



**MIRANDA HOUSE PRINCIPAL'S  
INTERNSHIP SCHEME  
UNIVERSITY OF DELHI**





## Message from the Principal

Greetings from Miranda House, an institution with long tradition of creativity, charisma and charm. Excellence and exuberance remain the core values of Miranda House where the faculty and students strive to give their best to the curricular, co-curricular and extra-curricular activities year after year. One finds a balanced and healthy mix of cultural tradition and modernity in the ethos of Miranda. The students remain at the centre of the myriad activities of the college. The creativity of each student is honed to develop it to its fullest potential. Mentoring remains the cornerstone of the teaching - learning experience. Part of a pioneer institution of India, Miranda House embodies the commitment of University of Delhi to set up landmarks in teaching and learning for generations to cherish and follow.



**Prof (Dr) Bijaylaxmi Nanda**  
**PRINCIPAL**  
**MIRANDA HOUSE**  
**UNIVERSITY OF DELHI**

Miranda House has been ranked as number 1 college in India under NIRF ranking of Ministry of Education, Government of India, for seven consecutive years - 2017, 2018, 2019, 2020, 2021, 2022, 2023. It has been graded as NAAC Grade A+ with CGPA 3.61 and has been rated as DBT Star College. The college does not rest on its laurels and constantly strives for new heights. The co-curricular and extracurricular activities at Miranda House remain its life source. Through seminars, workshops, films and cultural shows, talents of each student find a home. Students are encouraged to acquire leadership roles which are honed by exposure to and interaction with leading experts, academicians, practitioners, and a plethora of government, non-government and international bodies. Through these engagements Miranda House also provides a bridge to cross over to the professional world. With the emphasis on research, collaborative learning and internships with higher learning institutions, corporates and industry, the students find their classrooms full of windows of opportunities. Miranda House Principal's Internship is a brilliant initiative with the objective 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 Miranda House Principal's Internship Scheme is a unique experience in helping students broaden their mental faculties by learning skills and inculcating a sense of responsibility towards the college. 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 college system

Warm regards,  
Prof (Dr) BIJAYLAXMI NANDA  
Principal, Miranda House





**Miranda House Principal's Internship Scheme, University of Delhi**



**Prof (Dr) HENA SINGH**  
**MIRANDA HOUSE**  
**UNIVERSITY OF DELHI**

### **Message from the Convenor**

The gap between academia and professional life is often unbelievably elongated, undefined and ambiguous, and as the result it becomes an arduous task to tap expertise in any predetermined or specified areas. The prime responsibility of academic institution is to bridge this gap by nurturing individuals and equipping them with the requisite knowledge, skills and help them convert into a repository of human resources. Adhering to the vision of 'Nistha, Dhriti, Satyam' and serving humanity through the creation of well-rounded, multi-skilled and socially responsible global citizens, Miranda House is proud to announce its internship scheme, 'Miranda House Principal's Internship Scheme' (MHPIS) w.e.f the academic year 2023-2024 in consonance with the 'Vice-Chancellor Internship Scheme' (VCIS) launched by the University of Delhi. This internship opportunity will be helpful in enabling students to gain exponential learning and transform themselves into responsible global entrepreneurs. At Miranda House, we believe in nurturing not only intellect but also character and leadership potential. Our Internship Scheme stands as a testament to this commitment. Through this program, we aim to provide our students with immersive experiences that transcend the boundaries of traditional classroom learning, equipping them with practical skills and invaluable insights into the dynamics of academia and administration. By actively participating in the day to-day operations of our college, students will acquire invaluable skills in leadership, communication, and problem-solving, essential for navigating the complexities of the professional world. As the Convenor of the Placement Cell of Miranda House, I am immensely proud to spearhead this transformative journey alongside our dedicated faculty and staff. I encourage all eligible students to seize this unparalleled opportunity to embark on a transformative learning experience that will shape their futures and empower them to become catalysts for positive change in society and nurture their holistic growth. Together, let us embark on this remarkable journey of exploration, discovery, and growth, as we uphold the legacy of excellence and innovation that defines Miranda House

Best wishes  
Dr.Hena Singh

**Miranda House Principal's Internship Scheme, University of Delhi**

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**Miranda House Principal's Internship Scheme, University of Delhi**

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## **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. 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 nuances of administration Miranda House is delighted to offer 'Miranda House Principal's Internship Scheme' (MHPIS hereafter). The aforementioned internship initiative is unique as, on the one hand, it helps students broaden their mental faculties, augmenting their skills in the comfort zone of their own College and on the other, it is pivotal in enriching potentialities by inculcating research interests and equipping them with coveted work experience.

