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Post Graduate Diploma in Museology (PGDM)

Syllabus

PGDM- 1 : Introduction to Museum and Museology

Unit1-Origin and Definition of Museum, purpose of Museum, scope of Museum.
History of museums / Museum Movement (Indian sub continent)

Unit 2- Various Types of Museums and New Museum trends:

Unit-3- Functions of Museums:

- (a.) Collection
- (b.) Identification
- (c.) Preservation
- (d.) Documentation
- (e.) Presentation (Exhibition)
- (f.) Research
- (g.) Educational activities

Unit-4-Nature of Collections and Modes of Acquisition.

Unit-5- Legislations concerning Museums and Professional Bodies.

PGDM-02: Documentation, Presentation and Interpretation

Unit-1- Documentation:

- (a.) Accessioning.
- (b.) Operation of incoming and outgoing objects
- (c.) Marking and numbering
- (d.) Re-accessioning
- (e.) De-accessioning
- (f.) Daybook
- (g.) Historic file
- (h.) Digital Documentation

Unit-2- General Principles of Presentation: Communicative aspect

- (A). Galleries: Nature and Scope
- (b). Types of exhibition
- (C). Organization of exhibition
- (d). Purpose
- (e). Programming
- (f). Object selection
- (g). Lay-out scale model
- (h). Consideration of audience
- (i). Exhibit texts

Unit-3- Exhibition equipments:

- (a). Show-cases
- (b). Pedestals
- (c). Audio-Visual aids
- (d). Lighting
- (e). Role of designing agencies for high tech display
- (f). Labelling / signage
- (g). Publicity

Unit-4- Principles of design communication and interpretation:

- (a). Exhibitions: Thematic versus integral Geographic versus chronological
- (b). Type of visitors and their behaviour patterns
- (c.) Re-accessioning
- (d.) De-accessioning
- (e.) Daybook
- (f.) Historic file
- (g.) Digital Documentation

PGDM – 03: Museum Management and Conservation

Unit-1- Location and Surrounding of Museums

- (a.) Selection or site
- (b.) Surrounding
- (c.) Use of space, design
- (d.) Planning
- (e.) Construction of museum
- (f.) Special Problems (war. flood, fire & earth quake etc.)
- (g.) Contact with professional agencies.

Unit -2- Administration Frame work:

- (a.) Principles
- (b.) Legal status
- (c.) Administrative units
- (d.) Controlling bodies
- (e.) Committee
- (f.) Role of Director
- (g.) Appointment of museum personnel and their duties

Policy of Museum and Work Planning

- (a.) Planning
- (b.) Collection Insurance
- (c.) Annual Report
- (d.) Museum storage including visual storage

Unit-3- Museum Marketing:

- (a.) Concept
- (b.) Scope
- (c.) Implementation
 - Budget:
 - (a.) Sources of income
 - (b.) Budget

Conservation

Unit-4-. General Principles of Conservation:

(a.) Preventive measures

(b.) Curative measures

Analysis of collected materials and preventive conservation

(a.) Organic and inorganic objects

(b.) Physical, chemical and biological changes – glass, metal, painting, paper, stone, textile, wood and miscellaneous material

(c.) Basic preventive conservation – cleaning and simple treatment

(d.) Causes of deterioration

Unit-5-. Preservation of Museum objects:

(a.) Restoration

(b.) Temperature

(c.) Humidity

(d.) Pollution

(e.) Effects of light, mould, mildew insects etc.

(f.) Emergency conservation/first aid.

(g.) Proper environmental condition – exhibits, storage, travelling exhibits.

Care and Handling of Museum Objects:

(a.) Movement – crating and packing

(b.) Proper mounting

Basic Infrastructure of a Museum's Conservation.

PGDM – 04: Computer Application in Museum

Unit-1. Computer in museums.

Unit-2. Use of computer in exhibition designing/exhibits.

Unit-3. Use of different software, websites, multimedia etc.

Unit-4. Retrieval of information about important museums of the world.

Unit-5. Communication through E-mail and conferencing about the museums and its activities of the world.

PGDM – 05: Museum and Public Relation

Unit-1- General Principles.

Unit-2- Press Release news stories and promotional activities involving newspaper, magazine, cable network, television and video films.

Unit-3- Museum as Public Facilities:

Access to the museum parking facilities, public transportation, information for visitors (Printed), Guided tours, audio – visual aids, language considerations etc.

Unit-4- Types of Facilities:

(a.) Book shops, sales counters, plaster-cards, folders, post-cards etc.

(b.) Auditorium, lecture room, music theatre.

Unit-5- Comfort of Visitors:

(a.) Seats, coffee shops, restaurants, facility for challenged visitors.

(b.) Membership organization and friends of the museum.

(c.) Docent Service.