**Museum Studies Training Programme (2019)**

**Fundamentals of Museology**

Understanding fundamental role and function of the "museum," from its historical beginnings to the present. Familiarizing the participants with the meaning and features of Museums and Museology

* + - * Definition of Museum, Museology and Museography
* Functions of Museums
* Collection
* Documentation
* Preventive Conservation & Handling
* Exhibition
* Education
* Museum and Museological Terminologies
* Type and Classification of Museums on the basis of collection, governing body and functions
* Changing concept of museums
* Role of Museum in Society

**Collection**

This course is designed to acquaint participants with how and why collecting is done along with the history of collection.

* Definition, History and Development of collections-World Context
* History of Major Museums of the world
* History and Development of collections --Indian Context
* History of Major Museums of India
* Types of Collection
* Modes of Acquisition
* Ethics of collection
* Collection Policy / Legal aspects

**Documentation**

* Meaning and objectives of Museum Documentation
* Methods of Documentation
* Accessioning and marking
* Guidelines and Standards

**Exhibition**

The course is intended to explicate the fundamentals of Museum Exhibition incorporating all details from the conceptualization stage to the final execution.

* + Definition and Scope of Museum Display and Exhibition
  + Types of Museum Exhibition
* Elements of Exhibition

- Conceptualizing, selection, sequencing, display and installations

* + Types of showcases and display accessories
  + Signage and orientation in museum
  + Color Scheme and Museum Lighting
  + Types of Museum Labels

**Education**

This course is structured to elucidate the correlation between Museums and Education.

* Concept, Definition and Scope of Museum Education
* Museum and Non-formal Education
* Museum Educational Resources and Techniques
* Museum Education programmes for targeted audience like school children, under privileged, youth, non-literate, senior citizen, differently abled group
* Education programmes for differently abled group
* Museum and Outreach Programmes

**Museum Management, Marketing and Public Relations**

* Management Principles: General and Pertinent to Museums
* SWOT Analysis
* Museum Resource Management
* Concept of Museum Marketing and Public Relation
* Concept of Mix Marketing
* Museum as a product for marketing
  + Public Relation in Museum Setting

**Museum Architecture**

* Space requirements for public area
* Space requirements for service area
* Planning of public area
* Planning of service area
* Architecture in relation to security, conservation, lighting, ventilation and special audiences- Entrance, Ramps, lift, etc.
* Preparing Architect’s Brief

**Preventive Conservation, Disaster Management and Security**

* Introduction to Preventive Conservation
* Factors of Deterioration and Museum Climate
* Handling, Transportation and Packaging of Museum Objects
* Guidelines for Disaster Preparedness in Museums (ICOM)
  + - Emergency Planning and Operation
* Risk & Disaster Management in Museums
* Museum Security