UNIVERSITY OF DELHI

DEAN STUDENTS' WELFARE
INVITES APPLICATIONS FOR

VCIS PART TIME INTERNSHIP

VICE CHANCELLOR INTERNSHIP SCHEME , 2024-25

ELIGIBILITY

- Bonafide regular students of University of Delhi
- Enrolled in any course or stream
- At undergraduate or postgraduate levels
- Excluding first-year/first-semester students

HIGHLIGHTS

- Part-time Internship contains a flexible 8-10 hours per week
- Stipend Rs. 5,500/- per month (subject to approval) VCIS can be availed by a student only once during a course of study at the University of Delhi
- Maximum period of an internship is six months from the date of joining
- Certificate from the Dean of Students' Welfare at the end of the internship, subject to the A satisfactory appraisal report from the concerned employing Department/ Centres/Institutes
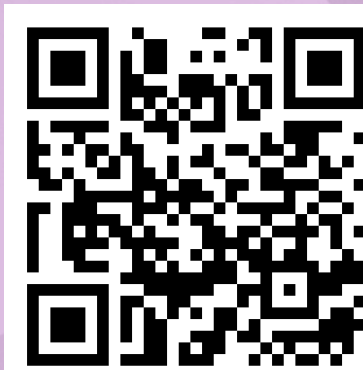
APPLY ONLINE
https://forms.gle/pNR27CvyhKC4ptfn6

APPLY THROUGH QR

LAST DATE OF APPLICATION,
20th September, 2024

FOR REGULAR UPDATES VISIT: https://dsw.du.ac.in/

VICE CHANCELLOR
INTERNSHIP SCHEME

UNIVERSITY OF DELHI

A CENTURY OF ACADEMIC EXCELLENCE

YEARS
1922-2022

PROFESSOR YOGESH SINGH

VICE CHANCELLOR
UNIVERSITY OF DELHI

Message from the Vice-Chancellor

A pioneer institution of India, the University of Delhi is committed to setting up landmarks in teaching and learning for generations to cherish and follow. With immense pleasure and pride, I take this opportunity to share that the University on 1st May 2022 has entered into a glorious centenary year and in order to keep rolling the thread of 'Samagra Skiksha' it is bringing forth the 'Vice Chancellor Internship Scheme'(VCIS). w.e.f. the academic year 2022-2023. The office of Dean Students' Welfare has been entrusted with the responsibility to facilitate VCIS at the University of Delhi. The objective of VCIS is to impart training on soft and hard skills by integrating cognitive knowledge with experiential learning. It is a method to intertwine holistic knowledge with the innovative avenues of earning while learning the nitty gritty of academics and administration. Altogether the Vice Chancellor Internship Scheme is a unique experience in helping students broaden their mental faculties by learning skills and inculcating a sense of responsibility towards the University system.

Young and enterprising students with creative ideas, abilities and skills for resolving problems will be instrumental in bringing systemic and all-inclusive changes to the University system. It is indeed a pleasure to say that all bonafide full time regular students of the University of Delhi studying in any course/stream at the undergraduate and postgraduate levels can be the beneficiary of this scheme.

I wish them good luck and success in all their endeavours.

Warm regards,
YOGESH SINGH

Vice-Chancellor Internship Scheme, University of Delhi

PROF. RANJAN KUMAR TRIPATHI

DEAN STUDENTS' WELFARE (DSW)
UNIVERSITY OF DELHI

Message from the DSW

At the Office of the Dean Students Welfare (DSW), we are steadfast in our commitment to nurturing the holistic development and well-being of each student. We strive to create an environment that fosters academic excellence, personal growth, and social responsibility. Our motto -निष्ठा (Nishtha), धृति: (Dhriti), सत्यम (Satyam) reflects the values of integrity, perseverance, and truthfulness, which guide all our initiatives.

In alignment with our mission to support students, the DSW has introduced several key initiatives. The Vice Chancellor Internship Scheme (VCIS) was launched in the academic year 2022-2023, under the guidance of Prof. Yogesh Singh, Vice Chancellor, University of Delhi. This internship offers part-time and summer internships within the university.

Some of other initiatives of the DSW office are: The Financial Support Scheme (FSS) which ensures that financial constraints do not hinder the academic journey of dedicated and sincere students of University of Delhi. The Orphan Quota Scheme provides scholarships and essential support to orphaned students of the University. The Central Placement Cell (CPC) is a vital link between academia and industry, providing students with valuable opportunities to embark on their careers. Through placement and internship drives, the CPC offers a platform for practical experience and diverse career prospects.

As we look forward, we remain committed to the values of inclusivity, integrity, and innovation. I wish all the students of University of Delhi success and good luck in their academic pursuits and future endeavours.

