



SOMAIYA
VIDYAVIHAR UNIVERSITY

K J Somaia Institute of Dharma Studies

Syllabus

Diploma in Archiving and Museology

**From
Academic Year 2021 – 2022**

Revision 1

**Centre for Buddhist Studies
K J Somaia Institute of Dharma Studies
(Constituent Academic Unit of SVU)**

Eligibility: HSC or equivalent.

Duration: 2 semesters

Semester I Credit Scheme

Course Code	Course Name	Teaching Scheme (Hrs.) TH – W – TUT	Total (Hrs.)	Credits Assigned TH – W – TUT	Total Credits
132N60C101	Archiving and Museology: I	04-00-00	04	04-00-00	04
Total		04-00- 00	04	04-00 –00	04

Semester II Credit Scheme

Course Code	Course Name	Teaching Scheme (Hrs.) TH – W – TUT	Total (Hrs.)	Credits Assigned TH – W – TUT	Total Credits
132N60C201	Archiving and Museology: II	04-00-00	04	04-00-00	04
Total		04- 00-00	04	04-00–0	04

Examination Scheme

Course Code	Course Name	Examination Scheme			
		Marks			
		C A	T W	ES E	Total
132N60C101	Archiving and Museology: I	70	-	30	100
Total		70	00	30	100

Examination Scheme

Course Code	Course Name	Examination Scheme			
		Marks			
		CA	TW	ESE	Total
132N60C201	Archiving and Museology: II	70	-	30	100
Total		70	00	30	100

Semester I

Course Code	Course Title			
132N60C101	Archiving and Museology: I			
	TH	P	TUT	Total
Teaching Scheme(Hrs.)	04	-	--	04
Credits Assigned	04	-	--	04
Examination Scheme	Marks			
	CA	TW	ESE	Total
	70	-	30	100

Course Objectives:

This course seeks to introduce students to the ethics and dynamics of working in a museum and familiarise them with concepts of handling collections, educational services, exhibition, management structures and liaisons with museum visitors. Enforce students to recognise the value and importance of museum basics.

Course Outcomes:

CO.1.Batch of inspired and trained novices to benefit Indian and International museums with best practices.

CO.2.Will be able to contribute to the International Museum communities.

Module No.	Unit No.	Topics	Hours	CO
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1.0		Introduction to Museology	15	CO.1, CO.2
	1.1	International concepts of Museology		
	1.2	Museum and its users		
	1.3	Museum & Society		
	1.4	Introduction to Indian Museums, historiography and functioning		
2.0		Collection Management	15	CO.1, CO.2
	2.1	Vision and Mission, formulating policies		
	2.2	Types of Museums, Collections and Archives		
	2.3	Collecting and field documentation		
	2.4	Norms and procedures of accessibility		
	2.5	Documentation systems		
3.0		Fundamentals of Archives and Documentation	15	CO.1, CO.2
	3.1	Nuances of Archiving and Documentation		
	3.2	Managing records from creation to preservation		
	3.3	Digitization		
4.0		Museum Management	15	
	4.1	Legal status and management and financial structures		
	4.2	Partnership, collaborations and networking		
	4.3	Performance measurement in museums		
	4.4	Project management		

Recommended Books:

Sr. No.	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1	Adrian George	The Curator's Handbook	Penguin Random House, Canada	2015
2	Anna Johnson; Kimberly A. Huber; Nancy Cutler; Melissa Bingmann And Tim Grove	The Museum Educator's Manual	Rowman & Littlefield Publishers / AASLH	6 th Edn., 2020
3	Burdhan Anand	Museological Pedagogy	Research India	2016

4	Bhatnagar Anupama	Museum Museology and New Museology	South Asia Books, New Delhi.	1886
5	Daniels, Maygene F. and Walch <u>Timothy</u> (Eds)	A Modern archives reader : basic readings on archival theory and practice	University of Michigan Library National Archives and Records Service, United states	1984 1947
6	Malaro Marie C., Pogany DeAngelis, Ildiko	A Legal Primer on Managing Museum Collections	Smithsonian Books	3 rd Edn., 2012.
7	Nigam, M.L.	Fundamentals of Museology	Navavhind Prakashan, Hyderabad	1985
8	Roy Dilip Kumar	Museology	Kalpaz Publications/Gyan Books Pvt Ltd, New Delhi.	2006
9	Simmons, John E and Kiser, Toni M.	Museum Registration Methods	Rowman & Littlefield Publishers / American Alliance Of Museums	2020 (6 th Edn)

