



एशियाटिक सोसायटीफॉरसोशल साइंसरिसर्च

Asiatic Society for Social Science Research

Documentation and Digitization in Archive 2021 – 22

FINAL EXAMINATION

Sunday, July 4th, 2021

*Note: Answer may be written either in **English** or in **Hindi***

(Write your Name on each page of your answer sheet.)

Please read the instructions carefully:

1. Make sure you write your **NAME** and **ENROLLMENT NUMBER** on the first page of your answer sheet.
2. Answers should be handwritten. Please adhere to the word limit of 1000 – 1200 words.
3. Make sure you scan the answer sheets properly and clearly. Candidate will be held responsible for clarity of the image uploaded. Please write neatly and answer succinctly.
4. Make sure you have done proper pagination.
5. Please send your answer sheet in **ONE SINGLE PDF** and file should not be more than **100 MB**. Multi submissions are strictly prohibited.
6. Upon finishing the question paper send your answer sheet via mail to **obexam@asssr.org**
7. Deadline to submit answer sheet is **4:30 PM** (*No extra time will be provided in any case*). Ample time is been given to **download** the paper (*30 mins*) and **upload** it (*1 hour*) – so any request for extra time will not be entertained.
8. After mailing the answer sheet on the email id mentioned in **S. No. 6**, you will receive an email confirming the submission instantly.



All questions carry equal marks.

There are two sections A and B.

You have to attempt 2 questions from each section.

Section A

Q.1 Archives can be a tool for historical reconstruction. Comment

Q.2 What do you understand by the terms *Preservation and Conservation*? Write a note on their importance and applications in context of archives.

Q.3. An archivist's job is diverse and involves knowledge of multiple skills. Justify

Q.4 Digitization of archival material is gaining importance in a digital world but it is also not free of problems and archives still rely on traditional ways of storing material. Discuss

Section B

Q.5 Write a note on Micro-Forms and their importance in reprography.

Q.6 What is Meta-data field or Object ID form and what are its components?

Q.7 How can we spread awareness about archives and its importance? Give suggestions.

Q.8 What are some of the natural threats to archives. How the archival material should be kept in order to ensure safety against natural threats?