



**SOMAIYA**  
VIDYAVIHAR UNIVERSITY

K J Somaia Institute of Dharma Studies

## **Syllabus**

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

**From**

**Academic Year 2023 – 2024**

**Revision 2 - A1**

**Approved by**

**BoS\_28th March 2023**

**Academic Council\_5th April 2023**

**Centre for Buddhist Studies**

**K J Somaia Institute of Dharma Studies**

**Somaia Vidyavihar University,**

**Vidyavihar (E), Mumbai - 400077**

**(Constituent College of Somaia Vidyavihar University)**

It is notified for the information of all concerned that the Board of Studies of Ancient Indian History, Culture and Archaeology, at its meeting held on 28<sup>th</sup> March 2023, amended the examination scheme of all the courses in the Diploma in Archiving and Museology. This was further approved by the Academic Council in the meeting held on 5<sup>th</sup> April 2023. These changes are to be brought into force from the academic year 2023-24. The amended syllabus is uploaded on the website.

Sd/-

Date: 5th April 2023

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 organizing 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 M.A. Buddhist Studies, the Centre also offers M. A. Pali, M. A. Ancient Indian History, Culture and Archaeology. These were possible because our strength as an institution is the diverse range of interests of our faculty.

**Programme Objectives:**

This programme aims to equip students with the knowledge and skills to work in the field of Heritage Management, Conservation, Museums, Archives and other cultural institutions.

**Programme Outcomes:** This programme offers a unique opportunity for students to understand the dynamics of the workings of various cultural institutions and helps them in developing basic competency in the core areas of museum practice including collections, education, exhibit development, and administration. In addition, they will be able to articulate a critical understanding of the histories, challenges and methodologies related to museums as public service organizations.

**Eligibility:** Minimum HSC or equivalent examination

**Duration:** Two Semesters

### Acronyms used in Eight Digit Course code - example - 132N60C101

<b>Acronym Serially as per code</b>	<b>Definition</b>
<b>1</b>	SVU 2000 First revision
<b>32</b>	College code
<b>N</b>	Alphabet code for type of programme
<b>60</b>	Programme code
<b>C</b>	Type of course
<b>1</b>	Semester I – semester number
<b>01</b>	First course of semester – course serial number It will be XX for the elective/choice based courses

<b>Acronym for category of courses</b>		<b>Acronyms used in syllabus document</b>	
<b>Acronym</b>	<b>Definition</b>	<b>Acronym</b>	<b>Definition</b>
<b>C</b>	Core Course	<b>CA</b>	Continuous Assessment
<b>E</b>	Elective Course	<b>ESE</b>	End Semester Exam
<b>A</b>	Audit Course	<b>IA</b>	Internal Assessment
<b>W</b>	Workshop	<b>O</b>	Oral
		<b>P</b>	Practical
		<b>TH</b>	Theory
		<b>TUT</b>	Tutorial
		<b>TW</b>	Term work
		<b>CO</b>	Course Outcome
		<b>PO</b>	Program Outcome
		<b>PSO</b>	Program specific Outcome

### Codes for Types of Programme

<b>Code</b>	<b>Name of the Programme</b>	<b>Key Alphabet To be used in Course/Paper code</b>
01	UG Full time	U
02	UG Part time	U
03	PG Full time	P
04	PG Part time	P
05	Ph.D Full time	D
06	Ph.D Part time	D
07	PG Diploma Full time	I
08	PG Diploma Part time	I
09	Certificate course Full time	C
10	Certificate course part time	C
11	Diploma Full time	N
12	Diploma Part time	N

## Credit and Examination Scheme of Semester I and Semester II

### 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
<b>Total</b>		<b>04 – 00 – 00</b>	<b>04</b>	<b>04 – 00 – 00</b>	<b>04</b>

### Semester I Examination Scheme

Course Code	Course Name	Examination Scheme			
		Marks			
		CA	TW	ESE	Total
132N60C101	Archiving and Museology: I	60	–	40	100
<b>Total</b>		<b>60</b>	<b>–</b>	<b>40</b>	<b>100</b>

### 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
<b>Total</b>		<b>04 – 00 – 00</b>	<b>04</b>	<b>04 – 00 – 00</b>	<b>04</b>

### Semester II Examination Scheme

Course Code	Course Name	Examination Scheme			
		Marks			
		CA	TW	ESE	Total
132N60C201	Archiving and Museology: II	60	-	40	100
<b>Total</b>		<b>60</b>	<b>-</b>	<b>40</b>	<b>100</b>

**Note: Continuous Assessment (CA) may include combinations of – presentations, viva, journal, assignments etc. The combinations will be informed to the students at the beginning of the course by respective teachers.**

### **Detailed Syllabus - Semester I**

#### **Semester I Credit Scheme**

<b>Course Code</b>	<b>Course Name</b>	<b>Teaching Scheme (Hrs.) TH – W – TUT</b>	<b>Total (Hrs.)</b>	<b>Credits Assigned TH – W –TUT</b>	<b>Total Credits</b>
132N60C101	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>

#### **Semester I 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>
132N52C101	Archiving and Museology: I	60	–	40	100
<b>Total</b>		<b>60</b>	<b>–</b>	<b>40</b>	<b>100</b>

#### **Semester I: Core Paper 1: Archiving and Museology: I**

<b>Course Code</b>	<b>Course Title</b>			
<b>132N52C101</b>	<b>Archiving and Museology: I</b>			
	<b>TH</b>	<b>W</b>	<b>TUT</b>	<b>Total</b>
<b>Teaching Scheme (Hrs.)</b>	<b>04</b>	<b>--</b>	<b>--</b>	<b>04</b>
<b>Credits Assigned</b>	<b>04</b>	<b>--</b>	<b>--</b>	<b>04</b>
<b>Examination Scheme</b>	<b>Marks</b>			
	<b>CA</b>	<b>TW</b>	<b>ESE</b>	<b>Total</b>
	<b>60</b>	<b>--</b>	<b>40</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:**

**At the end of successful completion of the course the student will be able to**

**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, CO.2
	1.1	Archives and Museums: Concepts and Principles		
	1.2	Museums and Archives: Significance		
2.0		<b>Fundamentals of Museums and Archives</b>	15	CO.1, 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, 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	CO.1, CO.2
	4.1	Types of Repositories and repository management		
	4.2	Project management : Organisational and financial structures		
	4.3	Research and Reference Services / Performance measurement		
	4.4	Outreach and education: Partnership, collaborations and networking		
		<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	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 <sup>th</sup> 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 Timothy (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 <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

## Detailed Syllabus - Semester II

### 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
<b>Total</b>		<b>04 – 00 – 00</b>	<b>04</b>	<b>04 – 00 – 00</b>	<b>04</b>

### Semester II Examination Scheme

Course Code	Course Name	Examination Scheme			
		Marks			
		CA	TW	ESE	Total
132N60C201	Archiving and Museology: II	60	-	40	100
<b>Total</b>		<b>60</b>	<b>-</b>	<b>40</b>	<b>100</b>

### Semester II: Core Course 1: Archiving and Museology: II

Course Code	Course Title			
<b>132N52C201</b>	<b>Archiving and Museology: II</b>			
	<b>TH</b>	<b>W</b>	<b>TUT</b>	<b>Total</b>
<b>Teaching Scheme (Hrs.)</b>	<b>04</b>	<b>--</b>	<b>--</b>	<b>04</b>
<b>Credits Assigned</b>	<b>04</b>	<b>--</b>	<b>--</b>	<b>04</b>
<b>Examination Scheme</b>	<b>Marks</b>			
	<b>CA</b>	<b>TW</b>	<b>ESE</b>	<b>Total</b>
	<b>60</b>	<b>--</b>	<b>40</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 liaisons with museum visitors. Enforce students to recognise the value and importance of museum basics.

**Course Outcomes:**

**At the end of successful completion of the course the student will be able to**

**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		<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		
2.0		<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		
3.0		<b>Basics of conservation</b>	15	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		<b>Exhibition Design</b>	15	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		<b>Visitor engagement and Outreach</b>	10	CO.1, CO.2

	<b>5.1</b>	Interpretation		
	<b>5.2</b>	Information Services		
	<b>5.3</b>	Public relation and the media		
	<b>5.4</b>	Researchers as museum users		
	<b>5.5</b>	Museum's friends and membership groups		
<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, 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 <sup>nd</sup> 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

\*\*\*\*\*