



DEPARTMENT OF HISTORY

LOYOLA HISTORY ASSOCIATION (2024-25)



INTERNSHIP REPORT –(2024-2025)

Internship Program for Final Year Students

The Department of History organized an internship program for its students from 18th December to 17th January, offering them an opportunity to gain practical experience in various historical and heritage institutions. **Dr.R.Xavier** who is the Staff in charge for Internship -2024-2025. The students were placed in five reputed organizations: Archaeological Survey of India, Government Egmore Museum, Tamil Nadu Tourism Development Corporation, Roja Muthaiyar Library, Tamil Nadu State Archives, and Missionary Homes.



During the internship, students were actively engaged in research, documentation, preservation, and administrative tasks related to history and heritage management. At the Archaeological Survey of India, they learned about excavation techniques, monument conservation, and the

importance of safeguarding historical sites. Their experience at the Government Egmore Museum exposed them to artefact handling, museum curation, and exhibition planning. Interns placed at the Tamil Nadu Tourism Development Corporation gained insights into heritage tourism, cultural promotion, and historical site management. Meanwhile, those at the Roja Muthaiya Library worked extensively on archival research, manuscript preservation, and cataloguing historical documents.

The internship at the Tamil Nadu State Archives enabled students to explore primary sources, historical records, and methods of archiving official documents. Additionally, their time at the Missionary Homes provided exposure to missionary history, heritage conservation, and the study of religious and cultural influences. Through this internship, students developed essential skills such as research methodology, historical documentation, artefact preservation, tourism management, and archival maintenance. The hands-on experience enriched their academic knowledge and prepared them for future careers in history-related fields.



Roja Muthaiya Library

The internship at the Roja Muthiah Research Library was a valuable experience that provided me with practical skills and knowledge in the field of Library Science. We gained a deeper understanding of the importance of providing access to information and resources, as well as the challenges and opportunities that come with serving a diverse community. At the end of this practicum, we realized that such training is an essential part of our profession. The activities We engaged in during this period formed a strong conceptual foundation for our future professional work in the library field. Throughout the internship, we worked diligently in different sections under the kind guidance of highly experienced professional staff. They generously shared their expertise with me and provided valuable tips and techniques that will greatly benefit my professional career. The entire staff and management were well-disciplined, supportive, and provided complete guidance throughout the practicum period. Their encouragement and mentorship made this experience both educational and enjoyable. We are truly grateful for the opportunity to have worked with the library staff and to have contributed to the library's mission of providing quality resources and services to its patrons.

Government Egmore Museum



As part of the internship program, we had the opportunity to work at the Government Egmore Museum (Madras Museum), where we gained valuable practical experience in documentation,

record-keeping, and archival management. Our responsibilities included maintaining accurate records of artefacts, organizing data, and ensuring the proper classification of historical collections.



We worked closely with museum professionals to document exhibits, update cataloguing systems, and assist in research-based documentation. In addition to archival work, we explored museum conservation techniques, learning about the preservation of delicate artefacts under controlled conditions. The internship provided us with exposure to various museum departments, including numismatics, archaeology, art, and anthropology, helping us understand their role in safeguarding historical and cultural heritage. We also contributed to the preparation of museum exhibits and educational programs, gaining insights into public engagement strategies and cultural outreach initiatives. Throughout the internship, we developed a deeper understanding of systematic archival practices, data security, and museum information management. The experience also strengthened our organizational skills, attention to detail, and ability to handle large volumes of historical and cultural data efficiently. Interacting with historians, curators, and research scholars provided us with a broader perspective on museum studies and heritage management.



As part of the internship program, we had the opportunity to work with the Archaeological Survey of India (ASI), Chennai Circle. Our experience primarily focused on attending lectures and discussions about the organization and its functions, providing us with a comprehensive understanding of the role ASI plays in heritage conservation and archaeological research. During the internship, we attended a series of lectures conducted by experienced ASI officials and archaeologists. These sessions covered various aspects of the organization's structure, responsibilities, and contributions to the preservation of India's rich cultural heritage. We learned about the different divisions within ASI, including monument conservation, excavation and exploration, epigraphy, and museum management. Experts provided insights into the legal framework governing heritage protection, including the Ancient Monuments and Archaeological

Sites and Remains Act. The lectures also highlighted the methodologies used in excavation, documentation, and structural conservation of monuments. We gained knowledge about the scientific techniques applied in heritage conservation, such as chemical preservation and architectural restoration. Additionally, discussions on heritage management, public engagement, and the role of ASI in promoting awareness about historical sites helped us understand the significance of preserving cultural landmarks for future generations.

