



**SOMAIYA**  
**VIDYAVIHAR UNIVERSITY**

K J Somaiya Institute of Dharma Studies

## **Syllabus**

### **Diploma in Archiving and Museology**

**From**  
**Academic Year 2022 – 23**

**(Revision 02)**

**Approved by**  
**BoS 12th April 2022**  
**Faculty of Humanities 27th April 2022**  
**Academic Council 6th July 2022**

**Centre for Buddhist Studies**  
**K J Somaiya Institute of Dharma Studies**  
**Somaiya Vidyavihar University,**  
**Vidyavihar (E), Mumbai - 400077**  
**(Constituent College )**

It is notified for information of all concerned that the Board of Studies at its meeting held on 12th April 2022 and the subsequent meeting (online) of Faculty of Humanities & Social Sciences held on 28th April 2022 and the Academic Council held on 6th July 2022 amended the syllabus of Diploma in Archiving and Museology and same be brought into force from Academic Year 2022-23 with immediate effect. The notification and revised syllabus is uploaded on the website.

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Date: 6th July 2022

HOD (Centre for Buddhist Studies)

## **Preamble:**

The K J Somaiya Institute of Dharma Studies was constituted by a resolution of the Governing Body of Somaiya Vidyavihar University, on 1st July 2020. It brings together three institutions that have been working independently in the field of Sanskrit and Yoga; Pali and Buddhist Studies and Jain Studies.

Of these, the Centre for Buddhist Studies, under which this programme is currently offered, was inaugurated on 6<sup>th</sup> Dec. 1993 by His Holiness the Dalai Lama. The Centre was tasked with facilitating the study of Buddhist texts and heritage in a multidisciplinary context, covering 2500 years of history of the tradition across Asia. Until the Somaiya Vidyavihar University was constituted in Aug. 2019, the Centre was affiliated to the University of Mumbai and commenced activities by offering Diploma programmes in Buddhist Studies and Pali. Upon receiving the necessary permissions, PhD programmes were offered in Ancient Indian History, Culture and Archaeology, Pali, Sanskrit and Philosophy, in keeping with the interdisciplinary nature of Buddhist Studies. The institution also made a significant contribution by organising regular national and international conferences that exposed faculty to the best scholars in the field. The diverse interests and capacity of our faculty were reflected in the first MA Buddhist Studies syllabus that was developed for the University of Mumbai in 2013.

Today, The Centre for Buddhist Studies offers language courses in Pali, Buddhist Sanskrit and Tibetan, facilitating the study and research of original texts and to also underscore the language-intensive of the domain. In addition to MA Buddhist Studies, the Centre also offers MA Pali, MA Ancient Indian History, Culture and Archaeology. These were possible because our strength as an institution is the diverse range of interests of our faculty.

This programme emphasizes the development of analytical and critical thinking skills as students engage with different aspects of ancient Indian culture from historical, philosophical and anthropological perspectives. Trade and transmission of ideas across the sub-continent, rock-cut architecture, iconography, and Indian aesthetics are themes developed in year one that are sustained in the second year with in-depth learning.

As with all our programmes, there is a strong focus on developing research skills. For this, an audit course is compulsory in each semester, and students can study any of the other classical languages we teach – Pali and Sanskrit.

## **Programme Preamble:**

**Eligibility:** HSC or equivalent.

**Duration:** 2 semesters

**Semester I  
Credit Scheme**

| <b>Course Code</b> | <b>Course Name</b>         | <b>Teaching Scheme (Hrs.)<br/>TH – W – TUT</b> | <b>Total (Hrs.)</b> | <b>Credits Assigned<br/>TH – W – TUT</b> | <b>Total Credits</b> |
|--------------------|----------------------------|--|---------------------|--|----------------------|
| 132N60C201         | Archiving and Museology: I | 04-00-00                                       | 04                  | 04-00-00                                 | 04                   |
| <b>Total</b>       |                            | <b>04-00- 00</b>                               | <b>04</b>           | <b>04-00 –00</b>                         | <b>04</b>            |

