



श्रद्धावान् लभते ज्ञानं



SWAMI SHRADDHANAND COLLEGE

(University of Delhi)

NAAC Accredited

PRINCIPAL'S STUDENT INTERNSHIP SCHEME



MESSAGE FROM PRINCIPAL



It gives me immense pleasure to introduce the Principal's Student Internship Scheme (PSIS) at Swami Shraddhanand College, University of Delhi. The Scheme has been introduced with the vision of fostering experiential learning, skill development, creativity, professional competence and institutional engagement.

PSIS aims to bridge the gap between academic learning and practical application by enabling students to work on structured assignments and projects under the guidance of Faculty Coordinators. In line with the spirit of the National Education Policy (NEP) 2020, PSIS seeks to nurture well-rounded learners equipped with practical skills, confidence, responsibility, teamwork and a readiness to contribute meaningfully in diverse professional environments.

I warmly encourage our students to make the most of this opportunity and participate with sincerity, creativity, and commitment. I am confident that this initiative will not only enrich their learning experience but also help them develop into capable, responsible, and future-ready individuals.

With Best Wishes,

Prof. Parveen Garg

Principal

Swami Shraddhanand College

University of Delhi

MESSAGE FROM CONVENOR



The Principal's Student Internship Scheme is a significant step towards creating a culture of experiential learning, professional development, and student engagement within the institution. It provides students with a unique opportunity to transform classroom knowledge into practical skills and meaningful institutional experience.

The Scheme offers students an opportunity to engage with various academic, administrative, digital, documentation, data-handling, and outreach activities. Through this hands-on experience, students can develop professional skills, confidence, teamwork, and a deeper understanding of how an educational institution functions.

I strongly encourage students to approach this opportunity with curiosity, commitment and a willingness to learn. The value of an internship lies not merely in the experience gained, but in the skills developed, responsibilities undertaken and confidence built along the way.

Let us make this initiative a pathway from learning to doing, from participation to leadership and from campus experience to career readiness.

Best Regards,

Dr. Sakshi Agrawal

Convenor

Principal's Student Internship Scheme

INTRODUCTION

Swami Shraddhanand College, University of Delhi, is committed to promoting holistic education by creating opportunities for students to extend their learning beyond the classroom. In an increasingly digital, creative, and knowledge-driven environment, students require opportunities to develop practical skills, professional competencies, creativity, communication abilities, teamwork, leadership, and institutional understanding.

With this objective, the College proposes to launch the Principal's Student Internship Scheme (PSIS). The Scheme is envisaged as an academic and experiential learning initiative that enables selected students to contribute to identified institutional projects and activities while acquiring practical exposure and developing domain-specific skills.

The PSIS seeks to create a structured platform through which students can engage with areas such as digital communication, creative design, institutional documentation, report writing, event coordination, digital channel management and multimedia production. The Scheme shall be based on the philosophy of:

- Learning by Doing
- Creating with Purpose
- Contributing to Institutional Excellence

VISION

To create a vibrant institutional ecosystem that provides students with meaningful experiential learning opportunities while strengthening the College's capabilities in digital communication, institutional documentation, creative communication, event coordination and knowledge management.

MISSION

The Principal's Student Internship Scheme seeks to:

- Provide structured experiential learning opportunities to students.
- Enable students to apply their academic knowledge and skills in real institutional contexts.
- Develop creative, digital, communication, organizational and professional competencies.
- Promote student participation in institutional projects and initiatives.
- Strengthen institutional documentation and knowledge management.
- Enhance the College's digital and creative communication ecosystem.
- Develop a culture of responsibility, teamwork, innovation, and leadership among students.
- Create a portfolio of meaningful work and practical experience for participating students.