All expenses and stipend related with MHIS will be drawn from the students' development fund.

## **Objectives of MHPIS, in sync with 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 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 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 college 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 Miranda House Principal's Internship Scheme:**

All bonafide full time regular students of Miranda House, studying in any course/stream at the undergraduate levels are eligible to apply for the Internship programmes. The total proposed number of interns is 10. The number may periodically be changed after periodical review and feedback received from the stakeholders, subject to the approval of the Principal, Miranda House.

## **Kinds of Internships under Miranda House Principal Internship Scheme:**

### **1) Internship**

#### **Period of internship:**

- Internship during the academic session may contain a flexible 8 - 10 hours per week.
- Scheme can be availed by a student only once during a course of study at Miranda House.
- Maximum period of an internship shall not exceed six months under any circumstances from the time of joining.

#### **Please Note that:**

- Miranda House Principal's Internship Scheme, shall be available throughout the year based on the requirements of the Departments/ Research Centre/ labs of the college.
- 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 course/s will not be relaxed due to undertaken internship.
- Principal, Miranda House reserves the right to edit/amend/add/review any of the provisions/schemes and processes of MHIS at any time, and the same will be uploaded on the college website.

The competent authority 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.

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**1. Incentives under MHPIS:**

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.

**2. Stipend:**

- ♦ Interns: Rs. 2,000 per month.

**Specific Domains/Area of Interest available under MHPIS:**

Miranda House Principal Internship Schemes will be extended to all such Departments/ Research Centers/ Labs/ Library and administrative office of the College:

*Process for hiring interns: To be notify via google form and the information/Notification will be publish on the website of the College.*



**Nomenclature of MHPIS interns:**

Interns may be designated Principal's Interns to add value to their jobs and services.

## Annexure-A

### The Office of Principal Miranda House Miranda House Principal Internship Scheme

The following content may be used to hire interns addressed to the College.

#### 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 Convenor, Miranda House Placement Cell**

approved for \_\_\_\_\_ interns.

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## Annexure B

### The Office of Principal Miranda House MH Principal's Internship Scheme

*Format for Google Application Form for the Miranda House Principal 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/ Centres on the letterhead (duly stamped) before applying for the Internship. The selection will be strictly based on the interview and letter of recommendation.**

**Miranda House Principal's Internship Scheme, University of Delhi**

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**Annexure C**  
**The Office of Principal Miranda House**  
**Miranda House Principal 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 Miranda House 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.

I have no objection to -----.

**Signature of the Student**



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## Annexure D

### Miranda House Principal's Internship Scheme

#### Joining Letter

I \_\_\_\_\_ of \_\_\_\_\_ college/Department \_\_\_\_\_  
\_\_\_\_\_

course \_\_\_\_\_ Semester hereby join the Miranda House Principal 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  
internship Scheme.

**Signature of the Student**

**Date:**

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

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## Annexure E

The Office of \_\_\_\_\_

Miranda House Principal 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 Teacher in

Charge

Date:

Signature of the Principal

Date:

Miranda House Principal's Internship Scheme, University of Delhi





## **Annexure F**

### **The Office of Principal, Miranda House Internship Scheme**

#### **Internship Certificate**

This is to certify that \_\_\_\_\_ of \_\_\_\_\_

College/Department \_\_\_\_\_ Course \_\_\_\_\_ Semester \_\_\_\_\_ has completed

successfully the Miranda House 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 Convenor, MHPC**

**Signature of the Principal**

**Date:**

**Miranda House Principal's Internship Scheme, University of Delhi**

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# THE PLACEMENT CELL

## MIRANDA HOUSE

### *Miranda House*

*University of Delhi, Delhi-110007*

*E-Mail- [principal@mirandahouse.ac.in](mailto:principal@mirandahouse.ac.in)*

**E.C. Resolution No: 25 Dated:**

**18.08.2022**

**As per University of Delhi**