

BA-II Year
Skill Enhancement Course (SEC)
Code: BAM- S401
Documentation and Conservation techniques

Semester-IV
Max. Marks -60
Time- 3 Hrs

Course Objectives

Students will extend their abilities to:

- Deals with the importance of documentation and conservation techniques of museum objects.
- Inculcate knowledge of various methods of handling different objects.
- Understand the significance of scientific laboratory in museums.

Course Outcomes

The students will able to:

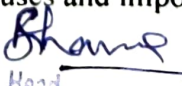
- CO1** Formulate, care and preserve of different museum objects.
CO2 Appraise scientific temperament of understanding about museum.
CO3 Articulate their knowledge in acquisition, accession and de-accession of objects.

Instructions:

The question paper shall consist of two sections (Sec.-A and Sec.-B). Sec.-A shall contain 10 short answer type questions of six marks each. Student shall be required to attempt any five questions in 150 words. Sec.-B shall contain 8 long answer 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.

Course Contents:

Unit-I	(10 Lect.)
(a) Methods of Acquisition of objects for Museum	
(b) Cataloguing the objects	
Unit-II	(8 Lect.)
(a) Principles and Importance of Documentation	
(b) Documentation Policy. Manual and Digital Documentation Practices	
Unit-III	(15 Lect.)
(a)Preparation of Index cards	
(b)Preparation of Records and registers	
(c)Accessioning and De- accessioning	
Unit-IV	(13 Lect.)
(a) Conservational problem in Museum objects	
(b) Natural and Human made problem for object deterioration	
Unit-V	(14 Lect.)
(a) Definition of Preservation of Museum objects, its uses and importance	
(b) Study of Scientific laboratory in Museums	


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References:

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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. Sharma, Ramesh Chandra, *Mathura sangrahalaya parichay*, puratattva sangrahalaya, Mathura.
12. Garg, Gangaram, *Sankshipt Parichay-Puratattva Sangrahalaya, Gurukul Kangri V.V., Haaridwar.*
13. Ganeshan, R., *Bhartiya sangrahalaya ewm Jan Sampark*, Vishwavidyalaya Prakashan, Varanasi.
14. Sahay, Shivswaroop, *Sangrahalaya ki aor*, Banarasidas, Delhi.



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