Best wishes

Prof. Ranjan Kumar Tripathi
Dean of Students' Welfare

Vice-Chancellor Internship Scheme, University of Delhi

Table of Content

Introduction

An internship is a way to enhance the skill set of students. It is a platform for experiential learning by integrating cognitive knowledge with the practicalities of life. 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 proposes to introduce the Vice Chancellor Internship Scheme (VCIS hereafter), the University of Delhi' at the UG and PG 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 with 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 expose university students to the several departments/centres/ institutes existing within the University of Delhi.
☑ It will infuse in interns a sense of belongingness with the University system.
☑ It will connect students of the University of Delhi to their local community and give them real-world experiences.
☑ 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 inculcate a sense of responsibility and strengthen bonding with the University. Young students with innovative ideas, abilities and skills for resolving problems will be instrumental in bringing systemic and holistic changes to the University system.

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 Regular 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) Internship
2) Summer Internship

Period of internship:
☑ Summer internship offered during summer vacation will be of 8 weeks and may contain a flexible 15-20 hours per week.
☑ Internship during the academic session may contain a flexible 8 - 10 hours per week.
☑ VCIS can be availed by a student only once during a course of study at the University of Delhi.
☑ Maximum period of an internship shall not exceed six months under any circumstances from the time of joining.

Please Note that:

☑ Vice Chancellor's Internship Scheme, University of Delhi' shall be available throughout the year based on the requirements of the Departments/ Centre/ Institutes of the University of Delhi.
☑ The internship will be on a paid basis.
☑ Interns not completing the requisite period as mentioned above and the assigned work/s entrusted by the concerned office will not be paid any stipend or certificate.
☑ Candidate must note that the requirement of attendance in the registered/ enrolled UG/PG course/s will not be relaxed due to undertaken internship.
☑ DSW office reserves the right to edit/amend/add/review any of the provisions/schemes and processes of VCIS at any time, and the same will be uploaded on the DSW website.
☑ DSW office reserves the right to cancel the candidature of any intern/s (post selection as intern/s) at any point/ duration of internship if any discrepancy is found.

1. **Incentives under VCIS:**

☑ Experience Certificate: A certificate from the Dean of Students' Welfare at the end of the internship tenure subject to the appraisal report from the concerned employing Department/Centers/Institutes.

2. **Stipend:**

☑ Interns: Rs. 5,000 per month.
☑ Summer Interns: Rs. 10,000 per month.
☑ Stipend will be enhanced by 5% each financial year.

Specific Domains/Area of Interest available under VCIS:

Vice Chancellor's Internship Schemes will be extended to all such Departments/ Centers/ Institutes of the University of Delhi:
• Vice Chancellor's Office/ Pro Vice Chancellor's Office/Office of Dean of Colleges/ Director South Campus Office/ Proctor Office/ Office of Dean Students' Welfare/Registrar's Office
• Central Reference Library/ Science Library/ Departmental Libraries/ Departmental Labs
• Examination Branch/ Admission Branch/ Research Council, Sports Council
• Equal Opportunity Cell - (including readers -writers for visually challenged)
• Cluster Innovation Centre /Institute of Life Long Learning/ WSDC/ Centre of Global Studies, etc.
• SOL, NCWEB
• Any other as approved by the competent authority.

Process for hiring interns: 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.
• A request letter for hiring Interns (Annexure-A) from the Departments/Centers/Institutes should be sent to the Dean of Students' Welfare office. The letter should explicitly mention
  1. Jobs and Job Description of the internship containing the nature of the internship (whether full-time or part-time).
  2. The Dean of Students' Welfare office will upload the request on the CPC, DSW and other social media websites for more comprehensive and quick dissemination of information among students.
  3. A Google form (Annexure-B) containing all information will be uploaded on the websites of CPC/Spotlight and DSW in February and September of each academic year.
  4. Interested applicants may register online, and the duly submitted application will be valid for a maximum of 6 months duration.
  5. Interested students must specify and indicate the specific domains/areas of interest.

6. Applicants may indicate three preferences of specific domain/areas of interest while applying for VCIS.

7. The applicants must upload a letter of recommendation (LOR) and no objection certificate (NOC) from their head of the department/College (Annexure-C) while applying for the internship.

8. A student can apply only once for an internship in an academic year under the prestigious VCIS.

9. Pertinent to the total number of online applications received against a specific domain/area of interest, the office of the Dean of Students' Welfare solely reserves the prerogative/right to decide/fix up the eligibility criteria, number of applicants for a particular period and to decide about the modalities of screening thereof.

