



Deccan College Post-Graduate and Research Institute
Deemed to be University Under Section 3 of UGC Act 1956
Pune- 411006

Internship Cell

Guidelines for On Job Training (OJT)/ Internship

1. The OJT/internship is to be completed by M.A. first year students of all the three departments in the second semester of their respective programmes.
2. The OJT/internship comprises 4 credits.
3. The OJT/internship consists of minimum 100-120 clock hours on the job in the field. If the OJT/internship is related to classroom teaching then a student is expected to complete 60 clock hours.
4. The students themselves are primarily responsible for finding the opportunities for OJT.
5. The students can complete OJT/internship beginning from the second semester and can continue in the vacation. And they have to submit the completion certificate, job card and feedback certificate on or before the date mentioned in the reference letter.
6. Every student has to approach the respective HoD for obtaining the reference letter, which they have to produce to the agency providing OJT/internship. The agency has to appoint a mentor, who will take care of the students' activities on job and will fill up the job card provided to the student along with the reference letter.
7. The HoD will appoint one supervisor amongst the faculties or research assistants of their department to every student.
8. The student will report their progress with the OJT to the supervisor after the completion of the hours necessary for one credit (1 credit= 15 classroom hours / 30 field hours). The role of the supervisor is as facilitator. The supervisor will address any difficulties faced by the student during his OJT.
9. After successful completion of the OJT/internship, the mentor will fill up the job card and will certify in the prescribed format.
10. Taking into consideration the nature of opportunities in our heritage subjects, the University has decided that a student may avail OJT opportunities from up to four different agencies and get separate certificates and job-cards filled from the mentors in these agencies.
11. Students of AIHC and Archaeology Department can opt from any of the following nature of work: excavation, exploration, documentation, artifact processing, laboratory analysis, data analysis, ethnographic survey, site management, cultural resource management, photography and illustration, museum work, GIS, community archaeology and experimental archaeology.

12. Students of Linguistics can opt from any of the following nature of work: translation, language teaching, data analysis, field work related to languages, surveys, dubbing, interpretation, computational tools analysis and handling, proof reading, etc.
13. Students of Sanskrit and Lexicography can opt from any of the following nature of work: work related to editing of Sanskrit dictionary, teaching, manuscript studies, publication press, heritage activities, content writing, etc.
14. The students can opt for offline as well as online OJT depending on the nature of the work.
15. Based on the feedback received from the mentors, the supervisor will affirm the grades to the students allotted to them and send the certificate to the Academic section through HoD before the final result of the second semester. The grades will appear in the mark list of the second semester issued to the students.
16. Students have to submit 1,200-1,500 words internship reports, clearly mentioning the objectives, tools used during the internship, skills acquired, and outcomes of the internship.
17. For any queries or clarifications, students, supervisors, and mentors can reach out to the Nodal Officer.