**Examination Scheme**

| <b>Course Code</b> | <b>Course Name</b>         | <b>Examination Scheme</b> |           |            |              |
|--------------------|----------------------------|---------------------------|-----------|------------|--------------|
|                    |                            | <b>Marks</b>              |           |            |              |
|                    |                            | <b>CA</b>                 | <b>TW</b> | <b>ESE</b> | <b>Total</b> |
| 132N60C201         | Archiving and Museology: I | 70                        | -         | 30         | 100          |
| <b>Total</b>       |                            | <b>70</b>                 | <b>00</b> | <b>30</b>  | <b>100</b>   |

**Course Objectives:**

This course seeks to introduce students to the ethics and dynamics of working in an archives and a museum and familiarize them with concepts of collection development and management, educational and research services, exhibition, management structures and liaising with visitors/ stakeholders. Enforce students to recognise the value and importance of basics of archival science and museology.

**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 archival and museum communities.

| Module No.         | Unit No. | Topics  | Hours     | CO            |
|--------------------|----------|---|-----------|---------------|
| 1.0                |          | <b>Introduction to Archiving and Museology</b>                        | 15        | CO.1,<br>CO.2 |
|                    | 1.1      | Archives and Museums: Concepts and Principles                         |           |               |
|                    | 1.2      | Museums and Archives: Significance and                                |           |               |
| 2.0                |          | <b>Fundamentals of Museums and Archives</b>                           | 15        | CO.1,<br>CO.2 |
|                    | 2.1      | Vision and Mission, formulating policies                              |           |               |
|                    | 2.2      | Functions of archives and museums                                     |           |               |
|                    | 2.3      | Collection Development  |           |               |
|                    | 2.4      | Ethics, Law and Copyright   |           |               |
|                    | 2.5      | Norms and procedures of accessibility                                 |           |               |
| 3.0                |          | <b>Collection Management: Archives and Museums</b>                    | 15        | CO.1,<br>CO.2 |
|                    | 3.1      | Arrangement and description (Documentation): Concepts and Issues      |           |               |
|                    | 3.2      | Managing records from creation to preservation                        |           |               |
|                    | 3.3      | Digitization and use of digital technology in Archives and Museums    |           |               |
| 4.0                |          | <b>Management of Repositories</b>                                     | 15        |               |
|                    | 4.1      | Types of Repositories and repository management                       |           |               |
|                    | 4.2      | Project management : Organizational and financial structures          |           |               |
|                    | 4.3      | Research and Reference Services / Performance measurement             |           |               |
|                    | 4.4      | Outreach and education:<br>Partnership, collaborations and networking |           |               |
| <b>Total Hours</b> |          |   | <b>60</b> |               |

### 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;<br>Kimberly A. Huber; | The Museum             | Rowman & Littlefield           | 6 <sup>th</sup> Edn.,           |

|    |  |   |  |                             |
|----|--|---|--|-----------------------------|
|    | Nancy Cutler; Melissa Bingmann And Tim Grove       | Educator's Manual   | Publishers / AASLH   | 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<br><br>National Archives and Records Service, United states | 1984<br><br>1947            |
| 6  | Malaro Marie C., Pogany DeAngelis, Ildiko          | A Legal Primer on Managing Museum Collections   | Smithsonian Books  | 3 <sup>rd</sup> 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 <sup>th</sup> Edn)  |
| 10 | Cook, Terry  | Controlling the Past: Documenting Society and Institutions - Essays in Honor of Helen Willa Samuels | Society of American Archivists   | 2011                        |
| 11 | Millar, Laura                                      | Archives: Principles and Practices  | Facet  | 2010                        |

## Semester II Credit Scheme

| Course Code  | Course Name                 | Teaching Scheme (Hrs.)<br>TH – W – TUT | Total (Hrs.) | Credits Assigned<br>TH – W – TUT | Total Credits |
|--------------|-----------------------------|--|--------------|----------------------------------|---------------|
| 132N60C202   | Archiving and Museology: II | 04-00-00                               | 04           | 04-00-00                         | 04            |
| <b>Total</b> |                             | <b>04-00- 00</b>                       | <b>04</b>    | <b>04-00 –00</b>                 | <b>04</b>     |

