

# **SNDT Women's University**



**DEPARTMENT OF HISTORY**

**INTERNSHIP MANUAL**

**(2015 - 2016)**

**Department of History  
7<sup>th</sup> Floor, Patkar Hall Building,  
1. N. Thackersey Raod,  
SNDT Women's University, Mumbai 400020  
Email: [history@sndt.ac.in](mailto:history@sndt.ac.in)**

**SNDT Women's University, Mumbai**

# **Master of Arts in HISTORY Internship Manual**

## **About the SNTD Women's University**

Shreemati Damodar Nathibai Thackersey (SNTD) Women's University was started by Maharshi Karve in 1916. The University is the first Women's University in India and in South Asia.

Today the University offers various programmes at its three campuses, through 39 University Departments and more than 174 affiliated colleges. The main campus and the administrative offices are located at New Marine Lines, Mumbai and the branch campuses are located at Sir Vitthaladas Vidyavihar, Juhu, Santacruz(W), Mumbai and Karve Vidyavihar at Pune.

The motto of the University is:

**"An Enlightened Women is a Source of Infinite Strength".**

### **Mission**

SNTD Women's University is committed to the cause of women's empowerment through access to education particularly higher education, through relevant courses in the formal and non-formal streams. Further, SNTD Women's University is committed to provide a wide range of professional and vocational courses for women to meet the changing socio-economic needs, with human values and purposeful social responsibility and to achieve excellence with "Quality in Every Activity".

# **Department of History**

## **1. Introduction**

Department of History, SNTD Women's University, established in 1985, offers Master of Arts and Doctor of Philosophy degree course in History. The Department has introduced courses considering new trends in history-writing at global level.

## **2. Motto of the Department**

'We Strive For Perfection And Settle For Excellence'

## **3. Goals of the Department**

- ❖ To promote research-oriented teaching and learning in History
- ❖ To develop new trends and interdisciplinary research approach
- ❖ To provide exposure for employment through Internship

## Master Degree Programme in History

### Structure of the programme curriculum

Faculty Name: Social Sciences

Programme Name: M. A. History **(4 Semesters)**

### Syllabus Structure

#### Semester I

First Three are **compulsory**

	Subjects	L	Cr	Internal	External	TOTAL
1	Historiography: Concepts and Tools (Core) <b>108001</b>	4	4	50	50	100
2	Historiography: Methods and Approaches (Core) <b>108002</b>	4	4	50	50	100
3	Indian National Movement (Core) <b>108003</b>	4	4	50	50	100
	Select any one group from the following					
4	Group A	4	4	50	50	100
	i. 19 <sup>th</sup> Century Maharashtra <b>108111</b>					
	ii. 20 <sup>th</sup> Century Maharashtra upto 1960 <b>108112</b>	4	4	50	50	100
5	Group B	4	4	50	50	100
	i. 19 <sup>th</sup> Century Gujarat <b>108121</b>					
	ii. 20 <sup>th</sup> Century Gujarat upto 1960 <b>108122</b>	4	4	50	50	100
6	Group C	4	4	50	50	100
	i. Economic and Administrative History of the Marathas (1600-1818) <b>108131</b>					
	ii. Socio-cultural History of the Marathas (1600 – 1818) <b>108132</b>	4	4	50	50	100
<b>Total</b>		<b>20</b>	<b>20</b>	<b>250</b>	<b>250</b>	<b>500</b>

**SCHEME: Semester II**

First Three are compulsory

	<b>Subjects</b>	<b>L</b>	<b>Cr</b>	<b>Internal</b>	<b>External</b>	<b>TOTAL</b>
1	History of Contemporary World: 1946-1992 <b>208004</b>	4	4	50	50	100
2	History of Contemporary India: 1947-1984 (Core) <b>208005</b>	4	4	50	50	100
3	<b>Research Methodology (Core) 208007</b>	4	4	50	50	100
	Select any <b>one group</b> from the following					
4	Group D: i. Women's writing in western India upto 1900 <b>208141</b> ii. Women's writing in 20 <sup>th</sup> Century western India <b>208142</b>	4	4	50	50	100
		4	4	50	50	100
5	Group E: i. History of Ideas upto 1900 <b>208151</b> ii. 20 <sup>th</sup> Century Thought <b>208152</b>	4	4	50	50	100
		4	4	50	50	100
6	Group F: i. History of Science and Technology in Pre-Modern India <b>208161</b> ii. History of Science and Technology in modern India <b>208162</b>	4	4	50	50	100
		4	4	50	50	100
<b>Total</b>		<b>20</b>	<b>20</b>	<b>250</b>	<b>250</b>	<b>500</b>

**SCHEME: Semester III**

First paper is Compulsory

	<b>Subjects</b>	<b>L</b>	<b>Cr</b>	<b>Internal</b>	<b>External</b>	<b>TOTAL</b>
	Select any One group from the following	4	4	50	50	100
1	Group G: i. Economics History of India 1200 C.E <b>308171</b>	4	4	50	50	100
	ii. Socio-Cultural History of India 1200 C.E <b>308172</b>	4	4	50	50	100
2	Group H: i. Economic History of Medieval India 1200 C.E to 1757 C.E <b>308181</b>	4	4	50	50	100
	ii. Socio-Cultural History of Medieval India 1200 C.E. to 1757 C.E. <b>308182</b>	4	4	50	50	100
	GROUP I: i. Economic History of India 1757 C.E to 1947 C.E <b>308191</b>	4	4	50	50	100
	ii. Socio-Cultural History of India 1757 C.E to 1947 C.E <b>308192</b>	4	4	50	50	100
	<b>Research</b> <b>308777</b>	-	4		100	100
	<b>Internship</b>	-	8	100	100	200
	<b>Total</b>	<b>16</b>	<b>20</b>	<b>200</b>	<b>300</b>	<b>500</b>

## SCHEME: Semester IV

	Subjects	L	Cr	Internal	External	TOTAL
1	<b>Women's History: Problems and Procedures (Core)</b> <b>408006</b>	4	4	50	50	100
2	Women in Modern India (Core) <b>408008</b>	4	4	-	-	100
3	<b>Research</b> <b>408777</b>		4	50	50	100
4	<b>Internship</b> <b>408999</b>		8			200
<b>Total</b>		8	20	-	-	<b>500</b>

### 4. Internship as a part of Master of Arts in History

#### 4.1 Goals of Internship:

1. To provide exposure to the students to the outside business world.
2. To bridge the gap between classroom teaching and practical work life.
3. To make the students aware about work ethics and work discipline.
4. To develop the zeal for their professional experience in the fields such as museums, archives and libraries.

#### 4.2 Purpose of Internship:

1. To develop self confidence and self esteem or self worth.
2. To enhance spheres of the students from academia to industry.
3. To create awareness among students about their professional life
4. To generate mindfulness in time management, efficiency and accountability
5. To cultivate new skills related to the professional productivity and work life balance.

#### 4.3 Objectives of Internship:

1. To create value addition among students.
2. To increase the employability of students.

3. To enhance bargaining power of students.
4. To impart appropriate knowledge and information to the students in preparation for professional practice.
5. To develop the ability in the students to understand the process of research as well as plan, implement, monitor and evaluate need based programme.

## **5. General information about the Internship**

Credit: 8

Hours: 240

### **5.1 Introduction:**

Internship is learning through doing. It blends theory and practical. It combines ideas with action. It helps the student to apply theoretical knowledge taught in class rooms in different practical situations. Students test theoretical knowledge in practical situations and develop skills and proficiency in that particular field.

### **5.2 Internship for Semester IV of MA History Students**

#### **Offers an opportunity:**

1. To have an understanding of the functions of the industries like tourism industry, museums, libraries, archives, research centres and government agencies so that the students will have opportunities of employability
2. To have training with regards to planning, organizing and carrying out activities in the area of History and its allied fields.