OBJECTIVES OF THE SCHEME

The Principal's Student Internship Scheme shall have the following objectives:

- **Experiential Learning-** To provide students with opportunities to learn through practical assignments, projects, and institutional engagement.
- **Skill Development-** To develop domain-specific technical, creative, communication, and organizational skills.
- **Professional Exposure-** To familiarize students with professional work processes, timelines, teamwork, communication, accountability, and project management.
- **Institutional Contribution-** To enable students to contribute to identified institutional projects without replacing the functions of regular staff.
- **Digital Transformation-** To strengthen the College's digital communication, multimedia and institutional data systems.
- **Documentation and Knowledge Management-** To improve the systematic documentation, organization, and archival of institutional activities, achievements, and performance indicators.
- **Student Leadership-** To promote responsibility, initiative, teamwork, creativity and leadership among participating students.
- **Portfolio Development & Internship Certificate-** To enable students to develop demonstrable portfolios of their work and skills along with principal internship certificate.

NATURE OF THE PSIS

The Principal's Student Internship Scheme shall be governed by the following principles:

- The Scheme shall be academic and experiential in nature.
- Participation shall be voluntary and non-remunerative.
- The Scheme shall provide students with opportunities for practical learning and skill development.
- The internship shall be based on defined assignments, projects and measurable deliverables.
- The Scheme shall not substitute regular administrative, technical, clerical or other College staff.
- Interns shall work under the guidance of designated faculty members.
- The internship may involve flexible working hours during the academic session, depending upon the requirements of the assigned domain and project.
- Academic commitments and regular classes shall remain the primary responsibility of the student.
- Participation in PSIS shall not adversely affect attendance or academic requirements prescribed by the College.
- A student shall ordinarily be permitted to avail the Principal's Student Internship Scheme only once during the course of study at the College.
- The College reserves the right to modify, suspend, discontinue, or revise any component of the Scheme as considered necessary.

ELIGIBILITY

The Principal's Student Internship Scheme may be open to bonafide undergraduate students of Swami Shraddhanand College, University of Delhi.

The Scheme may initially be offered primarily to:

- Second-Year Undergraduate Students
- Third-Year Undergraduate Students
- Fourth-Year Undergraduate Students

Note: Preference May Be Given to Students Who

- Have a genuine interest in the selected domain.
- Possess relevant technical, creative, digital, or communication skills.
- Have demonstrated relevant experience through previous work, projects, portfolios, or participation in institutional activities.
- Demonstrate commitment and the ability to manage academic and internship responsibilities.
- Meet the academic and attendance requirements prescribed by the College.
- Have no pending disciplinary proceedings.

The final allocation shall depend upon:

- Student preference
- Skill profile
- Performance in the selection process
- Availability of positions
- Requirements of the concerned domain

DURATION & MODE OF INTERNSHIP

The Principal's Student Internship Scheme shall ordinarily operate during the academic session. The duration of the internship may be determined by the College for each cycle of the Scheme. The internship shall follow a flexible work model. Students shall be expected to complete the assigned responsibilities and deliverables within the prescribed timelines.

INTERNSHIP DOMAINS

The Scheme shall initially be launched across the following eight domains:

S. No.	Internship Domain	Faculty Co-ordinator
1	Graphic Design & Creative Communication Intern	Dr. Purva Mittal & Dr. Mehak
2	Social Media Management & Digital Engagement Intern	Dr. Ajay Kumar Shah
3	Institutional Data, Documentation & KPI Analytics Intern	Dr. Surabhi Singhal & Dr. Shikha Sharma
4	Institutional Report Writing Intern	Dr. Chetna Sharma
5	Event Management & Coordination Intern	Dr. Avijit Mahala & Dr. Shikha Sharma
6	YouTube Channel Management Intern	Dr. Rohit Kumar Choudhary
7	Photography, Video Editing & Multimedia Production Intern	Dr. Anjali Saini

SELECTION PROCESS

Stage I: Online Application

Interested students shall submit an application on this google form:

<https://forms.gle/vkDPcHgfbfy6J2Qq7>.

Last date for registration is 21st Sep, 2026 by 11:59 pm.

