

# Miranda House Principal Internship Scheme

## GUIDELINES

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. In order to facilitate short-term exposure and experience of students with the nuances of administration Miranda House is delighted to offer **Miranda House Principal's Internship Scheme (MHPIS hereafter)**.

### **Objectives of MHPIS, in sync with VCIS, University of Delhi:**

- The MHPIS 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 college's work for mutual benefit.
- It will expose university students to the several departments/centres/ institutes existing within the University of Delhi. 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 also be beneficial for the college as the involvement of interns with the institution will inculcate a sense of responsibility and strengthen bonding with the University.

## **Guidelines for Students:**

- **All the bonafide students of Miranda House, having at least 67% of attendance, studying in any course/stream at the undergraduate levels are eligible to apply for the Internship programme. Scheme can be availed by a student only once during a course of study at Miranda House.**
- The internship will be provided during the academic session which may contain a flexible 8 - 10 hours per week and shall not exceed more than six months under any circumstances from the time of joining.
- The total proposed number of interns will be 10 after the selection procedure. The number may be changed after a periodical review and feedback received from the stakeholders, subject to the approval of the Principal, Miranda House.
- **This internship is currently open to 2nd, 3rd year & 4th year (in case of B.El.Ed) students of Miranda House only. First-year students will be eligible to apply at a later stage, and a separate announcement will be made to inform them of the application process.**

## **PERKS:-**

- **Experience Certificate:** A certificate from the office of Principal at the end of the internship tenure subject to the appraisal report from

the concerned employing Department/Centers/Institutes.

**Stipend:** Rs. 2000 per month.

- Miranda House Principal's Internship Scheme shall be available throughout the year. The minimum duration would be 2 months and maximum six months.

## **SELECTION PROCEDURE:**

### **Step 1: Registration**

- Interested students must register through the provided Google form.
- Accurate and complete details are mandatory, as they will be subject to verification.

<https://forms.gle/5JNxZXYHfHhs9RLc6>

### **Step 2: Shortlisting**

- Shortlisting will be based on a thorough review of submitted CVs and Google form entries.

### **Step 3: Group Discussion**

- Shortlisted candidates will participate in a Group Discussion, led by the panel of faculty members and coordinated by the Placement Cell, Miranda House.
- This discussion will assess candidates' communication, teamwork, and problem-solving skills.

### **Step 4: Final Selection**

- The final selection of candidates for the internship scheme will be based on their performance in the Group Discussion.
- The decision of the selection panel will be final and binding.

**Note:**

- **Only registered students who meet the eligibility criteria will be considered for the selection process.**
- **The Placement Cell, Miranda House, reserves the right to modify or cancel the selection procedure at any stage without prior notice.**

## **TERMS AND CONDITIONS:-**

1. Interns are mandated to contribute a flexible 10 hours per week (including work from home).The Internship shall not exceed six months from the time of joining. It will be on a paid basis as interns will be paid a stipend of Rs. 2000 per month.
2. Interns must perform official work assigned. They must perform all the services with full integrity, devotion and dedication.
3. Interns must maintain proper discipline and punctuality while serving under the MHPIS. The internship is purely on a temporary basis and at any time it may be discontinued without mentioning any reasons.
4. Interns are required to maintain privacy and non-disclosure of any confidential information of the concerned office; if found, they may immediately be debarred from the internship and disciplinary action may be initiated against them.
5. 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 issued a certificate.

6. A certificate from the Principal's office at the end of the internship tenure will be issued subject to an appraisal report from the convenor, MHPC.
  
7. Interns must ensure that their attendance is marked on a regular basis in the assigned office. Interns must ensure that a signed copy of the Joining Letter must be forwarded to the Principal office within five working days by the Student President/ Vice President MHPC.

All the students must adhere to the guidelines provided and ensure to apply for the internship only if they fulfill the criteria. The link of the application for the internship will be provided on the website of Miranda House hence the students are requested to keep a regular check on the website to apply for Miranda House Principal Scheme Internship.