

2015-16

Internship Manual



Department of
Political Science

SNDT Women's University
2015-16

Table of Contents

About SNDT Women's University:.....	3
Vision.....	3
Mission.....	3
Motto	3
About Department of Political Science:.....	4
Our Goals	4
Our Mission.....	4
Programmes conducted by the Department:.....	4
About the M. A. in Political Science Programme.....	5
General Information:	5
EVALUATION:.....	5
Course Structure:.....	6
Semester I.....	6
Semester II	6
Semester III.....	7
Semester IV.....	7
About Internship:.....	8
Name of the Programme that offers internship:	8
Curriculum Structure of the programme:	9
Internship Requirement:	9
Goals of Internship:.....	10
A glance at the abilities and equipment of our students:	11
Important information about Internship	12
Meeting Requirement:	12
Internship Procedure:.....	12
Code of conduct:.....	14
For Students:.....	14

For the Department:	14
For Institutions offering internship:	15
Evaluation scheme:	17
Identifying agencies /organizations:.....	19
Contact Details:.....	20
APPENDIX A:.....	21
MOU with Agency for Internship.....	21
APPENDIX B	22
Internship Registration Form for Students	22
APPENDIX C	23
Proforma for Undertaking from Parents	23
APPENDIX D.....	24
Agency Feedback on interns	24

About SNTD Women's University:

SNTD Women's University is the first Women's university in India as well as in South-East Asia. The University was founded by Bharat Ratna Maharshi Dr. Dhondo Keshav Karve in 1916 for a noble cause of Women's Education. The first five women graduated in 1921 from this University.

The University Headquarters is in Churchgate Campus, Mumbai and the other two campuses of this University are at Juhu, Mumbai and Karve Road, Pune.

Vision

Today we visualise the SNTD Women's University as a world class university that continually responds to the changing social realities through the development and application of knowledge. The purpose of such engagement will be to create an inclusive society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on empowerment of women.

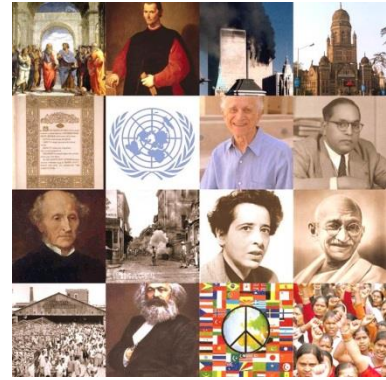
Mission

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 the 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"**

Motto

An Enlightened Woman is a Source of Infinite Strength

About Department of Political Science:



Dept. of Political Science was established in 1986.

Eminent academicians like Professor Usha Thakkar, Professor Rohini Gavankar have headed this department. They have developed this department as a centre of higher learning. This department believes in imparting quality education.

We believe we have as much commitment towards society as we have for academic excellence. We are committed to imparting democratic value and developing pro – people Social Scientists in our department. Our students get opportunities to interact with both foreign scholars as well as social activists.

Our Goals

- To equip students to understand and analyse political and administrative processes at local, national and international level
- To orient students towards value-based democratic politics

Our Mission

To develop Political Scientists equipped with in – depth knowledge of the discipline and sensitivity to the democratic aspirations of Indian society.

Programmes conducted by the Department:

- M. A. in Political Science
- Ph. D. in Political Science

About the M. A. in Political Science Programme

Name of the Programme: M. A. in Political Science

Credits: 80

General Information:

- The M. A. degree will be awarded to students who complete a total of 80 credits in a minimum of two years taking five courses per semester. Each course will be of 4 credits. Each semester is of 20 credits. (5 x 4 = 20 Credits)
- In each Semester, by way of credit transfer student can select any course offered by other disciplines worth 4 credits in lieu of the Elective.
- Students from other disciplines can opt for the Electives offered by Political Science in the respective semesters by way of credit transfer.
- In the third semester student will complete 4 credits by way of research in addition to the theory papers. Out of these 16 credits of theory papers she can avail facility of credit transfer for 4 credits.
- In the fourth semester student will complete 4 credits by way of research and 8 credits by way of internship in addition to 8 credits of theory papers. Out of these 8 credits of theory papers she can avail the facility of credit transfer for 4 credits.

EVALUATION:

- Each course will have 50% marks as semester - end examination and 50% marks for in - semester assessment except for the research and internship components.
- Student has to pass the internal assessment and semester end examination separately.
- For internal assessment student will be writing of term papers, book reviews, article reviews, will be doing presentations on the assigned theme in addition to the quizzes and written tests.
- Student who fails in the internal assessment will not be allowed to appear for end of semester examination.
- In order to pass, a Student shall get minimum 40% marks in each course.
- Evaluation scheme for research and internship component is attached separately.

Course Structure:

Semester I

Code	Course Title	Cr	T	L	D	TP	Internal	P/V	T
109001	Political Theory	4	60	60	1.5	50	50	-	100
109002	Administrative Theory	4	60	60	1.5	50	50	-	100
109003	Theoretical Aspects of International Politics	4	60	60	1.5	50	50	-	100
109111	Modern Political Ideologies	4	60	60	1.5	50	50	-	100
For Credit Transfer	<u>Elective I</u> <u>(any one of the following or through credit transfer)</u>	4	60	60	1.5	50	50	-	100
109112	a) Themes in Recent Political Thought (309112)								
109113	b) Modern Indian Political Thought (309113)								
109115	c) Hind Swaraj: A Textual Study (309115)								
		20	300	300		250	250	-	500

Semester II

Code	Course Title	Cr	T	L	D	TP	Internal	P/V	T
209004	Theoretical Aspects of Comparative Politics	4	60	60	1.5	50	50	-	100
209007	Issues in Administration	4	60	60	1.5	50	50	-	100
209005	Indian Political System	4	60	60	1.5	50	50	-	100
209011	Research Methods for Political Enquiry	4	60	60	1.5	50	50	-	100
For Credit Transfer	<u>Elective II (any one of the following or through credit transfer)</u>	4	60	60	1.5	50	50	-	100
209114	a) Themes in Indian Political Thought (309114)								
209131	b) Public Policy (309131)								
209134	c) Human Rights in International Politics (309134)								
		20	300	300		250	250	-	500

Semester III

Code	Course Title	Cr	T	L	D	TP	Internal	P/V	T
309008	Issues in World Politics	4	60	60	1.5	50	50	-	100
309009	Issues in Comparative Politics								
309010	Politics & Society in India	4	60	60	1.5	50	50	-	100
For Credit Transfer	<u>Elective III (any one of the following or through credit transfer)</u>	4	60	60	1.5	50	50	-	100
309121	a) State Politics in India (309121)								
309122	b) Social Movements in India (309122)								
309124	c) Political Process in Maharashtra (309124)								
309777	Research Project	4	60	60	1.5	50	50	-	100
		20	300	300		250	300	-	600

Semester IV

Code	Course Title	Cr	T	L	D	TP	Internal	P/V	T
409006	Political Philosophy	4	60	60	1.5	50	50	-	100
For Credit Transfer	<u>Elective IV (any one of the following or through credit transfer)</u>	4	60	60	1.5	50	50	-	100
409133	a) India and the World (309133)								
409012	b) Main Currents of Feminist Thought (409012)								
409132	c) Development Administration (309132)								
409888	Research Project	4	60	60	1.5	50	50	-	100
409999	Internship Project	8	60	60	1.5	50	50	-	100
		20	300	300		250	300	-	600

About Internship:

- SNTD Women's University has introduced internship in its Masters' level academic programmes from 2012.
- Internship is any carefully monitored work or service experience in which a student has an intentional learning goal and reflects actively on what s/he is learning throughout the experience.
- Internship will enable student to –
 - Acquire hands-on experience in a field of potential interest.
 - Determine whether a career is compatible with her interests, skills, and values.
 - Work in a professional environment.
 - Develop her skills by practicing in a real-life situation with available on-site supervision.
 - Thus, Internship is an opportunity for the student to equip herself to take on the challenges of work place.

Name of the Programme that offers internship:

Dept. of Political Science offers internship in its Master Degree programme "**M.A. in Political Science**". The programme is characterized by following features:

- It's a 4 semesters 80 credit programme with credit transfer facility, that is, students are allowed to offer courses worth 8 credits from any other discipline of their choice.
- The course content is regularly updated with the advancements in the discipline.
- The system of continuous assessment facilitates student enrichment.

Curriculum Structure of the programme:

- In Semester I & II student is equipped with the knowledge of the core disciplines in Political Science.
- Semester III student selects four courses from the 15 electives and is trained in Quantitative and Qualitative Research Methods.
- In the Semester IV student is sent for internship (8 credits) and she completes a research project (8 credits). She also learns one theory course.

Internship Requirement:

- Number of credits: 08
- Number of hours: 240
- Weekly report
- Faculty Advisor's visit to place of internship

Goals of Internship:

- To build student's capacities in organizing and planning academic events.
- To develop student's abilities to undertake academic and policy research projects.
- To equip student to plan writing project and develop her writing skill, including the development of e-content.
- To equip her to be able to contribute to general administrative task of institutions.
- To equip student to promote the institution through social networking sites in conformity with the goals and objectives of the institute.

A glance at the abilities and equipment of our students:

The students placed for internship have successfully completed three semesters of the M.A. in Political Science programme.

Through their studies they are equipped into following skills and abilities:

- Students are equipped with the knowledge of major debates in Indian politics, world politics and have orientation into the different dimensions of public policy analysis.
- Each of these students has independently completed a documentation project as well as an annotated bibliography. She will be able to classify documentation-data from academic (Political Science) point of view though not necessarily from a librarian's viewpoint.
- Considering both the above mentioned equipment they capable of compiling data for policy formulation as well as policy analysis and hence can assist policy-makers as well as policy-analysts.
- They are trained in quantitative and qualitative research methods and are equipped to conduct hermeneutic and content analysis projects in addition to their equipment into the use of various quantitative data collection techniques.
- They are equipped to organise and conduct teaching sessions for school level and under-graduate level students in Civics and Political Science.
- They are equipped to make power-point presentations on various academic themes. Specific orientation about the objectives about the presentation needs to be supplemented.
- They can navigate group-discussions.
- They can use internet and is equipped to search academic sites on specific topics.
- They are equipped to assist in preparing teaching-learning plans for specific units. The intern needs to be oriented about the specific objective of the academic programme your institution is conducting. Accordingly, she will prepare a reading list along with unit-wise assignments.

Important information about Internship

- There are three primary participants in the internship programme:
 - a. the Student
 - b. the Supervisor/Mentor in the Organisation
 - c. the Faculty Advisor (from the department)
- The organisation where the student will be doing internship, will appoint a mentor who will supervise the work done by student. The student will report to her / him and will also submit weekly report to him/her.
- The Head of the Department of Political Science, SNDTWU will appoint an advisor for each student who will be a faculty from the department or a visiting faculty.
- Student will be guided by this advisor before and during the internship. Weekly reports will be sent to her/him.

Meeting Requirement:

- The Head of the Department, mentor (representing the institution where student is doing internship), advisor (from the Dept.) along with the concerned student will meet at the beginning and at the end of internship.
- Additional meetings can be called whenever required.

Internship Procedure:

- Before the Internship begins: Dept. of Political Science will conduct a two day workshop for the students orienting them about internship.
- In the First week after joining the internship agency: Each student will prepare a detailed plan of the work she intends to do during the course of internship. She will consult the agency mentor while preparing the plan. It will be submitted to Department Advisor and later on approval to the Agency mentor.
- During Internship: The students will submit a weekly report to the department after taking approval from the mentor.
- After completion of the internship: *Firstly*, Student will prepare a write up on achievement of the goals mentioned in the detailed

plan and also her reflections. *Secondly*, Student will submit a final report on internship and will appear for viva voce on the report.



Student Presentation of Internship Report

Code of conduct:

For Students:

- Student is expected to be punctual and regular at the workplace and is suggested to dress considering the dress-code (if any) at the workplace.
- The use of mobile phones at work-place should be strictly avoided except for emergency and during recess time. Accessing social-networking sites at work-place (for personal use) should be avoided strictly.
- Whenever student is going out for official work, she must send an email to the head of the Dept. of Political Science, SNDTWU before leaving the office. The email should be sent at politicalscience@sndt.ac.in The subject of the email should be OUT OF OFFICE ON _____ (Mention date and time). This is for your safety and security and should be followed **STRICTLY**.
- Student must remain in regular contact of the faculty member at the Dept. of Political Science. If student has any problem at the workplace, she must report it immediately to the Head of the Dept. of Political Science, SNDTWU. Solutions can immediately be found out. We value your security as much as your family does!
- If there is a regular deviation from the terms of reference of her assigned work from the institution, she must report it immediately to the Head of Dept. of Political Science, SNDTWU. At the same time it is necessary to remember that last-minute changes in work-schedule are very natural at any workplace. There are times when employee is required to do lots of additional work in order to complete the task in time. Never hesitate to contribute this additional work!

For the Department:

- The advisor will visit the workplace before placing student for internship.
- Dept. will organize two day workshop for students before placing them for internship.

- If students' / student's parents wish, department will conduct meeting with the parents orienting them about goals and objectives of internship.
- The nature of the work, the student is expected to do during internship will be clearly explained to her before placing her for internship.
- The advisor will remain in regular contact of the student during internship.
- If the institute has any issues regarding the student, department will immediately do the needful to resolve the issue.
- Dept. will conduct a viva voce of the student's internship report at the end of the internship.

For Institutions offering internship:

- Internship hours could be completed by part-time mode or by full-time mode or any other suitable mode, subject to confirmation from head of the department.
- The duration of the internship could be scheduled from February to April. However it will be flexible depending upon the availability; subject to approval from head of the department.
- It will be appreciated if the designated institution could pay stipend to the student; however even work- experience is valuable at this stage.
- The terms of reference for internship will be finalised for every student at the time of her assignment with the institution. It is expected that the same terms of reference shall be followed while assigning work to student on day-to-day basis. Deviation from the terms of reference shall not be more than 10%.
- For any official work if a student is sent out of the office premises (local or out-of-station) by the designated institution, her TA and DA expenses must be borne by the institution. Dept. of Political Science, S.N.D.T. Women's University will not entertain any claim for TA, DA or any other allowance.
- If a student is to be sent out of station for official work, prior intimation to the Dept. of Political Science, SNDTWU is essential.

- If the institution has any issue regarding the student (efficiency, punctuality, regularity, mannerism or competency etc.), it should be immediately brought to the notice of the Head of the Dept. of Political Science, SNTWU. We want to assure you that it will not be treated as a complaint, but as a suggestion to improve the student and make her ready to take on the challenges of job-market. Together, we can develop the student into a better-equipped candidate for the job.

Evaluation scheme:

Evaluation of internship will be done internally and externally.

A] Criteria for external assessment: (50)

I] General assessment: (25 marks)

1. **Punctuality**: Remains present on all working days, reaches workplace on time and remains there for the required duration.
2. **Sincerity**: Works hard to meet the quality requirements of the organisation, prepared to put in extra effort to complete the given task
3. **Initiative**: Prepared to try new ways of doing existing tasks – identifies obstacles- makes persistent efforts to overcome the barriers
4. **Commitment**: Displays work oriented life goals, makes client/customer satisfaction her priority, has a clear understanding of her job responsibilities and fulfils those to the best of her ability
5. **Attitude towards profession**: Takes responsibility for her own actions, improves herself through self-learning, receptive to new ideas, ready to take new challenges, accepts constructive criticism, demonstrates trustworthiness, maintains confidentiality, treats seniors, peers and juniors of all class/caste with respect, dresses appropriately, comes prepared for work.

II] Assessment of Skills: (25 marks)

1. **Communication**: written and oral, displays good manners and etiquettes.
2. **Documentation**: Prepares the relevant documents and preserves them systematically.
3. **Reporting**: Reports to the higher authorities of organisation work done by her in appropriate manner.

4. Any of the following (Relevant to the nature of internship work)
- Students' skills in identifying archival sources are developed.
 - She develops skills in identifying political issues of contemporary relevance and is able to analyse them from academic view point.
 - Her skills in writing academic reports are developed.
 - Her skills in developing e-content for academic websites are developed.
 - She develops the necessary skills to promote the vision, mission and goals of the organization where she is placed for internship.
 - Student is able to organize seminars / public talks.

