

<b>Unit-I</b>	Museum administration (a) Controlling committee, advisory board, purchasing committee and director (b) Work manual of Museum staff and Budget of Museum	<b>(6 Lect.)</b>
<b>Unit-II</b>	Museum Architecture (a) Concept and Planning of museum building: Gallery, Library, Washroom, Garden, Lawn, Parking and Auditorium. (b) Restricted area for Museum building: Store room, Laboratory, Photo studio and Administrative office	<b>(12 Lect.)</b>
<b>Unit-III</b>	Museum Security (a) Internal and external security (b) Methods of security: Manual and Mechanical	<b>(7 Lect.)</b>
<b>Unit-IV</b>	General Maintenance of Museum (a) Proper light, temperature and humidity for object wellbeing (b) Packing, loading and unloading at the time of journey	<b>(11 Lect.)</b>
<b>Unit-V</b>	(a) Museum's policy and planning (c) Insurance of Museum objects and reserve collection	<b>(9 Lect.)</b>

### Recommended readings

1. Zaheer, M., Museum Management, Ram Adwani, Lucknow.
2. Collart, Paul, Museum and monuments VII, Suria, Paris UNESCO.
3. Aiyappan, A. and Satyamurti, S.T., Hand book of Museum technique, Madras, Govt.
4. Baxi, S. J. , Modern Museum, Hindu book house, New Delhi.
5. Biswas, T. K., Museum and Education, New Age
6. Singh, A.P., Conservation and Museum Techniques, Agam Kala Prakashan, Delhi.
7. Organization of Museum practical, New Delhi, UNESCO.
8. Nigam, M. L., Fundamentals of Museology, Navhind, Hyderabad.
9. Satyamurti, S.T., Administrative problems in the Indian Museum.
10. James and Gardner, Exhibition and display.
11. Lite, R. B. and Stibert, J. D., Museum documentation system.

12. Viswas, T. K., Museum and Education.
13. Dadli, H. Dorothi, Museum registration Methods.
14. Narth, F. J. Museum, levels, London.
15. ग.शेन] आर0] भारतीय संग्रहालय एवं जन सम्पर्क] विश्वविद्यालय प्रकाशन] वारा.ासी ।
16. सहाय] शिवस्वःप] संग्रहालय की ओर] मोतीलाल] बनारसीदास] दिल्ली ।
17. राय] अग्रवाल एवं चौ/री] संग्रहालय अनुशीलन ।
18. शुक्ल] गिरिशचन्द्र तथा पा.डेय विमलेश] संग्रहालय विज्ञान] मोतीलाल बनारसीदास] दिल्ली ।

**BA- II Year**  
**Skill Enhancement Course (SEC)**  
**Code: BAM-S401**  
**Principles of Museology-II**

**Semester : IV**  
**Max. Marks : 70**  
**Time : 3 Hours**