Sri Aurobindo College
Principal's Internship Scheme
(SAC-PIS)

SRI AUROBINDO COLLEGE

UNIVERSITY OF DELHI

STANDARD OPERATING PROCEDURE

Introduction:

We at Sri Aurobindo College are excited to announce the launch of our short-term paid internship program tailored for college students. The initiative aims to provide valuable hands-on experience, foster professional growth, and cultivate a pool of talented individuals eager to contribute to the college's dynamic work environment.

The proposed internship scheme to be called Sri Aurobindo College Principal's Internship Scheme, (SAC-PIS) hereafter, is meant to be for bona fide students of Sri Aurobindo College only. Undergraduate students of Sri Aurobindo College can apply online for the SAC-PIS by filling out the registration form. The 'selected students' will work closely with Sri Aurobindo College's verticals/departments.

Objectives of SAC-PIS, Sri Aurobindo College, University of Delhi:

Internship is a short-term work experience offered by college for students to get some entry-level exposure in a particular field to gain skills and knowledge.

- It will help to achieve the objectives of "Samagra Shiksha" (holistic education) enlisted in the NEP 2020.
- It is a great way to connect classroom knowledge to real-world experience.
- It will allow undergraduate students to be associated with the college work for mutual benefit.

- It will train students in collecting/streamlining documents and organizing available data.
- It will train a student to develop skills, such as self-confidence, communication, leadership, problem-solving, and teamwork.
- It is a key part of the college experience for students to meet the demand of competitive job market.

It will be beneficial for the college as the involvement of interns with the institution will inculcate a sense of responsibility and strengthen bonding with the college. Young students with innovative ideas, abilities and skills for resolving problems will be instrumental in bringing systemic and holistic changes to the college system.

Eligibility for SAC-PIS:

All bonafide students of the Sri Aurobindo College, University of Delhi studying in any course/stream with no backlog paper at the undergraduate level are eligible to apply for the Internship programme. The total proposed number of interns is 10 in the beginning.

SAC-PIS can be availed by a student ONLY once during the course of study at the college.

Nature of Internships under SAC-PIS:

Internship is offered during the academic session for a duration of **3 months** in the beginning and may contain a flexible **6 hours** per week. Stipend provided is **Rs. 2,400** per month per intern on the completion of 24 hours of work.

Specific domains suggested for SAC-PIS interns, in the beginning are:

- Mobile App Development (Android/ iOS/ Cross-platform)

- Website Development & Maintenance

- Video Editing (Long-form & Short-form)

- Reel Making & Short Video Production

- Motion Graphics & Animation

- Podcast Editing & Audio Production

- Social Media Management

- Script Writing (Videos, Reels, Promotional Content)

- Chatbot Development

Two Interns may be allotted per domain, to begin with.

Duration of Part-time Internship: 3 Months

Selection Process for Internships under SAC-PIS:
This internship scheme is on the format of Vice chancellor's Internship Scheme 'VCIS', therefore the selection process for SAC-PIS interns should be based on 70% CGPA + 30% interview/group discussion.

TASK TIMELINE

- A poster containing all information will be uploaded on the website of SAC.

- Interested applicants may register online through the Google form **(Annexure-A).**

- The applicants must upload a letter of recommendation (LOR) and 'No Objection Certificate (NOC) from their respective teacher-in-charges while applying for the internship **(Annexure-B).**

- The Selection Committee solely reserves the right to allocate any domain of internship.

- The Selection Committee will upload the list of finally selected students on the SAC website.

- No relaxation should be given for the attendance to the selected interns.

- The designated college office will give the selected interns a joining letter (**Annexure-C**).

- An appraisal form for all the part time interns (**Annexure-D**) will be released after every month of the internship to be signed from every intern's allotted college 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**)

Nomenclature of SAC-PIS interns:

Interns may be designated **SAC-PIS Interns** to add value to their experience and career. It is further suggested to mention the same designation in the certificate/s rewarded after successful completion of their internship.

Quality maintenance

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

ANNEXURES

<u>**Annexure-A**</u>

Google form for Sri Aurobindo College Principal's Internship Scheme SAC-PIS

Format for Google Application Form for the Principal's Internship Scheme:

Name of the applicant:

College Roll Number:

Course and Semester:

Email Address:

Mobile Number:

Academic Record of Last Examination:

Uploads

    (i)   Mark-Sheet of last examination

    (ii)   Duly Signed LOR

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 the Teacher-In Charge of their department before applying for the Internship. The selection will be strictly based on the interview and letter of recommendation.

Annexure B

Sri Aurobindo College Principal's Internship Scheme SAC-PIS

Letter of Recommendation and No Objection Certificate

I recommend _____ studying in Course _____ semester for Sri Aurobindo College Principal's Internship Scheme SAC-PIS. I confirm that his/her

1. On an average CGPA is: _____

2. doesn't have any backlog paper

3. no disciplinary action is pending

Signature of the Student

To be verified by the respective Teacher-in-Charge

Name:

Department:

Signature:

Annexure C

Sri Aurobindo College Principal's Internship Scheme SAC-PIS

Joining Letter

I _____ of Sri Aurobindo College, University of Delhi,

_____ course _____ Semester hereby join the

Principal's SAC-PIS Internship Scheme as a part-time intern.

I have been assigned the _____ college office to look after

_____ responsibilities.

I have read the terms and conditions of the internship program and will abide by the rules of the Principal's SAC-PIS Internship Scheme at the Sri Aurobindo College, University of Delhi.

Signature of the Student

Date:

Endorsed by the Designated College Office under SAC-PIS, University of Delhi

Annexure D

SAC-PIS (PART-TIME) SELF APPRAISAL REPORT

Month: _____

Name of Intern: _____

College Office to which attached; _____

Date of joining; _____

Whether worked for 24 and above in the month **Yes/No**

(If No, how many hours worked in the month_____hours)

Brief report of the work done in this month:

Remarks by Reporting officer: _____

Signature of Intern: _____

Name of the Designated College Officer: _____

Signature of the Designated College Officer (with Date)

_____

Annexure E

Principal's SAC-PIS Internship Scheme

Internship Completion Certificate

This is to certify that _____of

Sri Aurobindo College _____Course _____Semester has

successfully completed the Principal's SAC-PIS Internship Scheme as an intern.

He/She was assigned the _____college office to look

after _____ responsibilities from

_____to _____.

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

Signature of the College Officer

(Where Internship done)

Date: