

SNDT Women's University



DEPARTMENT OF ECONOMICS

INTERNSHIP MANUAL

(2014-16)

Department of Economics

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SNDT Women's University, Mumbai

Department of Economics, Mumbai

Master of Arts in ECONOMICS

Internship Manual

1. Introduction

PG Department of Economics, SNDT Women's University, established in 1968, offers Master of Arts and Doctor of Philosophy degree course in Economics. The Department provides advanced knowledge in principles of micro & macro economics and equips women students with analytical tools of economics to understand the current economic reality with perspective of problem solving. Teachers of this department ensure academic excellence in Economics of development, labour, industry, gender, social & physical infrastructure and public economics thro' curricular and co-curricular academic programmes.

2. Master Degree Programme at the Department of Economics

2.1 Structure of the programme curriculum

Faculty Name: Social Sciences

Programme Name: MA Economics

Structure of MA (Economics) Syllabus

M.A. Economics (80 credit course) (Regular)			
Semester I	Semester II	Semester III	Semester IV
A Core Group			
1. Micro Economics-I (106001)	1. Micro Economics-II (206003)	1. Macro Economics-I (306005)	1. Macro Economics-II (406008)
2. Eco. of Growth and Development-I (106002)	2. Eco. of Growth and Development-II (206004)	2. Indian Economy (306006)	2. Research Project-II (406777)
	3. Research methodology (206007)	3. Research Project-I (306777)	3. Internship – 200 Marks (406999)
B Optional Group			
1. Industrial Economics (506101)	1. Mathematical Economics (506103)	1. Labour Economics (506102)	1. Urban Economics (506114)
2. Agricultural Economics (506106)	2. Demography (506105)	2. Econometrics (506104)	2. Indian Agriculture (506118)

3. Economics of Gender & Development (506107)	3 .Financials Institutions & Markets (506108)	3. International Economics (506111)	--
4.Public Economics (506110)	4. Rural Economics (506113)	4.Economy of Maharashtra (506112)	--
5.Economics of physical Infrastructure (506116)	5.Economics of Social Infrastructure (506117)	5.Economics of Co-operation (506115)	--

3. Internship as a part of Master of Arts in Economics

3.1 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. Developing the passion for their professional life.

3.2 Purpose of Internship:

1. To develop self confidence and self esteem or self worth.
2. Moving the students from academia to industry.
3. To create awareness among students about ownership of their own professional life in terms of time management, productivity, efficiency, accountability and work life balance.

3.3 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.

4. Employment Opportunities:

Master of Economics is a generic course aimed at developing skilled personnel to work in the field of economic growth and human development with wider perspective. The objective of the course is developing skilled personnel who can work with public and private sectors of the economy, in governmental and non-governmental organizations in all industrial categories as well as social sector. The course provides deeper understanding of current economic concerns and is well equipped for providing opportunities for students to have on-the-job experience through concurrent fieldwork and internship.

1. It is a composite course in Economics
2. Students with a graduate degree in any discipline are eligible to apply for this course.
3. The course focuses on development of women.
4. Assistance will be provided for concurrent fieldwork placement and internship placement.

5. Place of Internship:

Mumbai and Thane districts. For more information on the list of agencies agreed to appoint interns is presented in Appendix B

6. General information about the Internship

Credit: 8

Hours: 240

6.1 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.

Semester IV of MA Economics Students

1. Placement in financial management, economics research, management of data systems, HR, CSR of industries, NGO and government agencies to understand their functioning.
2. Planning, organizing and carrying out activities in the area of Economics and Human Development.

6.2 Goals of Internship/Purpose of Internship/Objectives of Internship

1. To develop professional skills through practical learning
2. To apply 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.

Types of Internship: Unpaid and paid

6.3 Number of students:

30 Students (English, Gujarati, Hindi and Marathi Medium)

6.4 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, checking their reports, student follow-up, assessing weekly work of students, etc.

- **After completion of the internship**

Agency feedback, students' submission of reports and arranging their presentations and viva-voce examination.

C. Identifying agencies / organizations

As above

6.5 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.

6.6 Evaluation Rubrics for Internship (for the whole period as well as final presentation)

Evaluation Rubrics

Evaluation Scheme –

Total Marks - 200

Internal Supervisor –

External Supervisor –

Joint Evaluation -

Evaluation scheme

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

Appendix A

List of Agencies for Internship

The following institutions have given positive response for internship placement of MA Economics students.

1. Maharashtra Economic Development Council, Nariman Point, Mumbai
(Proficiency in English is a MUST) internship will focus on economic writings and research
2. MAVIM (Bandra East), Government of Maharashtra. Ms. Kusum Balsara
3. E-socialsciences, Vashi-Infotech Park
4. Dr. Padma Prakash, Director, *Myiris* Knowledge Foundation
5. Stree Mukti Sangathana, Director-Ms. Jyoti Mhapsekar
6. Population First, Fort, Mumbai Director-Dr. Sharada
7. SNTD Women's University Library, Churchgate, Mumbai
8. CORO, Director; Ms. Sujata Khandekar
9. Peak Education Solutions, Mumbai; Director-Shree Darshan Jhaveri

Appendix B

Weekly report

Fieldwork Supervisors Report

Date of Report:

Name of field Supervisor:

Name of the Student:

1.

