

# **Guidelines for Internship B.A. History Students**

## **Dept of History- Govt College Chittur.**

### **(FYUGP – University of Calicut)**

#### **1. Purpose of Internship**

The internship is a **mandatory component of the FourYear Undergraduate Programme (FYUGP)** designed to provide students with **practical exposure beyond classroom learning**. It helps History students connect historical knowledge with real-world institutions, archives, heritage management, and research environments.

## **Objectives of Internship**

The internship aims to:

- Apply **historical knowledge in real institutional settings**
- Develop **research and analytical skills**
- Improve **communication and professional skills**
- Gain **practical experience in archives, museums, heritage institutions, and research organizations**
- Encourage **community engagement and social awareness**
- Improve **employability and career awareness**.

## **Credit and Duration**

- Internship carries **2 credits**.
- Minimum **60 hours of engagement** is required.
- Internship should normally be done **during vacations or holidays**.
- It can be completed **between Semester 1 and Semester 5**.
- Final **evaluation and credit will be awarded in Semester 6**.

## **Suitable Internship Areas for History Students**

History students should preferably select internships related to **history, heritage, culture, archives, governance, or social research**.

#### **Educational & Research Institutions**

- Universities and research centres
- Historical research institutes
- Archaeological research institutions
- Archives and manuscript libraries

## **Government and Public Institutions**

- **Archaeological Survey offices**
- Local self-government institutions (Panchayat, Municipality)
- State Archives
- Museums and heritage departments
- District administration offices
- Tourism departments

## **Cultural & Heritage Organisations**

- Museums
- Heritage conservation projects
- Cultural research organizations
- Historical societies

## **Media & Documentation**

- Documentary production units
- Historical content creation platforms
- Local history documentation projects
- Digital archives

## **Social Research & Community Projects**

- NGOs working on cultural heritage
- Oral history projects
- Community history documentation
- Local heritage mapping

These placements help students understand **public history, archival practices, and heritage management.**

# **Approved Internship Providers**

Internships may be undertaken in:

- Government institutions
- Research centres
- Universities and colleges (other than the student's own college)
- NGOs and cultural organizations
- Museums and archives
- Private organizations with **minimum 10 years of operational experience.**(MoU)

The internship institution must be **approved by the Department Council.**

# Registration and Approval Process

Students must:

1. Identify a suitable internship organization.
2. Obtain **department approval** before starting the internship.
3. Register through:
  - **Internship Kerala Portal**, or
  - Directly with approved institutions.

## Supervision

Each internship must have:

- **Institutional Supervisor/Mentor** (from the internship organization)
- **Department Internship Coordinator** (from the college)

The supervisor will monitor the **student's attendance, performance, and work progress**.

## Work Register (Internship Diary)

Students must maintain a **daily work register** containing:

- Date-wise record of activities
- Tasks performed
- Skills learned
- Observations and reflections

The **mentor must verify and sign the register regularly**.

## Model Format – Internship Work Register

### Student Details

- Name of Student:
  - Course / Programme:
  - Semester:
  - Name of Institution:
  - Internship Organization / Department:
  - Internship Period: From \_\_\_\_\_ To \_\_\_\_\_
  - Supervisor Name:
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Sl. No	Date	Activities Undertaken	Tasks Performed	Skills Learned	Observations	Reflection / Learning Outcome	Supervisor Signature
1	10-06-2026	Orientation programme	Attended introduction session about institutional structure	Communication, documentation	Learned about administrative system	Understood how departments coordinate activities	

Students can write **one page summary** covering:

- Overall experience of the internship
- Key skills developed
- Challenges faced
- Knowledge gained about the institution
- How the internship relates to their academic learning

## Internship Report

After completion of the internship, students must submit a **final internship report**.

### Report should include:

1. Title page
2. Student details (Name, Register Number, Course)
3. Institution details
4. Internship duration
5. Supervisor details
6. Declaration signed by student
7. Description of work undertaken
8. Learning outcomes
9. Conclusion and reflections

The report must be submitted **before the beginning of Semester 6** along with:

- Internship completion certificate
- Work register.

## Evaluation System

Total Marks: **50**

### Continuous Comprehensive Assessment (CCA) – 15 marks

- Attendance & performance – 9 marks
- Work register – 6 marks

## End Semester Evaluation (ESE) – 35 marks

- Presentation – 14 marks
- Viva Voce – 14 marks
- Internship report – 7 marks

## Important Rules

- Internship **cannot be done in the student's own college.**
- Internship may be **online or offline.**
- Multiple small internship activities can be combined into **one consolidated report.**
- Marks for internship **cannot be improved later.**

## Safety and Ethics

The college must ensure that:

- Students are not exploited during internship.
- A **safe working environment** is provided.
- Ethical and professional behaviour is maintained.

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## Suggested Internship Topics for History Students

Examples of useful projects:

- Documentation of **local temple, mosque, or church history**
- **Oral history interviews** with elderly community members
- Study of **local freedom movement history**
- **Museum collection documentation**
- **Heritage tourism mapping**
- Archival cataloguing
- Study of **Panchayat governance history**
- Historical study of **local trade or agriculture**

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# Internship Activity Framework

## B.A. History Programme

Sl. No	Institution	Suggested Internship Activities	Skills / Learning Outcomes
1	<b>Banks</b>	Observe banking procedures, assist in documentation, study loan schemes and financial inclusion programmes, understand digital banking, interact with customers and staff	Financial literacy, communication skills, documentation skills, understanding of banking system
2	<b>Panchayat Offices</b>	Study structure and functioning of local self-government, observe Panchayat meetings, assist in record maintenance, document development projects, study implementation of government welfare schemes	Knowledge of local governance, public administration skills, community engagement
3	<b>Village Offices</b>	Study village administration, observe issue of certificates (income, residence, caste), understand land records and registers, assist in filing and documentation	Knowledge of land administration, record management, administrative procedures
4	<b>Krishi Bhavan</b>	Observe agricultural extension services, study agricultural development programmes, assist in data collection related to crops and farmers, document traditional agricultural practices	Field research skills, understanding of rural economy, data collection and documentation
5	<b>Taluk Offices</b>	Study revenue administration, observe land revenue procedures, understand disaster management activities, assist in office documentation, observe grievance redressal systems	Understanding of government administration, public service delivery, documentation skills
6	<b>Archives / Libraries (Optional)</b>	Assist in cataloguing historical records, digitization of documents, document preservation activities, preparation of historical notes	Archival research skills, historical documentation, data organization
7	<b>Museums / Heritage Centres (Optional)</b>	Study museum management, documentation of artefacts, assisting in exhibition arrangement, preparing reports on heritage objects	Heritage awareness, documentation skills, museum studies