B] Criteria for internal assessment: (75 MARKS)

- [I] Plan for Internship including goals of Internship (10 marks)
- [II] Achievement of goals (reflections and proforma) (15 marks)
- [III] Diary: Daily/weekly report of activities (25 marks)
- [IV] Rubrics for evaluation of internship specially developed by the department (25 marks)

The internship rubrics is a unique tool to assess the learning outcomes from the internship experience. It looks into five main parameters 1. Identification of problem/thrust area of work, acquisition of problem solving skills, 2. Opportunities for decision making, 3. Understanding, comprehension, planning and execution of work 4. Work ethics and 5. Relationship management in work place.

C] CRITERIA FOR COMBINED ASSESSMENT (75 MARKS)

- [I] Report of internship (25 marks)
- [II] Viva voce (50 marks)

Identifying agencies /organizations:

- Research institutes
- Policy Think Tanks
- Libraries & documentation Centres
- Distance / On-line Learning Centres
- Schools
- Social Organizations

In the past students of the department have been placed Asia Centre, Observer Research Foudation, Mani Bhavan, Nehru centre Library and such other prestigious institutions.



Nehru Centre Library, Mumbai



Mani Bhavan Gandhi Museum & Library

Contact Details:

<p>Dr. Chaitra Redkar Head - Dept. of Political Science</p>	
<p>Dr. Manisha Madhava Faculty – Dept. of Political Science</p>	
<p>MS. Prajakta Mirgule Admin Staff</p>	

Address:

7th Floor – Annex Building
1, N. T. Road, New Marine Lines,
Mumbai – 400020
Phone: (022) 22052970
Ext. No. 1326

Email: politicalscience@sndt.ac.in

Website: www.sndt.ac.in

APPENDIX A:

MOU with Agency for Internship

(Strike out whichever is not applicable)

1] This memorandum of understanding is signed between the Dept. of Political Science of S. N. D. T. Women's University, 1, N. T. Road, New Marine Lines, Mumbai – 20 and _____ for the purpose of internship placement of the students of the former with the later.

2] The duration of internship shall be 240 clock hours, which is to be completed by the student at the said institution _____ between February and April of the academic year _____.

3] The internship schedule (weekly and daily timings etc) will be finalized in a mutually convenient way.

4] The internship is paid / unpaid. If paid the remuneration shall be _____ / will be finalized during course of internship.

5] The institution will pay T.A / D.A. charges to the intern if she is sent out of office for official work.

6] Termination of Internship:

a. If the intern's behavior or work is unsatisfactory, then the institution will inform the Head of the Department about the lapses and lacuna.

b. If the student still fails to improve her performance a warning notice will issued to her in form of a yellow card.

c. In case of absence of improvement in performance internship will be terminated with a week's notice.

Signed,

Name	
Host Institution	
Title	
Date	
Name	
University	
Title	
Date	

APPENDIX B

Internship Registration Form for Students

(Strike out whichever is not applicable)

I] I _____ residing at ____

hereby register myself for internship.

II] I understand that the decision regarding my placement for internship is with the university and I will not raise any objection regarding my placement for internship.

III] I understand that the internship can be unpaid or paid. I'm looking at internship as an opportunity to develop my skills and shall not have any objection if no stipend is paid to me for internship.

IV] I will regularly submit my progress report to the Head of the Department.

V] I'm aware that lack of performance can lead to termination of internship.

VI] On account of any problem at the workplace I'll immediately report it to the Head of the Department.

Name of the Student:

Signature

APPENDIX C

Proforma for Undertaking from Parents

(Strike out whichever is not applicable)

I _____ residing at _____

hereby allow my ward MS _____, who is a student of the M. A. in Political Science programme at the Dept. of Political Science, S. N. D. T. Women's University, Mumbai to participate in the internship programme as part of the academic activity.

I'm aware that she is placed at _____

to complete 240 hours of internship and will be working in this institute daily / _____ days a week from _____.

I'm aware that she might be sent out of office for official work.

I'm aware that internship is paid / unpaid.

I'll support my ward in this academic activity.

Name:

Signature of Parent:

APPENDIX D

Agency Feedback on interns

(To be filled after the end of the internship)

Name of the Institution _____

Name of the Student _____

Feedback: *(Use more sheets if required)*