2.

3.

4.

5.

6.

7.

8.

9.

Sr. No.	Date of Visit	Name of the Agency	Name of Field Contact Person	Brief Description of Student's Work	Future Plans

Appendix C

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

Appendix D

Students weekly Plan for internship

First Week – Understanding of the agency, field visit to concerned areas of work

Second Week – Involvement in actual activities / Programmes / Services / tasks

Third Week – Initiative in planning / organizing activities

Forth Week – (wind – up work started by students) termination of work.

Appendix E

MOU with Agency for Internship

This MOU is between Department of Economics, 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 money towards internship placement.
4. The intern will follow the agency timings & pattern of work.
5. There will be 240 hours requirement so 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 Fieldwork Supervisor

Appendix F

(In case of out of city / international internship)

Proforma for Undertaking from Parents

Student's Name:

Address:

Tel.no. Mobile:

Age:

Date:

To,

Head,

Department of Economics

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 Economics from 1st January, 2015 to 15-2-2015. I am aware that my ward is placed in an agency for internship for duration of one month.

Yours Truly,

Parents/Guardian's Name & Signature

Student's Name & Signature

Appendix G

(For Agency Mentor and Faculty Advisor)

Evaluation Rubric for Internship Programme:

Project Criteria	Hardly Acceptable	Adequately Acceptable	Considerable Achievement	Remarkable	Excellent Achievement	Score
	(1)	(2)	(3)	(4)	(5)	(6)
Total score (Out of)						

Areas in which knowledge was lacking or inadequate	
Name of the evaluator	
Organization	
Email address & Contact	
Date	
Signature	

Evaluation Rubric for Final Presentation and Viva:

Appendix H

Feedback by Supervisor/Mentor about the Academic Programme

You are a valuable professional who is contributing substantially to the growth and professional development of our postgraduate students. We are interested in your feedback and recommendations about our curriculum and programme. We will try and use your valuable suggestions/recommendations for improving our academic programmes and help our students to become valued professionals.

Name of Organization

Address

Department

Email id

List the main areas/topics addressed during the students' internship

	Highly satisfactory	Satisfactory	Somewhat satisfactory	Unsatisfactory	Highly unsatisfactory
Breadth of Theoretical knowledge					
Practical application of knowledge					
Skills developed					
Adequate weightage given to practical					
Duration of internship					
IT skills					
Communication Skills(oral)					
Written communication skills					
Any other					

Would you recommend inclusion of any courses in the curriculum, please list

Could the intern achieve the learning objectives she had outlined prior to working in the agency?

Appendix I

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
1.	Job attitude								
	Is enthusiastic								
	Is cooperative								
	Is well mannered								
	Is culturally respectful								
2.	Initiative								
	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								
3.	Dependability								
	Follows direction								
	Is prompt								
	Is consistent in attendance								
	Meets obligations								
4.	Adaptability								
	Learns routine quickly								
	Can move to new tasks and adapts easily								

5.	Team work									
	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									
6.	Communication Skills									
	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									
7.	Organization									
	Organizes her time efficiently									
	Organizes her workplace efficiently									
	Administers resources/funds efficiently									
	Punctual									
8.	Group Participation									
	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									
9.	Stress Management									
	Takes appropriate break									
	Delegates responsibility wherever appropriate									
	Handles conflicts/difficult situations appropriately									
	Sets priority, time line and bench marks									
10.	Personal Development									
	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:

Never absent

Dependable

Usually dependable

Is not regular enough

Too many absences

Punctuality

- Always on time
- 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
- 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

Appendix J

Evaluation of Internship Presentation

1. Demonstrates student learning during the internship
2. Demonstrates professional and acceptable non-verbal behaviour
3. Appropriate use of AV aids
4. Confidence as a presenter
5. Presentation is eye catching and conveys the focus of the internship immediately
6. Concise but Complete description of entire internship
7. Elements are logically arranged / presented
8. Graphics are visually appealing and professional
9. Communication skills
10. Maintains eye contact
11. Internship viva voce
12. Understands the question(s) asked
13. Ability to answer without third-party support with appropriate and adequate information
14. Promptly gives correct answers
15. Demonstrates confidence while answering
16. Accepts others' views, her mistakes and listens to others' suggestions and/or critique
17. Overall impression left by intern

General Performance

1. General attitude toward the internship
2. Meeting goals set at beginning of internship
3. Compared to other interns, this intern's performance

Date Signature of External Supervisor

Date Signature of Faculty Coordinator

Date Signature of HOD