



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA

Phone: 033 2249-3737/2226-7814 e-mail: [maulanaazadcollegekolkata@gmail.com](mailto:maulanaazadcollegekolkata@gmail.com)

Website: <https://maulanaazadcollegekolkata.ac.in>

Summary Report, Meeting Notice, Meeting Resolution, Course Brochure /Curriculum, Course outcomes, Evaluation procedure, Sample Certificate

## 8. Archives and Museums: Theory and Practice

### Summary Report

Course Name: **Archives and Museums: Theory and Practice**

Course Code: **AD-HIS-20-21-01**

Organizing Department: **Department of History**

Course Duration: **30 Hours (04.01.2021 - 15.02.2021)**

No. of Enrolled Students: 25

No. of student completed the course: 25

### **Course Objectives:**

The course "Archives and Museums: Theory and Practice" aims to provide students with a comprehensive understanding of the role, functions, and significance of archives and museums in preserving cultural and historical heritage. The course seeks to equip students with both theoretical knowledge and practical skills required for the effective management, preservation, and presentation of archival and museum collections. It emphasizes the importance of archives and museums in education, research, and public engagement, fostering a critical appreciation of their evolving roles in contemporary society.

### **Learning outcomes:**

The student has knowledge about • Understand Key Concepts and Theories • Basic aspects of the history of archival science and museology. • Develop Practical Skills. • Curate Exhibitions and Public Programs • Main working areas in archives and collections management.

These objectives and outcomes ensure that students completing the course are well-prepared to engage with the theoretical and practical aspects of archival and museum work, contributing to the preservation and promotion of cultural and historical heritage in various professional contexts.



  
Principal  
Maulana Azad College, Kol  
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**Maulana Azad College**  
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**Departmental Meeting Notification**

**Department of History**  
**Maulana Azad College**  
8, Rafi Ahmed Kidwai Road, Kolkata-700013

**Notice:**

**Date: 05.11.2020**

A departmental meeting will be held in online mode via Google meet platform on 12<sup>th</sup> November, 2020 at 4.30 p.m. to discuss the following agenda. All faculties are requested to attend the meeting positively.

Agenda:

1. Online mode Examination.
2. Add-on course in online mode.

  
Head,  
Department of History  
Maulana Azad College



  
Principal  
Maulana Azad College  
Kolkata-13



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## Departmental Meeting Resolution

As per notice dated 5<sup>th</sup> November, 2020, the departmental meeting held on 12.11.2020 in online mode at 4.30 p.m. All faculty members were joined the meeting timely.

**Meeting Resolution:** It has been resolved unanimously that:

1. The mode of Internal Assessment will be online mode till the notification by the Government.
2. Add-oncourse on ‘**Archives and Museums: Theory and Practice**’ will be held in online mode during 4<sup>th</sup> January, 2021 to 15<sup>th</sup> February, 2021 & the participates should enrolled before join the course.

### **Evaluation Process:**

It has been resolved that the evaluation process consist of the following.

- Question preparation (Theory): Full Marks 100
- For practical paper time of examination 3 Hours.
- Evaluation of answer scripts and Tabulation as decided by the coordinator.
- Grade and Marks as per following table:

Grade Scale	Grade	Performance Indicator
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
40-59	B	Satisfactory
< 40	D	Disqualified

### **Issue of Certificates:**

- Certificates will be issued to students upon successful completion of the courses.
- The design and content of the certificates will be overseen by the course coordinators.



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Add- on course on **Archives and Museums: Theory and Practice.**

- **Venue:** Department of History, Maulana Azad College
- **Span of Course:** 30 Hours.
- **Assistance of Teaching Faculties:** Classes 20 hours. Visit and access Museum and Archives in nearby place 6 hours, Project Report: 2 hours. Exam. : 2 hours
- **Expenditure:** Nil
- **Facility requires within the college premise:** ICT Based Room, Study materials, Books, Journals and other necessary references.
- **Full Marks for this Course:** 100 Marks.
- **Mode of Examination:** Project with visit and access Museum and Archives in nearby place and Viva-voce.
- **Division of Teaching Hours:** Total 30 Hours( 4 faculty members, each taking 5 hrs. classes.6 hours for project works and 2 hours for viva) .

• **Course content:**

This add-on course presents archival science and museology as fields of study, and gives an introduction to archives and museums as institutions and workplaces. Central concepts and terms, basic theories, historical developments, and political ideas and plans for archives and museums.

