**Paper –V**

**PROJECT WORK**

**Course Code: CPAM-4**

Max. Marks: 100
External: 35
Internal: 15
Pass: 40%
Credits: 2

**Course Objective:** The project aims to provide students with practical, hands-on experience by integrating the theoretical knowledge and skills acquired in **CPAM-1, CPAM-2, and CPAM-3**. Students will apply concepts of archiving, documentation, conservation, museology, collection management, and digital heritage to a small real-world Punjab heritage project.

**Course Outcomes (COs)** After completing this course, learners will be able to:

- CO1: Apply knowledge of CPAM-1, CPAM-2 & CPAM-3 to document and preserve a chosen Punjab heritage element.
- CO2: Prepare proper documentation, cataloguing, and basic conservation plan for heritage material.
- CO3: Create a small physical or virtual exhibition / presentation on the chosen topic.
- CO4: Use basic digital tools (photography, metadata, Google Arts & Culture / simple GIS) for heritage documentation.
- CO5: Demonstrate gender-sensitive approach while documenting women's contributions in the chosen heritage topic.
- CO6: Present their work confidently through written report/PPT and viva.

**Evaluation (CPAM-4)**

**Internal Assessment (15 Marks)**

- Project Report (Written) / PPT Presentation

**External Assessment (35 Marks)**

- **Viva Voce** (by external examiner + internal supervisor)

**Instructions for the Students:**
The Project report has to be submitted in the format below:

Each student is required to write a comprehensive report of 2500 – 3500 words describing the topic of interest.

It is mandatory to follow the guidelines.

**A. ARRANGEMENT OF CONTENTS:**

The sequence in which the Project report is to be submitted:

**Cover Page & Title Page**

- Title of the Project
- Student's Name, Roll No.
- Programme Name
- Department and Institution Name

**Acknowledgement-** Thanks/Gratitude to teachers, institution, archives, museums, etc.

**Abstract-** Brief summary of topic, objectives, methodology, and findings

**Introduction**

- Background
- Relevance in Punjab Context
- Objectives of the study

**Review of the related literature**

- Books, articles, reports related to:
- Archiving in Punjab
- Museums and heritage practices
- Conservation studies

**Methodology**

- Type of research:
  - Field visit / Case study / Survey / Archival analysis / Oral History/ Documentation
- Sources of data:
  - Primary (interviews, visits, records)
  - Secondary (books, articles, reports)

**Case Study / Field Work**

Students must include at least **one practical study**, such as:

- Visit to an archive or museum in Punjab
- Description of heritage item/site/person
- Documentation (photos, catalogue entries, metadata)
- Study of a manuscript / hukamnama / artifact
- Documentation of local heritage (oral history, textiles, etc.)

**Digital Component** (compulsory small part)

- 8-10 photographs with captions
- Simple metadata records (Dublin Core)
- PPT presentation (10-15 slides) OR Virtual exhibition link (if possible)

**Findings and Conclusion**

**References**

Annexures (photos, interview transcripts, etc.)

**B. PAGE DIMENSION:** The dimension of the Project report should be A4 size. The Project report should be uploaded to the LMS.

**Suggested Readings**
**Archiving & Records Management**


- Millar, Laura. *Archives: Principles and Practices*. Neal-Schuman Publishers, New York, **2010**.
- Shepherd, Elizabeth & Yeo, Geoffrey. *Managing Records: A Handbook of Principles and Practice*. Facet Publishing, London, **2003**.
- Ketelaar, Eric. *Archives and Manuscripts: Theory and Practice*. Society of American Archivists, Chicago, **2007**.


**2. Digital Archiving & Preservation**


- Lavoie, Brian F. *The Open Archival Information System (OAIS) Reference Model: Introductory Guide*. Digital Preservation Coalition, UK, **2014**.
- Owens, Trevor. *The Theory and Craft of Digital Preservation*. Johns Hopkins University Press, Baltimore, **2018**.
- Harvey, Ross. *Digital Curation: A How-To-Do-It Manual*. Neal-Schuman Publishers, New York, **2010**.


**3. Museology & Museum Studies**


- Boylan, Patrick J. *Running a Museum: A Practical Handbook*. UNESCO Publishing, Paris, **2004**.
- Ambrose, Timothy & Paine, Crispin. *Museum Basics*. Routledge, London, **2018 (3rd Edition)**.
- Pearce, Susan M. *Museums, Objects and Collections: A Cultural Study*. Leicester University Press, London, **1992**.
- Hooper-Greenhill, Eilean, *Museums and Education: Purpose, Pedagogy, Performance*. Routledge, London, **2007**.


**4. Conservation & Heritage Management**


- Caple, Chris, *Conservation Skills: Judgement, Method and Decision Making*. Routledge, London, **2000**.
- Jokilehto, Jukka. *A History of Architectural Conservation*. Butterworth-Heinemann, Oxford, **1999**.


**5. Punjab History & Cultural Heritage**


- Grewal, J. S. *The Sikhs of the Punjab*. Cambridge University Press, Cambridge, **1990**.
- Singh, Fauja. *A History of the Punjab*. Publication Bureau, Punjabi University, Patiala, **1972**.
- Duggal, Kartar Singh. *Cultural Heritage of Punjab*. Abhinav Publications, New Delhi, **1992**.

## 6. Reports, Guidelines & Online Resources

- UNESCO, *Running a Museum: A Practical Handbook*. UNESCO Publishing, Paris, **2004**.
- International Council of Museums (ICOM), *Code of Ethics for Museums*. ICOM, Paris, **2017**.
- National Archives of India, *Manual of Archival Practice*. Government of India, New Delhi, **2011**.
- Digital Preservation Coalition, *Digital Preservation Handbook*. DPC, UK, **2015 (Updated Editions Online)**.