (MCQs) with four choices of answers. Each question carries 1 mark. All questions are compulsory.

- Equal distribution: 35 questions from Section A and 35 questions from Section B.
- Clear instructions must be given to candidates. Duration: two hours.

Instructions for the Students:
The question paper shall consist of 70 MCQs. All questions are compulsory and each carries 1 mark. No negative marking. Students must answer using OMR sheets.

Syllabus of the course:

Section A

1: Types of archival materials in Punjab: hukamnamas, janamsakhis, farmans, colonial revenue records, letters, photographs, newspapers, oral testimonies

2: Archival principles: provenance, original order, significance for Punjab collections

3: Documentation techniques: arrangement and description of archival collections

Section-B

6: Conservation of paper and manuscripts: surface cleaning, deacidification, encapsulation, humidification and flattening

7: Textile conservation: handling, storage, and basic treatment of historic Punjab textiles — phulkari, bagh, parandis

8: Conservation of metals, ceramics, and organic materials; environmental control: temperature, humidity, light, pest management

Suggested Readings:

- Butalia, Urvashi. *The Other Side of Silence: Voices from the Partition of India*. New Delhi: Viking, 1998.
- Canadian Conservation Institute- *CCI Notes*, Available at: canada.ca/en/conservation-institute.
- *Dublin Core Metadata Initiative*, Available at: dublincore.org.
- Handa, O.C., *Phulkari: The Folk Art of Punjab*, Aryan Books International, New Delhi, 2006.
- International Council on Archives. ISAD(G): *General International Standard Archival Description*, 2nd ed., Ottawa: ICA, 2000.
- *Northeast Document Conservation Center — Preservation Leaflets*, Available at: nedcc.org/resources.
- O'Toole, James M. and Cox, Richard J. *Understanding Archives and Manuscripts.* Chicago: Society of American Archivists, 2006.
- Schellenberg, T.R. , *Modern Archives: Principles and Techniques,* University of Chicago Press, 1956.