



दीन दयाल उपाध्याय कॉलेज
DEEN DAYAL UPADHYAYA COLLEGE

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

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No. 303

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8/12/25

NOTICE

The Governing Body has instituted two Internship Schemes for students from the financial year 2025-2026 as under:

- A. Academic Administration Internship:** Merit cum Mean Internship for 120 Hrs at a token stipend of Rs. 200/- per hour subject to a maximum of Rs. 24,000/- for each Intern in a financial year. Total number of Academic Administration Internship to be offered to the existing college students are Ten (10).
- B. Summer Research Internship:** On-Campus Summer Research Internship would be for 8 Weeks for students currently enrolled in the college. The College will pay Rs. 5000/- per month as stipend subject to Maximum of Rs. 10,000/- in a year to each Intern. The total No. of Summer Research Internships to be offered by the College in an academic session to the existing college students are Thirty (30). In case of outstation students (selected as Intern), free accommodation and mess facility shall be provided by the College. However, the maximum number of interns to be accommodated in Hostel shall not be more than Ten (10). The Hostel Expenditure/Bill will be reimbursed by the college.


Officiating Principal

P.S: Detailed Scheme is appended as Annexure -I

**Deen Dayal Upadhyaya College
(University of Delhi)**

The detail Scheme of Internship Programs is as under:

1. Principal Internship: Academic Administration

1.1 **Objective** Employability refers to the certain attributes of an individual that enable him/her to perform any job opportunity in line with the set standards of performance to meet expectations for the expected job. Employability is a set of skills and attributes developed through a range of experiences at workshops and workplaces. It states that when a student can demonstrate skills on the job. Individuals need to develop such competencies which reduce the obstacles as job seekers and also increase their potential as job providers.

The internship programs for our undergraduates shall aim for the following:

- I. Interactive for building aptitude/skills
- II. Development of project and its execution
- III. Decision-making
- IV. Confidence development
- V. Working/coordinating in a team
- VI. Creative and critical thinking and problem-solving
- VII. Ethical values
- VIII. Professional development
- IX. Understand government/local bodies working

1.2 The 120 Hrs Principal Internship: Academic Administration shall be awarded on **Merit-cum-Means criteria** and shall be Open for DDU College Students at the following institutional resources:

• Principal Office	No. of Internships	:	01
• Administration	No. of Internships	:	02
• Accounts	No. of Internships	:	01
• Library	No. of Internships	:	01
• Department Laboratories	No. of Internships	:	05

In case of Internship for Department Laboratories, a faculty mentor shall be nominated by the Principal.

1.3 Selection Criteria: The students will be selected based on

- a. Skill Test (50% weightage)
- b. Interview by Selection Committee (30% weightage)
- c. Assessment by Principal (20% weightage)

1.4 The Selection committee [for point no. 2.3 (a) and (b)] shall comprise of:

- a) Bursar - Chairperson
- b) IQAC Coordinator
- c) Staff Council Secretary

The shortlisted candidates by the selection committee shall be called for in-person assessment, having 20% weightage, by the Principal and the final list of the selected candidates shall be notified on or before March 15 every year.

1.5 **The selected candidates (i.e. interns) shall be paid a stipend @ Rs. 200/- per hour subject to a maximum of Rs. 24,000/- in a financial year.** The payment and the Internship Certificate is subject to

- a) The successful completion of the assigned work as assigned by the concerned officer
- b) Submission of a report after the completion of the internship
- c) Satisfactory assessment/appraisal and evaluation report of the intern's performance by the head of the concerned office.
- d) Final submission of the report.

2. Principal Internship: Summer Research

2.1 **Objective: The Principal Internship: Summer Research** shall be arranged to benefit the DDUC Student in the following ways:

- i. To provide an opportunity to the students to carry out research in a real work environment with faculty guidance over a specific period.
- ii. To create conditions conducive for students to exercise a quest for knowledge and its discovery and applicability for solving research/complex/real-life problems.
- iii. To provide the opportunities to the students to learn, understand, and sharpen their research acumen, as well as the communication/technical/managerial skills required for conducting research.
- iv. To give students exposure to the societal challenges through rural /social internships and get them trained for social innovations.
- v. To familiarize students with research methods, analytical tools and techniques along with their appropriate usage.
- vi. To train students to writing scientific reports, presentations, and/or manuscripts for publication.
- vii. To promote academic, professional developments.
- viii. To identify collaborating HEIs/research organizations/industrial research centres etc. for supporting research internship programme.

2.2 The research internship programs should be interactive and conceptualized, building research capabilities/ skills of our young graduates/ researchers/ faculties in

- i. Project development and its execution
- ii. Decision making/ confidence development
- iii. Working in team/ coordinating in team
- iv. Critical, creative thinking and problem-solving
- v. Ethical values
- vi. Reference of resource persons in the field Simulation-based/ online module development for a virtual research internship.

