

# SNDT Women's University



## DEPARTMENT OF SANSKRIT

### INTERNSHIP -MANUAL

#### ABOUT INTERNSHIP

The internship would be for duration of 2 months and would involve project work relevant to the department and which contributes to the learning of the candidate.

#### Internship Goals/Objective

To provide hands-on exposure to the intern in professional/academic/Institutional setup through involvement in real time projects/work or teaching in the schools

#### Type of Internship

We encourage the agency to ideally pay for cost of living, if the internship is in a location different than college/ hometown of the intern. If in the same location as intern's hometown, we would recommend the agency paying stipend to cover the cost of travel and other involved incidentals.

The internship should be treated seriously by the agency/ organization/or Research institutes/ and should ensure that good quality work and project guides are allocated to the candidate.

## **Internship Requirement**

- A. Minimum of 8 week ( 240 hours) internship
- B. No. of credits-08
- C. The candidate discussed the internship scope and deliverables with the agency guide and submits a goal sheet both to the agency guide and faculty coordinator.
- D. The student will ensure a weekly call with the faculty coordinator to report progress & seek direction
- E. At the end of the project, the student submits a report/presentation of the work done both to the agency guide and faculty coordinator

## **Internship Procedure**

### **A) Before the Internship Begins**

- The student expresses interest in applying for an internship to the faculty and initiates contacts in educational or corporate setup
- The student submits the application/resume to the agency highlighting relevant experience in field of study
- Once the application gets shortlisted, the student may need to appear for further rounds of assessment in the form of interview etc.
- Once confirmed of selection, the agency submits an offer letter to the candidate post which the internship can be started

### **B) During the Internship**

- The intern should try and maximize the learning during the internship period
- The intern should try to network and develop working relations with people in the unit/business/department
- The intern should chalk out a detailed plan of action and share with the project guide within the first week of internship, to set clarity on objectives and deliverables
- The intern should try to take assignments beyond the project scope, if time permits
- The intern should try and seek maximum views on the project through multiple people in the organization
- The intern should ensure a formal deliverable in the form of report, presentation is submitted to the project guide

### **C) Post the Internship**

- The internship gives an opportunity to each candidate to assess their fit and interest in a particular field /area of work
- If the candidate has discovered an area of liking and interest through the internship, the same should be pursued keenly to develop it strongly

**Internship related competencies in Sanskrit**

1. Teaching Sanskrit speaking course to the interested students
2. Undertaking Teaching Sanskrit language to persons of other countries like Germany/France/ Thailand Mauritius Rome etc.
3. Interact with a Group of Members from the community/ City interested in Sanskrit
4. Students will organize seminar in the field of Sanskrit
5. Students will assist in Research related work
6. Helping people to appreciate the ancient Indian thoughts captured in rich learning of the Sanskrit Language Conduct of short term Research in Sanskrit
7. Editing / Contributing to a Journal of Sanskrit published from the Research Institutes
8. Helping in preserving of Manuscripts
9. Helping Singers in reciting Sanskrit mantras
10. Helping in maintain Departmental Library
11. Interaction with the Aaurvedic institutes in understanding sanskrit
12. And many more Activities and programs in which students can participate

**Evaluation scheme**

(Internal External, reports (weekly reports as well as final report):

Internal assessment 100 marks, External Assessment 50 marks. Joint assessment 50 marks

**Student feedback on Internship:** Yes

**Agency Feedback on interns:** yes

## **Appendices**

### **Appendix A**

Internship Registration Form for Students

### **Appendix B**

Student Plan for Internship

### **Appendix C**

MOU with Agency for Internship

### **Appendix D**

(In case of out of city/ international internship)

Proforma for Undertaking from Parents

### **Appendix E**

(for Agency Mentor and Faculty Advisor)

Evaluation Rubric for Internship Programme

Evaluation Rubrics for Final Presentation and Viva