Date of Domain-Specific Skill Assessment & Interview- **22nd Sep, 2026.**



Scan here to register

Stage II: Domain-Specific Skill Assessment

Shortlisted applicants may be required to undertake a practical or skill-based assessment.

Stage III: Interview

The selected students shall appear for interview to assess:

- Interest in the domain.
- Understanding of responsibilities.
- Communication skills.
- Availability and commitment.
- Ability to work in teams.
- Relevant skills and experience.

ORIENTATION AND INDUCTION

All selected interns shall undergo a PSIS Orientation Programme before commencement of the internship. The orientation programme shall familiarize selected interns with the objectives of PSIS, their roles and responsibilities, professional conduct, communication protocols, time management, teamwork, institutional ethics, data confidentiality, digital responsibility, responsible use of Artificial Intelligence, and the institutional approval procedures to be followed during the internship.

MENTORSHIP & SUPERVISION

Each internship domain shall function under the supervision of a designated Faculty Coordinator. The designated Faculty Coordinator shall:

- Assign responsibilities and guide
- Review progress, monitor quality and timelines.
- Provide feedback & Participate in the evaluation process.

INTERNSHIP WORK LOG

The work log may be maintained digitally. Each intern may be required to record the date and assigned project/task, work undertaken, status of completion, key learning and where applicable, remarks of the Faculty Coordinator.

EXPECTATIONS FROM INTERNS

Every selected intern shall perform assigned responsibilities diligently, maintain professional conduct, adhere to timelines, and coordinate with the concerned Faculty Coordinator. Interns must maintain confidentiality, obtain approval before sharing institutional material, respect copyright norms, and work collaboratively without compromising their academic responsibilities. **Certificates shall be awarded only upon successful completion of the full internship term.**

INTERNSHIP PORTFOLIO

Every intern shall, wherever applicable, maintain a digital portfolio of completed work as evidence of their learning and contribution during the internship. The portfolio may include:

- Graphic Design Interns: Posters, banners, infographics, templates, and other creative outputs.
- Social Media Interns: Content calendars, captions, posts, campaigns, and analytics reports.
- Data, Documentation & KPI Interns: Databases, templates, dashboards, and documentation reports.
- Report Writing Interns: Event reports, news items, articles, and other approved written content.
- Event Management Interns: Event plans, checklists, coordination reports, and related documentation.
- YouTube Interns: Content calendars, playlist structures, video metadata, and analytics reports.
- Video Editing Interns: Edited videos, showreels, event highlights, and other multimedia outputs.

GROUNDNS FOR DISCONTINUATION

The College may discontinue a student's internship in cases of unsatisfactory performance, repeated failure to complete assigned work, misconduct, misrepresentation of information, breach of confidentiality, unauthorized use or publication of institutional information or digital assets, persistent non-cooperation with the Faculty Coordinator, or violation of College rules and regulations, in accordance with the procedure prescribed by the College.

CONFIDENTIALITY & DATA RESPONSIBILITY

PSIS interns may have access to institutional information, documents, photographs, videos, databases, and digital assets, which shall be used strictly for authorized purposes. Confidential information shall not be shared externally, and institutional data shall not be uploaded to unauthorized platforms. Any photographs, videos, or documents shall not be published without prior authorization. Interns shall respect copyright and intellectual property rights and handle all institutional digital assets in accordance with College policies.

RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

Students may use digital and Artificial Intelligence tools only in accordance with applicable College guidelines and with appropriate human review. Interns shall:

- Verify factual accuracy.
- Avoid uploading confidential institutional information to unauthorized AI platforms.
- Respect copyright and intellectual property.
- Not present AI-generated content as verified institutional information without appropriate review.
- Ensure that all official communication is reviewed and approved through prescribed mechanisms.

CONCLUSION

The Principal's Student Internship Scheme (PSIS) aims to bridge classroom learning and practical experience through structured opportunities across specialized domains. The Scheme enables students to learn beyond the classroom, develop professional skills, create meaningful work, and contribute to institutional excellence, while fostering creativity, collaboration, responsibility, and active learning.