



SAIVA BHANU KSHATRIYA COLLEGE
(Aruppukottai Nadargal Uravinmurai Pothu Abi Viruthi Trustuku Pathiyapattathu)

ARUPPUKOTTAI
QUESTION BANK

Name of the Department :	HISTORY	UG / PG :	UG
Semester (UG - III & V; PG - III) :	V	Subject Code :	AHSJS51
Name of the Subject :	ARCHIVES KEEPING		

Section A (Multiple Choice Questions)

Unit I: (Title of the Unit)

1. Archives are places where -----are kept.
(a) Historical Records (b) Money (c) Jewells (d) All of the Above
2. ----- are primary records.
(a) Archives (b) Schools (c) Colleges (d) University
3. ----- includes book, letters, documents, printouts and etc.
(a) Records (b) Treasures (c) Library (d) None of the Above
4. The Indian Archives came into existence on -----
(a) 1947 (b) 1957 (c) 1967 (d) 1977
5. ----- archives is dedicated to bring the best of medieval history.
(a) Ancient (b)Medivel (c) Modern (d) None of the Above

Unit II: (Title of the Unit)

6. The National Archives museum located in -----
(a) New Delhi (b) Mumbai (c) Culcutta (d) Chennai
7. Archives were well developed by the -----
(a) Egypt (b) china (c) Greek and Roman (d) None of the Above
8. Who was called as the “ father of the National Archives.”
(a) William Forrest (b) Lord riplon (c) Lord Lytton (d) Lord Curzon
9. What will be the first step in archives.
(a) Hard copy (b) Soft Copy (c) Materials (d) All of the Above
10. ----- are provide evidence of research.
(a) Archives (b) Schools (c) Colleges (d) University

Unit III: (Title of the Unit)

11. ----- is an independent federal agency.
(a) Records (b) Manuscripts (c) Record Administration (d) All of the Above
12. ----- serving as Chief Administration.
(a) Archivist (b) Commissioner (c) Employee (d) None of the Above
13. Microflim most often refers to taking as-----



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- (a) Hard Copy (b) Soft Copy (c) Physical Records (d) All of the Above

14. When was National Archives of India was established-----

- (a) 1891 (b) 1971 (c) 1975 (d) 1976

15. Indian Archives are under the control of-----.

- (a) UGC (b) HRC (c) UNO (d) Ministry Culture

Unit IV: (Title of the Unit)

16. ----- is one of the way to preserve Archives materials.

- (a) Fumigation (b) Lamination (c) Dust removal (d) All the Above

17. ----- leaves were used as writing materials in Southeast Asia.

- (a) Dry Grass (b) Palm (c) Green Grass (d) None of the Above

18. ----- is a general term for using together thin.

- (a) Record Safe (b) Lamination (c) File process (d) All the Above

19. ----- are one of the most important of the Human inventions.

- (a) Archives (b) Treasurer (c) Government GO's (d) All of the Above

20. ----- encompass the archives of Non-public Organisations.

- (a) Gov-Archives (b) Private Archives (c) GO's (d) None of the Above

Unit V: (Title of the Unit)

21. What is the first official name of Indian Archives?

- (a) Imperial Record (b) Record Office (c) Record Room (d) None of the Above

22. Record Department is the Countries----- repository.

- (a) Primary (b) Secondary (c) Evidence (d) None of the Above

23. Where is Tamilnadu Archives located?

- (a) Madurai (b) Chennai (c) Thiruchy (d) Nellai

24. What is the old name of Tamilnadu Archives?

- (a) Chennai Records (b) Record Collections (c) Record Room (d) Treasury of Records

25. ----- is the memory of the nation or community.

- (a) Archives (b) Technologies (c) Development (d) None of the Above

Section B (7 mark Questions)

Unit I: (Title of the Unit)

26. What is the definition and scope of Archives?

27. Write a short note on archives keeping.

28. How do you maintain the records?

29. Write the reasons for the establishment of Archives keeping.

30. Examine the methods to select the place for Archives keeping.



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Unit II: (Title of the Unit)

31. Analyse the organization of Archives keeping in Foreign countries.
32. What were the rules and regulations followed in Organizing the Archives?
33. How are archives created in Modern period?
34. Write the technical methods used in Administration of Archives.
35. Difference between the Ancient records and Modern records.

Unit III: (Title of the Unit)

36. Analyse the salient features to protect the Archives.
37. Enumerate the preventive measures in Archives.
38. Describe the five levels of Archival arrangement.
39. Define Private Archives.
40. Define the Scientific methods used to preserve the archives.

Unit IV: (Title of the Unit)

41. Write a short note on the Regional centres of National Archives.
42. Explain the method of managing the records in Archives.
43. List out the service rendered to the public by the National Archives.
44. Why was palm leaves used in manuscripts?
45. What is the purpose of Lamination?

Unit V: (Title of the Unit)

46. Examine the functions of TamilNadu Archives
47. Write the difference between the Public and the Private Archives.
48. What are the kinds of Private Archives
49. Difference between Government and Private Archives.
50. What kind of documents are available at National Archives in India?

Section C (10 mark Questions)

Unit I: (Title of the Unit)

51. Write an essay on History of Archives in India.
52. Explain the methods used for the Creation of Archives.

Unit II: (Title of the Unit)

53. Point out the significance of Archives keeping in Ancient times.
54. Write an essay on the organization of Archives.

Unit III: (Title of the Unit)

55. Bring out the signification of checking and arrangement in Archives.
56. Give a brief account of the Functions of Archives.

Unit IV: (Title of the Unit)

57. Explain the four basic principles of preservation of Archives.
58. Bring out the importance repair of maps and charts.

Unit V: (Title of the Unit)

59. Write an essay on Indian Historical Record Commission
60. Explain TamilNadu state Archives Keeping.



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