### **5.3 Goals of Internship/Purpose of Internship/Objectives of Internship**

1. To develop professional skills through practical learning
2. To apply the acquired knowledge for the study of relevant facts, analysis of the problem and selection of appropriate means of solutions towards the problem
3. To develop the skills for solving the problems and work at micro level and at macro levels
4. To provide opportunity for the integration of class room learning and field practice and vice-versa.
5. To develop the skills required for professional practice at the particular level of training.

## **6. Type of Internship:**

Paid or Unpaid



## **7. Faculty Advisor's visit to place of internship: Once a month**

### **A. Meeting Requirement:**

Discussion with Personnel – quality of work, planning, implementation

### **B. Internship Procedure:**

#### **❖ Before the Internship begins:**

Enlisting agencies, matching-batching, orientation of students, faculty & representatives of industry, research institutes, Banks, corporate, NGO / agencies, schedule preparation.

#### **❖ During Internship:**

Visits by faculty advisors for checking their reports, student follow-up, assessing weekly work of students, etc.

#### **❖ After completion of the internship:**

Agency feedback, students' submission of reports, and assessment and viva voce.

### **C. Identifying agencies / organizations**

As above

### **D. Code of conduct**

Punctuality, accountability, proper manners, appropriate dress code, no compensation, timely submission, following rules & regulations of industry/ corporate/bank/NGO, be in the agency as a staff, no involvement in agency politics, maintain confidentiality, no favoritism, unbiasedness and work-ethics.

### **E. Evaluation Rubrics for Internship (for the whole period as well as final presentation)**

Evaluation Rubrics

Evaluation Scheme – 100 marks- for actual work

50 marks- faculty + 50 marks- agency supervisor

External Evaluation - 50 marks- Viva + 50 marks- report by supervisor

### **F. Evaluation scheme**

Internal, External, reports, weekly reports as well as final report

## **Appendix I**

### **MOU with Agency for Internship**

This MOU is between Department of History, SNTD Women's University &  
Name of the Agency:

1. The intern will work in the agency as per the norms developed for internship by the SNTD Women's University.
2. The intern will work in the agency as per the duties/ work assigned by the agency as per the discussion between the faculty advisor & agency supervisor.
3. The SNTD Women's University will not pay any amount towards internship placement.
4. The intern will follow the agency timings & pattern of work.
5. There will be 240 hours requirement so it may imply 30 working days or 40 working days depending on the hours of work per day in the agency.

Signature of HOD:

Signature of Supervisor, Internship

## **Appendix II**

### **Internship registration form for student**

1. Name of the student:
2. Address:
3. Contact No.:
4. Email :
5. Name of the Agency Supervisor :
6. Contact No.:
7. Date of joining the agency for internship :
8. Date of Completion of Internship :

Signature of Student

Agency Head

Faculty Coordinator

### Appendix III

#### Weekly Internship Activity Report (to be submitted by the student)

This report must be submitted in the format given herein. Please document in detail the activities in which you participated. This must be submitted to the Supervisor/Mentor and the Faculty Coordinator.

Name of Student:

Agency/Organization where internship is being done:

Report for the Week: \_\_\_\_\_ to \_\_\_\_\_

Date worked	Work site /Department	Activities carried out	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours			

Please write briefly about (a) your learning experiences and (b) accomplishments for this week's work

a. Learning experiences:

b. Accomplishments:

- (1) What new knowledge or skill did you learn on the internship this week?
- (2) List the pleasant experiences that occurred this week?
- (3) Did you have any unpleasant experiences this week? What were they and how did you handle the situation?
- (4) From the various things that you learned as part of the academic programme, what have you been able to apply during the internship?

Or were you able to apply what you learned during the internship? Describe in brief.

(5) What value did you add to the agency/organization this week? Describe your contributions.