Tamil Nadu Tourism Development Corporation

As part of the internship program, we had the opportunity to work with the Tamil Nadu Tourism Development Corporation (TTDC), where we gained valuable insights into the management and promotion of tourism in the state. Our experience included attending lectures on the organization's structure and functions, as well as visiting various tourist destinations to understand their significance and management. During the internship, we attended a series of sessions conducted by TTDC officials and tourism experts. These lectures provided a comprehensive understanding of the corporation's responsibilities, including the development and maintenance of tourist destinations, heritage site management, and strategies to attract both domestic and international visitors. We also learned about various tourism initiatives such as eco-tourism, heritage tourism, and pilgrimage tourism, which contribute to the growth of the tourism industry in Tamil Nadu. In addition to the lectures, we had the opportunity to visit several important tourist sites managed by TTDC.

These visits allowed us to observe how tourism infrastructure is maintained and how visitor experiences are enhanced through guided tours, signage, and hospitality services. We also gained insights into the challenges faced in managing tourism destinations, including crowd control, environmental sustainability, and the preservation of historical landmarks.

Tamil Nadu State Archives

As part of the internship program, we had the opportunity to work at the Tamil Nadu State Archives, where we gained valuable insights into the preservation, management, and organization of historical records. Our experience included attending lectures by experts on archival practices, understanding the importance of document preservation, and working with historical manuscripts and records. During the internship, we attended a series of sessions



Dr.R.Xavier-supervising Archives during Internship

conducted by senior archivists and officials. These lectures provided us with an in-depth understanding of the functioning of the Tamil Nadu State Archives, including its role in maintaining government records, historical documents, and administrative reports. We learned about various archival techniques such as document classification, indexing, cataloguing, and digitization, which are essential for preserving historical records for future generations. In addition to the lectures, we had the opportunity to explore different sections of the archives, where we observed the storage and maintenance of rare manuscripts, old government orders, and historical correspondences. We were also introduced to conservation techniques, including the use of acid-free paper, fumigation, and temperature-controlled environments to protect fragile documents. The digitization process was another important aspect we explored, where we

learned about the conversion of physical records into digital formats to ensure long-term accessibility and preservation.

Missionary Schools and Places

As part of the internship program, we had the opportunity to work with various missionary schools and homes, where we gained valuable insights into their contributions to education, social welfare, and community service. Our experience included attending lectures, interacting with students and staff, and understanding the role of these institutions in providing education, shelter, and support to underprivileged communities. During the internship, we attended sessions conducted by school administrators, teachers, and social workers, who provided us with a comprehensive understanding of the history, objectives, and functioning of missionary institutions. We learned about their role in providing quality education, vocational training, and moral guidance to students from marginalized backgrounds.

The discussions also highlighted the importance of inclusive education and holistic development, emphasizing the values of compassion, discipline, and ethical responsibility in education. In addition to lectures, we actively participated in various activities, including assisting teachers in classrooms, organizing educational and recreational programs, and engaging with students through interactive sessions. We also had the opportunity to visit missionary homes, where we observed how these institutions provide shelter, healthcare, and emotional support to orphans, elderly individuals, and people in need. These visits helped us understand the challenges faced by these communities and the efforts made by missionary organizations to address social issues such as poverty, illiteracy, and homelessness.

Overall, this internship program was a highly enriching and transformative experience. It provided us with a well-rounded understanding of various historical and cultural institutions, reinforcing the importance of preserving and promoting our heritage. The knowledge and skills we acquired will serve as a strong foundation for our academic and professional growth, inspiring us to contribute meaningfully to the fields of history and heritage conservation.

INTERNSHIP COORDINATION REPORT (2024–2025)

The Department of History organized internships for Undergraduate students during the academic year 2024–2025 at various heritage, tourism, and archival institutions in and around Chennai. This initiative aims to provide hands-on experience, enhance subject knowledge, and cultivate heritage awareness among students.

Internship Institutions & Coordination Details:

SL. NO.	INTERNSHIP PLACE	LOCATION / DETAILS	CONTACT PERSON & PHONE	VISITING FACULTY	NO. OF STUDENTS
1	Tamil Nadu Tourism Development Corporation (TTDC)	Tamil Nadu Tourism Complex, Wallajah Road, Chennai – 600002	Mr. Leo – 94448 23111	Dr. Anuradha	5
2	Madras Museum	Egmore, Chennai	Mr. Bharat – 63835 02641	Dr. Princess	23
3	Archaeological Survey of India (ASI)	Fort St. George, Chennai	Ms. Sujana – 72044 80431	Dr. Biju Joseph	8
4	Archives Department	Egmore, Chennai	Ms. Uma Devi – 88709 19611	Dr. Shobha	9
5	Roja Muthiah Research Library	Tharamani, Chennai	Mr. Subbu – 98944 53334	Dr. Xavier	3

Objective:

- To integrate academic learning with practical exposure in the fields of heritage management, archival science, and tourism.
- To facilitate career orientation through field experience.

Highlights:

- Students were actively engaged in cataloging, visitor management, document preservation, and heritage documentation.
- Regular supervision and guidance were provided by both institutional coordinators and visiting faculty.