- 2.3 Summer Research Internship Management Cell:** there will be a **Summer Research Internship Management Cell** which will motivate students enrolled in our college to join a research internship for reasons such as (a) hone their problem-solving and critical-thinking abilities; (b) opportunities to gain new insights and networking by participating in seminars, workshops, and conferences and (c) opportunities to interact with supervisor and his/her research groups, with exposures to instruments, tools, techniques, and research methodologies. The Principal will nominate convenor and members of the cell.
- 2.4 Research Supervisor:** The research supervisor (to be nominated by the Principal) should frame the problem statement for the internship, as per the existing resources/facilities available to him/her and/or in the respective department. The research supervisor can get the reimbursement of a maximum of Rs. 20,000/- (irrespective of number of students allotted to him/her) towards the purchase of consumables/chemicals/components etc. for carrying out the research internship.
- 2.5** The summer Research Intern will be attached to a research supervisor for 8 weeks (during summer break/holidays) at the facility of the research supervisor and/or facility available in the respective department.
- 2.6 Duration of Principal Internship - Summer Research:** The On-Campus Summer Research internship **would be of 8 Weeks for students currently enrolled in the college**
- 2.7** Total No. of Internships to be offered by the College in Academic Session : 30 (Thirty)
- 2.8** The intern shall be entitled to the following:
- a) Rs. 5,000/- per month as stipend subject to Maximum of Rs. 10,000/- in a year.
 - b) In case of outstation students (selected as Intern), free accommodation and Mess facility in the college hostel shall be provided by the College. The Hostel Expenditure/Bill will be reimbursed by the college for such out station students. **However, maximum number of interns to be accommodated in Hostel shall not be more than 10.**
 - c) Reading room facilities of the library, working space, internet facility, ICT facilities available and Equipment/Software available with the research supervisor and/or in the respective department.

2.9 The Selection of Summer Research Interns will be based on the following Selection Criteria:

- a) Statement of Purpose, CGPA Score, Attendance, Survey/ Empirical analysis/ Conducted/ Projects implemented/ Training Programs/ Attended/Internships/Publication if any (50% weightage)
- b) Interview by Selection Committee (30% weightage)
- c) Assessment by Principal (20% weightage)

2.10 The Selection committee [for point no. (b)] shall comprise of:

- a) Convenor Research Committee – Convenor
- b) Convenor Internship Apprenticeship and Community Outreach (IAC) Committee
- c) IQAC Coordinator
- d) One/Two Members of the Research Committee (to be nominated by the Principal)
- e) One/Two Members of the Internship Apprenticeship and Community Outreach (IAC) Committee (to be nominated by the Principal)

The shortlisted candidates by the selection committee shall be called for in-person assessment, having 20% weightage, by the Principal and the final list of the selected candidates shall be notified on or before March 15 every year.

2.11 There shall be a dedicated portal managed by the **Summer Research Internship Management Cell (SRIMC)**. The Cell will organise, execute and monitor Principal Internship scheme. All communication with intern shall be through this portal itself or through mail.

2.12 Student will undergo internship in the research supervisor's lab and/or working space at the respective department. During the period of internship, the **SRIMC** through the research supervisor, will arrange to keep a track of the activities and performance of students as interns at the college, based on periodic reports submitted by students.

2.13 On completion of research internship, intern will prepare internship report (in triplicates) and get it endorsed by research supervisor. While the college would preserve one copy (at the **SRIMC**), the other two will be handed over to the intern: one for submission to the accounts section of the college and the other for his/her use after getting certified by the research supervisor.

2.14 The college will examine/evaluate the student's performance as prescribed.

2.15 The college will also arrange to evaluate the internship and will issue Internship Certificate on successful completion.

2.16 **Monitoring and Evaluation:** Monitoring by Internship Supervisor:

- (i) The research Internship supervisor from the College should monitor the regularity of the intern at his/her workplace. Students should preferably inform the Internship Supervisor at least one day prior to availing leave except for an emergency.
- (ii) The evaluation of the research internship will be carried out through an open-seminar presentation/viva-voce at the college, by a duly constituted expert committee, on the following suggestive aspects:
 - a) Activity logbook and evaluation report of Internship Supervisor
 - b) Format of presentation and the quality of intern's report
 - c) Acquisition of skillsets by the intern
 - d) Originality and any innovative contribution
 - e) Significance of research outcomes
- (iii) At the end of the internship, the Principal shall ensure issuing completion certificates to the interns on the recommendation of the **SRIMC**.

2.17 **Expected Outcome of Research Internship:** After successful completion of the research internship,

- The students are well versed with the techniques and methods of research that would support knowledge creation.
- The students have understanding and capability to execute complex ideas and develop solutions for real life problems.
- The student shall have good comprehension ability to interpret the oral and written communications in research papers, and present own interpretations.
- The student shall be able to communicate technical information, research findings to the peers.
- The student shall be aware of the research ethics, professional accountability, and will be able to practice the research ethics and appropriate skills in in his/her own research work.

3. **Internship Portal: There shall be an Principal's Internship portal which shall be managed by SRIMC.** A centrally operated portal will facilitate the interns as under:

- a. College to offer internships with specification of eligibility conditions
- b. Applicants (students) to apply for internships of their choice
- c. Allotment of Internship
- d. Record and feedback


OFFICIATING PRINCIPAL

