



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

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-22-23-01**

Organizing Department: **Department of History**

Course Duration: **30 Hours (04.05.2023 - 02.06.2023)**

No. of Enrolled Students: 67

No. of student completed the course: 63

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. The course has been successfully completed by all the 67 enrolled candidates from History Department the participants received their certificates.


Head,
Department of History
Maulana Azad College




Principal
Maulana Azad College, Kol
Principal
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Kolkata
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Departmental Meeting Notification

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

Notice:

30.03.2023

A departmental meeting will be held on 05.04.2023 in the staff room at 3.00 p.m. to discuss the following:

1. Internal Assessment Examination
2. Continuation of Add-on Course.

All faculties are requested to attend the meeting positively.


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Departmental Meeting Resolution

As per notice dated 30.03.2023, the departmental meeting held on 05.04.2023 in the Staff Room at 3.00 p.m. All faculty members were attended the meeting..

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 4th May, 2023 to 31st May, 2023 and the programme will be organized on 2nd June, 2023. 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.	A. Definition of archives and allied terms like Manuscripts,, Documents, Records, Library, Gallery etc. 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.	
2.	A. Types of Archives. B. History of Archives. C. History of Setting up Archives in India with some specific example like National Archives, New Delhi and any regional example of local archives.	



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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

To

The Principal,
Maulana Azad College,
8, Rafi Ahmed Kidwai Road,
Kolkata-700 013

Date: 05.04.2023

Respected Sir,

This is to inform you that the Department of History, Maulana Azad College, has resolved in a meeting held on 05.04.2023 that an add-on course for semester -6 will be conducted from 04.05.2023 to 02.06.2023 on **Archives and Museums: Theory and Practice**.

This is for your kind information and taking necessary action.
Thanking you.

Yours sincerely,


Principal
Maulana Azad College

Principal
Maulana Azad College
Kolkata
Govt. of West Bengal

 05/04/23,
(ASHOKE KUMAR MANDAL)
Associate Professor & HoD,
Department of History,
Maulana Azad College




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Maulana Azad College
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Sample Certificate

	<p><i>Maulana Azad College</i> 8, Rafi Ahmed Kidwai Road, Kolkata-700013, India.</p>	
No. -----		
Course Completion Certificate		
<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 4th May, 2023 to 2nd June, 2023 and secured grade --.</i></p>		
 Course Coordinator	 IQAC Coordinator	 Principal



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