(6) This week's experiences was positive:

Agree \_\_\_\_\_ Somewhat agree \_\_\_\_\_ Disagree \_\_\_\_\_

Evaluate your progress towards achieving your objectives that you had listed for your internship:

<b>Objectives</b>	<b>Achieved</b>	<b>Some Progress</b>	<b>No Progress</b>
1.			
2.			
3.			
4.			
5.			

**Date**

**Student/Intern's signature**

**Date**

**Supervisor/Mentor's signature**

**Date received on**

**Faculty Coordinator's signature**

**Internship Cumulative Hours Summary**

<b>Week</b>	<b>Total Hours</b>
<b>I : ----- to -----</b>	
<b>II:----- to -----</b>	
<b>III: ----- to -----</b>	
<b>IV:----- to -----</b>	
<b>V:----- to -----</b>	
<b>VI:----- to -----</b>	
<b>VII:----- to -----</b>	
<b>VIII:----- to -----</b>	
<b>Total Hours :</b>	

Date

Intern’s signature

Date

Supervisor/Mentor’s signature

## Appendix IV

### Report by Faculty Coordinator to HOD after visiting internship agency/organization

Name of Intern :

Name of Agency/Organization:

Date of visit:

Time of visit :

Purpose of visit and meeting

Regular visit:

Specially requested by

Briefly describe the key observations made during the visit

Did you identify any problems?

- a. Yes
- b. No

If yes, describe the problem in brief and the action/possible solutions recommended or taken.

<b>Problem/issue identified</b>	<b>Recommended action/solution</b>

Any suggestions given to intern (list in brief)

- 1.
- 2.
- 3.

Faculty Coordinator's signature :

**Appendix V**

**Report by Faculty Coordinator to HOD after visiting internship  
agency/organization**

Name of Intern :

Name of Agency/Organization:

Date of visit:

Time of visit :

Purpose of visit and meeting

Regular visit:

Specially requested by

Briefly describe the key observations made during the visit

Did you identify any problems?

- c. Yes
- d. No

If yes, describe the problem in brief and the action/possible solutions recommended or taken.

<b>Problem/issue identified</b>	<b>Recommended action/solution</b>

Any suggestions given to intern (list in brief)

- 4.
- 5.
- 6.

Faculty Coordinator's signature:



## Appendix VI

### Proforma for Undertaking from Parents

Student's Name:

Address:

Tel.no. Mobile:

Age:

Date:

To,  
Head,  
Department of History  
SDNT Women's University,  
Chrchgate,  
Mumbai-400 020

Respected Madam,

I have read the above rules and regulations and hereby desire my ward to join the Internship during Sem IV for MA History from 2<sup>nd</sup> February 2016 to 8<sup>th</sup> April 2016. I am aware that my ward is placed in an agency for internship for this duration.

Yours Truly,

\_\_\_\_\_  
Parents/Guardian's Name & Signature

\_\_\_\_\_  
Student's Name & Signature

## Appendix VII

### Internship Assessment by Supervisor/Mentor

Name of Student Intern:

Date :

Name of Supervisor/Mentor :

Name of Faculty Coordinator :

NOTE: Please rate your intern's performance in the format given below:

- A- Excellent,
- B- Very Good,
- C- Average,
- D- Clearly below average,
- E- Unacceptable,
- F- NA Not applicable

Sr. No	Item	A	B	C	D	E	F	Not applicable	Comment /Remark
<b>1.</b>	<b>Job attitude</b>								
	Is enthusiastic								
	Is cooperative								
	Is well mannered								
	Is culturally respectful								
<b>2.</b>	<b>Initiative</b>								
	Is able to work with minimal appropriate supervision								
	Completed tasks without being told								
	Is eager to improve								
	Seeks assistance when needed								
	Follows through on suggestions								
<b>3.</b>	<b>Dependability</b>								
	Follows direction								
	Is prompt								
	Is consistent in attendance								
	Meets obligations								
<b>4.</b>	<b>Adaptability</b>								