Semester II

Course Code	Course Title			
132N60C201	Archiving and Museology: II			
	TH/Week	P	TUT	Total
Teaching Scheme(Hrs.)	04	-	--	04
Credits Assigned	04	-	--	04

Examination Scheme	Marks			
	CA	TW	ESE	Total
	70	-	30	100

Course Objectives:

This course seeks to introduce students to the ethics and dynamics of working in a museum and familiarise them with concepts of handling collections, educational services, exhibition, management structures and liaising with museum visitors. Enforce students to recognise the value and importance of museum basics.

Course Outcomes:

CO.1.Batch of inspired and trained novices to benefit Indian and International museums with best practices.

CO.2.Will be able to contribute to the International Museum communities.

Module No.	Unit No.	Topics	Hours	CO
1.0		Art History Essentials	10	CO.1, CO.2
	1.1	Introduction to Art History		
	1.2	Introduction to Indian Art History		
	1.3	Introduction to Indian Aesthetics		
	1.4	Relevance of Art history and Aesthetics in Museums		
2.0		Learning in Museums	10	CO.1, CO.2
	2.1	Defining education and research scope in a museums		
	2.2	Basics of research and museological implications		
	2.3	Learning for special audiences		
	2.4	Publications		
3.0		Basics of conservation	10	CO.1, CO.2
	3.1	Policies for collection and conservation		
	3.2	Remedial and Preventive conservation		
	3.3	Care and security of museum building, staff and collection		
	3.4	Handling, packaging and movement of collections		
	3.5	Storage principles and practices		
	3.6	Disaster management		
4.0		Exhibition Design	10	CO.1, CO.2
	4.1	International best practices for exhibitions		

	4.2	Planning, procedures and execution for types of exhibitions		
	4.3	Presentation modes and techniques		
	4.4	Research		
	4.5	Display and exhibition design		
5.0		Visitor engagement and Outreach	10	CO.1, CO.2
	5.1	Interpretation		
	5.2	Information Services		
	5.3	Public relation and the media		
	5.4	Researchers as museum users		
	5.5	Museum's friends and membership groups		
6.0		Dissertation	10	

Recommended Books:

Sr. No.	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1	Achiam Marianne, Haldrup Michael, Drotner Kirsten	Experimental Museology Institutions, Representations, Users	Taylor & Francis Routledge, U.K	2021
2	Aiyappan, A. and Satyamurti, S.T. (Eds)	Hand book of Museum Technique	Smithsonian museum, Washington.	1960
3	Basu, J.N.,	Indian Museum Movement	Indian Museum, Calcutta.	1972.
4	Bedekar, V.H	The Organisation of Museums: Practical Advice	UNESCO, Paris	1988
5	Bose Ananda C.V. and Sheth Manvi (Eds)	Of Muses, Museums & Museology	National Museum Institute, Delhi	2010-11

6	Chakrabarti Mahua and Ray Dhriti	Heritage, Visuality and Museology	University of Calcutta	2014
7	Chaudhury, Anil Roy	Art Museum Documentation and practical training.	Choudhury and Choudhury, Hyderabad.	1963
8	Dwivedi, V.P.	Museums and Museology New Horizons : Essays in Honour of Dr. Grace Morley	Agam Kala Prakashan	2019 2 nd edn
9	Ghosh, D. P	Studies in Museum and Museology in India	Indian Publication, New Delhi.	1968
10	Gilman, Benjamin	Museums Ideals of Purpose and Method	Riverside Press, Cambridge	1918
11	Markham, S.F. & H. Hargreaves	The Museums of India	The Museums Association, London	1936
12	Mason Rhiannon	Museum Studies	Taylor & Francis Routledge, U.K	2019
13	Morley, Grace	Museums Today	University of Baroda	1981
14	Sarkar, H	Museums and protection of Monuments and Antiquities in India	Sundeeep Publication, New Delhi	1981
15	Thompson, John M.A. (ed)	Manual of Curatorship, A Guide to Museum Practice	Butterworth Heinemann, Oxford, England	1992