Some of the major questions explored in the course are: What are archives and museums? What features do archives and museum collections have that make them important to societies and individuals: before, now, and in the future? How have they developed historically, as fields of study, scientific subjects, and disciplines? How has digitization affected archival science and archive institutions, museology and museums?

1.	<p>A. Definition of archives and allied terms like Manuscripts,, Documents, Records, Library, Gallery etc.</p> <p>B. Physical forms of Archival materials like clay tablets, stone Inscriptions, Metal Plates, Palm leaves and Paper records, Photographs, Cartographic Records Film, Video tapes and other electronic records.</p>	
2.	<p>A. Types of Archives.</p> <p>B. History of Archives.</p> <p>C. History of Setting up Archives in India with some specific example like National Archives, New Delhi and any regional example of local archives.</p>	



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	example of local archives.	
3.	A. Definition of Museum. B. Aim, Function, History Museum. C. History setting up Museum in India with special reference to Indian Museum, Calcutta, National Museum.	
4.	A. Types of Museum and Emergence of New Museums and allied institutions B. Understanding of collection, Conservation, Preservation and their policies, ethics and procedure.	
5.	A. Archival science and museology in historical perspective. B. Basic features of the digitization and of how this affects archives and museums  C. Overview of the development of archival science and museology as fields of study	
6.	A. Museum, Archive and Society: Exhibitions, Public Relations. B. Education and Communication through Outreach activities. C. Make a project with visit and access Museum and Archives in nearby place.	

**Essential Readings:**

1. Saloni Mathur, *India by Design: Colonial History and Cultural Display*, University of California, 2007.
2. Sengupta, S. *Experiencing History Through Archives*, Delhi: Munshiram Manoharlal, 2004.
3. Guha, Thakurta, Tapati, *Monuments, Objects, Histories: Institution of Art in Colonial Post Colonial India*, New York, 2004.
4. Kathpalia, Y.P. *Conservation and Restoration of Archive Materials*, UNESCO, 1973
5. Chowdhary, R.D. *Museums of India and their maladies*, Calcutta, Agam Kala Prakashan, New Delhi, 1998.
6. Nair, S.M. *Bio- Deterioration of Museum Materials*, 2011.
7. Agarwal, O. P. , *Essentials of Conservation and Museology*, Sandeep Prakashan, New Delhi, India, 2007.
8. Basu, Purnendu, *Records and Archives, what are they*, National Archives of India, 1980 Vol.II, No. 29.
9. Ray Niharranjan, *An Approach to Indian Art*, Calcutta, 1970.
10. Mitter Partha, *Indian Art, Oxford History of Art Series*, Oxford University Press, 2001.



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## Permission of HOI

The Principal

Date: 13.11.2020

Maulana Azad College, Kolkata

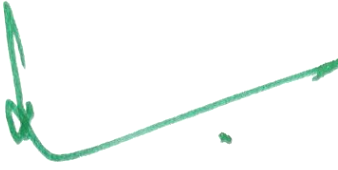
Respected Sir,

This is to convey that the Department of History, Maulana Azad College, has resolved in an online meeting held on 12.11.2020 that an add-on course for semester-3 will be conducted from 04.01.2021 - 15.02.2021 on '**Archives and Museums: Theory and Practice**'. The details of the proposed course are attached. We Shall remain grateful if you very kindly give permission to pursue the aforesaid course.

With regards,

Yours Faithfully,

  
Head,  
Department of History  
Maulana Azad College

  
Principal  
Maulana Azad College  
Kolkata  
Govt. of West Bengal



  
Principal  
Maulana Azad College  
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**Sample Certificate**

	<p><i>Maulana Azad College</i> 8, Rafi Ahmed Kidwai Road, Kolkata-700013, India.</p>	
<p>No. -----</p>		
<p><b>Course Completion Certificate</b></p>		
<p><i>This is to certify that -----, bearing Enrollment No. ----- ----- has actively participated and successfully completed 30 hours add-on course on “Archives and Museums: Theory and Practice” organized by the Department of History in association with IQAC, in the period 4<sup>th</sup> January, 2021 to 15<sup>th</sup> February, 2021 and secured grade ----.</i></p>		
 <b>Course Coordinator</b>	 <b>IQAC Coordinator</b>	 <b>Principal</b>



  
Principal  
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