	Learns routine quickly									
	Can move to new tasks and adapts easily									
<b>5.</b>	<b>Team work</b>									
	Works as a team member									
	Gets along with others									
	Ability to use assistive techniques/device/equipment to meet goal									
	Ability to collaborate in providing interdisciplinary interventions and programmes									
<b>6.</b>	<b>Communication Skills</b>									
	Demonstrates accuracy and clarity in written and verbal communication									
	Writes appropriately for the situation									
	Speaks appropriately for the situation									
	Uses proper punctuations									
	Spells words correctly									
	Does not use abbreviations/slang words									
	Works with appropriate media									
<b>7.</b>	<b>Organization</b>									
	Organizes her time efficiently									
	Organizes her workplace efficiently									
	Administers resources/funds efficiently									
	Punctual									
<b>8.</b>	<b>Group Participation</b>									
	Prepares materials for work arising/topic in a group									
	Demonstrates personal preparation									
	Presents material to meeting/group in a clear and interesting manner									

	Participates in small group discussion									
	Takes conscious and accurate notes during meeting									
	Follows up on agenda									
<b>9.</b>	<b>Stress Management</b>									
	Takes appropriate break									
	Delegates responsibility wherever appropriate									
	Handles conflicts/difficult situations appropriately									
	Sets priority, time line and bench marks									
<b>10.</b>	<b>Personal Development</b>									
	Displays a positive personal philosophy of health, health education and promotion									
	Exhibits confidence in self									
	Displays resourcefulness									
	Assumes responsibility with enthusiasm									
	Demonstrates appropriate level of confidence									
	Dresses appropriately and efficiently									
	Maintains confidentiality									
	Accepts constructive criticism and positive feedback concerning performance									
	Shows sensitivity to clients, colleagues and support staff									
	Demonstrates knowledge of accepted of ethical conduct									

Attendance:

Seldom comes late

Needs improvement

Very often tardy

Tardiness affects performance

**Appearance (clothing/hygiene/hair)**

Always dressed appropriately

Is good in appearance/frequently but not always dressed appropriately

Should make more efforts to improve

Frequently dressed inappropriately

Never absent

Dependable

Usually dependable

Is not regular enough

Too many absences

Punctuality

Always on time

Often neglects appearance/dressed inappropriately most of the time

Is extremely careless

**Initiative/Motivation**

Is resourceful, looks for things to do

Is fairly resourceful

Does acceptable routine work

Takes very little initiative, requires urging

Shows no initiative at all

**Professionalism**

Consistently demonstrates professionalism

Usually demonstrates professionalism

Occasionally demonstrates professionalism

Rarely demonstrates

Is totally unprofessional

**Courtesy**

Is very courteous and is very consistent

Is courteous

Usually courteous and consistent

Is not courteous

Very discourteous and inconsiderate

**Attitude**

- Always positive
- Usually positive
- Rarely positive
- Negative
- Openly hostile and negative

**Cooperation**

- Works willingly with others
- Usually gets along with others
- Prefers to work alone
- Does not work well with others
- Is antagonistic

**Work Habits**

- Is industrious, stays on the task till complete
- Seldom wastes time, is reliable
- Is usually reliable
- Frequently wastes time
- Work is often incomplete

**Accuracy of Work**

- Does work of a very good quality
- Makes few errors
- Often makes errors
- Is frequently inaccurate and careless
- Is extremely careless

**Communication**

- Excellent communication skills
- Above average communication skills
- Average communication skills
- Need to improve communication skills
- Ineffective communication skills

**Adaptability**

- Is adept to meeting changing conditions
- Adjusts readily
- Needs direction to make adjustments
- Has difficulty adapting to new situations
- Cannot adjust to changing situations

Signature of Supervisor/Mentor

Date

Name of the evaluator	
Organization	
Email address & Contact	
Date	
Signature	

Evaluation Rubric for Final Presentation and Viva: