

BA- III Year
Skill Enhancement Course (SEC)
Code: BAM-S501

Documentation and Conservation techniques

Semester : V
Max. Marks : 70
Time : 3 Hours

Note:- the question paper shall consist of three sections (Sec.-A, Sec.-B and Sec.-C). Sec.-A shall contain 10 objective type questions of one mark each and student shall be required to attempt all questions. Sec.-B shall contain 10 short answer type questions of four marks each and student shall be required to attempt any five questions. Sec.-C shall contain 8 descriptive type questions of ten marks each and student shall be required to attempt any four questions. Questions shall be uniformly distributed from the entire syllabus. The previous year paper/model paper can be used as a guideline and the following syllabus should be strictly followed while setting the question paper

Unit-I	(a) Methods of Acquisition of objects for Museum (b) Cataloguing the objects	(7 Lect.)
Unit-II	(a) Principles of Documentation (b) Importance of Documentation	(5 Lect.)
Unit-III	Records Keeping in Museum Objects (a) Preparation of Index cards (b) Preparation of Records and registers (c) Preservation of objects	(12 Lect.)
Unit-IV	(a) Conservational problem in Museum objects (b) Natural and Men made problem for object deterioration	(10 Lect.)
Unit-V	(a) Definition of Preservation of Museum objects, its uses and its importance (b) Scientific laboratory in Museum	(11 Lect.)

Recommended readings

1. North, F. J., Museum levels, London.
2. Aiyappan, A. and Satyamurti, S.T., Hand book of Museum technique, Madras, Govt.
3. Rai Chaudhary, Anil, National standards for cataloging and indexing art, Museum objects and documentation, Muvaa press, Hyderabad.
4. Baxi, S. J. , Modern Museum, Hindu book house, New Delhi.
5. Biswas, T. K., Museum and Education, New Age
6. Shivmurti, Murti, C., Directory of Indian Museum.
7. Nigam, M. L., Fundamentals of Museology, Hyderabad, Navhind.
8. Morley, Grace, Museum Today
9. Dwivedi, V.P. and Baxi S. J., Museums and Museology: New horizons
10. Sarkar, H., Museum and protection of Monuments and Antiquity in India
11. शर्मा] रमेश चन्द्र] मथुरा संग्रहालय] परिचय] पुरातत्त्व संग्रहालय] मथुरा ।
12. गर्ग] गंगाराम] संक्षिप्त परिचय – पुरातत्त्व संग्रहालय] गुरुकुल काँगड-ी वि० वि० हरिद्वार ।
13. ग.शेखर] आर०] भारतीय संग्रहालय एवं जन सम्पर्क] विश्वविद्यालय प्रकाशन] वाराणसी ।
14. सहाय] शिवस्वःप] संग्रहालय की ओर] मोतीलाल] बनारसीदास] दिल्ली ।