



INDEX



STANDARD OPERATING PROCEDURE

PURPOSE

Introduction:

An internship is a way to enhance the skill set of a student. As a proven skill in the contemporary world, internship incorporates self with others and inculcates the elements of self-reliance (Atmanirbhar). In the wake of the recent innovation and changes in the pedagogies of the knowledge world, it becomes pertinent for the students to gain practical learning in a professional space. To facilitate short-term exposure and experience of students with the different Department/Centre/Institutes of the University of Delhi, the Central Placement Cell (CPC), under the office of the Dean of Students' Welfare, the University of Delhi introduced the '**Vice Chancellor Internship Scheme (VCIS hereafter), the University of Delhi**' at the Undergraduate and Postgraduate levels. The proposed internship initiative will be unique as, on the one hand, it helps students broaden their mental faculties, augmenting their skills in the comfort zone of their own College/University and on the other, it will be pivotal in enriching potentialities by inculcating research interests and equipping them with coveted work experience.

All expenses and stipend related to VCIS will be drawn from University Student Welfare Fund.

Objectives of VCIS, University of Delhi:

- It will pave the way to achieve the objectives of "Samagra Shiksha" (holistic education) enlisted in the NEP 2020.
- It will allow young students to be associated with the University's work for mutual benefit.
- It will provide an exposure to the University students with the working procedures of several Departments/Centres/ institutes existing within the University of Delhi.



- It will infuse among interns a sense of belongingness with the University system.
- It will train students in collecting/streamlining documents and collating available data/resources.
- It will inculcate professional aptitude, strengthen personal character, and provide a more significant opportunity for students to broaden their mental horizons.
- It will give students the broadest spectrum of opportunities when seeking and applying for a job after college.
- It will be beneficial for the University of Delhi as the involvement of interns with the institution will bring systemic and holistic changes to the University system through the new innovative ideas, abilities and skills for resolving problems of the young students.

Eligibility for VCIS:

All bonafide regular students of the University of Delhi studying in any course/stream at the undergraduate and postgraduate levels are eligible to apply for the Summer Internship as well as Part-time Internship programmes. The total proposed number of interns in both categories is 200. The number may periodically be changed after review and recommendation by the Dean of Students' Welfare subject to the approval of the Vice Chancellor, University of Delhi.

Kinds of Internships under VCIS:

1. **Part-time Internship:** It is offered during the academic session for a duration of **6 months** and may contain a flexible **8-10 hours per week**. Stipend provided is **Rs. 5,000/- per month**.
2. **Summer Internship:** It is offered during the summer vacation. It will be of **8 weeks** and may contain a flexible **20 hours per week**. Stipend provided is **Rs. 10,000/- per month**.



- VCIS can be availed by a student only once during a course of study at the University of Delhi
- Stipend will be enhanced by 5% each financial year (EC Resolution No. 25 dated 18.8.2022)

TASK TIMELINE

The following text outlines the Standard Operating Procedure (SOP) for the Vice Chancellor Internship Scheme (VCIS) at Delhi University. The nodal office for facilitating the VCIS at the University of Delhi is the Dean of Students' Welfare (DSW) office. DSW office is entrusted with the responsibility to collaborate with various Departments/Centers/Institutes within the University of Delhi and facilitate them with the services of interns by following the steps mentioned below:

Initiation of the hiring process of the Part-time interns: September- October

Initiation of the hiring process of the Summer interns: April-May

- A request letter for hiring Interns (**Annexure-A**) from the Departments/Centers/Institutes will be sent to the Dean of Students' Welfare office. The letter should explicitly mention:
Jobs and Job Description of the internship containing the nature of the internship (whether full-time or part-time)
- The Dean of Students' Welfare office will upload the request on the DSW and other official social media websites for more comprehensive and quick dissemination of information among students.
- A poster (**refer Appendix A**) containing all information will be uploaded on the websites of CPC and DSW, at least one month before the summer vacations and one month after the beginning of each academic year.
- Interested applicants may register online through a Google form (**Annexure-B**).
- A list of all the selected candidates can be released in the provided format (**refer to Appendix B**)



- The applicants must upload a letter of recommendation (LOR) and 'No Objection Certificate' (NOC) from their respective head of the Department/College (**Annexure-C**) while applying for the internship.
- In case, applicants are in a large number, the merit list will be based on the performance on written tests, group discussions, personal interviews, etc.
- The office of the Dean of Students' Welfare solely reserves the right to allocate any domain of internship.
- The selection committee constitute the following members:
 1. Dean Students' Welfare - **Chairperson**
 2. Proctor/Proctor Nominee
 3. Two members as nominated by the Vice-Chancellor,
 4. Joint Dean Students' Welfare - **Member Secretary**
- DSW office will upload the list of finally selected students on the DSW website.
- Selected students for VCIS (summer/ part- time) internship will be assigned different offices in the Induction cum Orientation programme of the VCIS interns.
- The DSW office will give the selected interns a joining letter (**Annexure-D**).
- An appraisal form for all the part-time interns (**Annexure-D.1**) and summer intern-**Annexure D.2**) will be released after every month of the internship to be signed and stamped from every intern's allotted office.
- Kindly **note** that the issue/ award of the Internship Certificate is subject to the following:
 1. The successful completion of the assigned work
 2. Submission of a training report after the completion of the internship task duly assigned by the concerned office (**Annexure E**)
 3. Satisfactory assessment/appraisal and evaluation report of the intern's performance by the head of the concerned office.



- After completing the internship successfully an internship certificate (**Annexure F**) will be submitted to the DSW office by the interns.
- A certificate (**Appendix C**) will be given to the successful interns in the valedictory programme.

Nomenclature of VCIS interns:

Interns may be designated **VC Interns** to add value to their experience and career. It is further suggested to mention the same designation in the certificates rewarded after successful completion of their internship.

Quality maintenance

The office ensures the quality of the selection procedure by deploying multiple stages of selection and rigorous screening.