10. Shortlisted students per specific domain interests will be invited to interact with selection committee members. The selection committee constitute the following members:
    • Dean Students' Welfare - **Chairperson**
    • Proctor/Proctor Nominee
    • Two members as nominated by the Vice-Chancellor,
    • Joint Dean Students' Welfare - **Member Secretary**

11. DSW office will upload the list of finally selected students on the DSW website.

12. The DSW office will give the selected interns a joining letter (Annexure-D).

13. Kindly note that the issue/ award of the Internship Certificate is subject to
    i. The successful completion of the assigned work,
    ii. Submission of a training report after the completion of the internship task duly assigned by the concerned office (Annexure E),
    iii. Satisfactory assessment/appraisal and evaluation report of the intern's performance by the head of the concerned office.

Nomenclature of VCIS interns:

Interns may be designated VC Interns to add value to their jobs and services. It is further suggested to mention the same designation in the certificate/s rewarded after successful completion of their internship.

The Office of Dean Students' Welfare
VC Internship Scheme

The following content may be used to hire interns addressed to the Central Placement Cell, Dean Students' Welfare Office.

Details of the Interns:

S.No	Full time/ Part time	Number of Interns	Job Description	Duration	
				From	To

The interns will be reporting to the _____ and will work under his/her supervision.

Signature of the HOD

Office of DSW

approved for_____ interns.

(DSW office)

Vice-Chancellor Internship Scheme, University of Delhi

The Office of Dean Students' Welfare
VC Internship Scheme

Format for Google Application Form for the Vice chancellor's Internship Scheme:

Name of the applicant:	
University Enrolment Number:	
Course and Semester:	
College/Department Name & Address:	
Email Address:	
Mobile Number:	
Academic Record of Last Examination:	
Internship Preferences:	
Preference 1	
Preference 2	
Preference 3	

Signature of the applicant:
Date:

The signature confirms that the information provided by the student is correct and that they agree to the terms, conditions and requirements of the Internship Program.

Candidates must obtain a 'Letter of Recommendation' from their Head of the Departments/Institution/College/ Centres on the letterhead (duly stamped) before applying for the Internship. The selection will be strictly based on the interview and letter of recommendation. HOD/Principal/Director must ensure that the concerned student/s has/have not done this Internship in the present course of study earlier under the VCIS, University of Delhi.

**The Office of Dean Students' Welfare
VC Internship Scheme**

**Letter of Recommendation and No Objection Certificate
(To be issued on the letter-head)**

I recommend **Mr/Ms**_____studying in the Course_____ semester

_____ for the Vice Chancellor's Internship (full-time/part-time). I confirm that

his/her

1.   on an average CGPA is: _____

2.   doesn't have any backlog paper

3.   no disciplinary action is pending.

The student possesses a good moral character and will complete the designated tasks within the period of the internship. To the best of my knowledge, the student has not availed VCIS, University of Delhi earlier.

I have no objection to --.

Signature of the Student

Signature with the stamp of the Principal /Head/Director

Vice-Chancellor Internship Scheme, University of Delhi

**The Office of Dean Students' Welfare
VC Internship Scheme**

Joining Letter

I _____ of _____college/Department_____
_____

course _____Semester hereby join the Vice-Chancellor Internship Scheme as a full-time

 /part-time intern.

I have been assigned the _____office to look after_____
responsibilities.

I have read the terms and conditions of the internship program and will abide by the rules of the

Vice-Chancellor internship Scheme at the University of Delhi.

Signature of the Student

Date:

Endorsed by the Assigned/Designated Office under VCIS, University of Delhi

A copy of the Joining letter is sent to the employing office with Annexure-A.

The Office of _____

VC Internship Scheme

Internship Completion Certificate

(To be issued on the letter-head to the intern completing the internship successfully)

This is to certify that the following students have completed the internship in this department with the following details:

S.No	Full time/ Part time	Number of Interns	Job Description	Duration From	To

Signature of the Supervisor

Date:

Signature of the HOD

Date:

The Office of Dean Students' Welfare
VC Internship Scheme

Internship Certificate

This is to certify that _____of _____

College/Department_____Course _____Semester _____has completed

successfully the Vice-Chancellor Internship Scheme as Intern/Summer Intern.

He/She was assigned the _____office to look after _____

responsibilities from _____ to _____.

We wish him/her all the best in his/her future endeavours.

Signature of Dean Students' Welfare   **Signature of the Head of the office**
                                                                    (Where Internship done)

Date:

Dean Students' Welfare
Conference Centre,
Opposite Botany Department,
University of Delhi,
Delhi-110007
✉ *(Office) office@dsw.du.ac.in*

E.C. Resolution No: 25
Dated: 18.08.2022

Graphics and Setting: Ravi Singh, ILLL