## Examination Scheme

| Course Code  | Course Name                 | Examination Scheme |           |           |            |
|--------------|-----------------------------|--------------------|-----------|-----------|------------|
|              |                             | Marks              |           |           |            |
|              |                             | CA                 | TW        | ESE       | Total      |
| 132N60C202   | Archiving and Museology: II | 70                 | -         | 30        | 100        |
| <b>Total</b> |                             | <b>70</b>          | <b>00</b> | <b>30</b> | <b>100</b> |

### Course Objectives:

This course seeks to introduce students to the ethics and dynamics of working in a museum and familiarize them with concepts of handling collections, educational services, exhibition, management structures and liaisoning 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.

| <b>Module No.</b>  | <b>Unit No.</b> | <b>Topics</b>   | <b>Hours</b> | <b>CO</b>  |
|--------------------|-----------------|---|--------------|------------|
| <b>1.0</b>         |                 | <b>Art History Essentials</b>                               | 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          |              |            |
| <b>2.0</b>         |                 | <b>Learning in Museums</b>                                  | 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  |              |            |
| <b>3.0</b>         |                 | <b>Basics of conservation</b>                               | 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   |              |            |
| <b>4.0</b>         |                 | <b>Exhibition Design</b>                                    | 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                               |              |            |
| <b>5.0</b>         |                 | <b>Visitor engagement and Outreach</b>                      | 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                      |              |            |
| <b>6.0</b>         |                 | <b>Dissertation</b>   | 10           |            |
| <b>Total Hours</b> |                 |   | <b>60</b>    |            |

### **Recommended Books:**



| <b>Sr. No.</b> | <b>Name/s of Author/s</b>                               | <b>Title of Book</b>   | <b>Name of Publisher with country</b>  | <b>Edition and Year of Publication</b> |
|----------------|---|--|--|--|
| 1              | Achiam Marianne,<br>Haldrup Michael,<br>Drotner Kirsten | Experimental Museology<br>Institutions,<br>Representations, Users                  | Taylor & Francis<br>Routledge, U.K     | 2021                                   |
| 2              | Aiyappan, A. and<br>Satyamurti, S.T.<br>(Eds)           | Hand book of Museum<br>Technique   | Smithsonian museum,<br>Washinton.      | 1960                                   |
| 3              | Basu, J.N.,   | Indian Museum<br>Movement  | Indian Museum,<br>Calcutta.            | 1972.                                  |
| 4              | Bedekar, V.H  | The Organisation of<br>Museums: Practical<br>Advice                                | UNESCO, Paris                          | 1988                                   |
| 5              | Bose Ananda<br>C.V. and Sheth<br>Manvi (Eds)            | Of Muses, Museums &<br>Museology   | National Museum<br>Institute, Delhi    | 2010-11                                |
| 6              | Chakrabarti<br>Mahua and Ray<br>Dhriti                  | Heritage, Visuality and<br>Museology   | University of Calcutta                 | 2014                                   |
| 7              | Chaudhury, Anil<br>Roy                                  | Art Museum<br>Documentation and<br>practical training.                             | Choudhury and<br>Choudhury, Hyderabad. | 1963                                   |
| 8              | Dwivedi, V.P.   | Museums and Museology<br>New Horizons : Essays in<br>Honour of Dr. Grace<br>Morley | Agam Kala Prakashan                    | 2019<br>2 <sup>nd</sup> edn            |
| 9              | Ghosh, D. P   | Studies in Museum<br>and Museology in India  | Indian Publication, New<br>Delhi.      | 1968                                   |
| 10             | Gilman,<br>Benjamin                                     | Museums Ideals of<br>Purpose and Method  | Riverside Press,<br>Cambridge          | 1918                                   |
| 11             | Markham, S.F. &<br>H. Hargreaves                        | The Museums of India   | The Museums Associatio<br>n, London    | 1936                                   |
| 12             | Mason Rhiannon  | Museum Studies   | Taylor & Francis                       | 2019                                   |

|    |                          |  |  |      |
|----|--------------------------|--|--|------|
|    |                          |  | Routledge, U.K                         |      |
| 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 |