

शहीद भगत सिंह महाविद्यालय

(दिल्ली विश्वविद्यालय)

शेख सराय (त्रिवेणी) फेज-II, नई दिल्ली - 110017

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SHAHEED BHAGAT SINGH COLLEGE

(UNIVERSITY OF DELHI)

SHEIKH SARAI (TRIVENI) PHASE-II, NEW DELHI - 110017

NAAC Accredited 'A' Grade

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Email : principal@sbs.du.ac.in, Website : www.sbs.du.ac.in

No.SBSC/ 1585

Date: 12.02.2026

### NOTICE

Applications are invited from interested students of 2<sup>nd</sup> and 3<sup>rd</sup> Year from Shaheed Bhagat Singh College (Morning & Evening) for the *Principal's Internship Scheme 3.0*.

The Internship Scheme aims to provide exposure to the academic and administrative functioning of the College and to promote experiential learning among students.

The detailed brochure and poster of the *Internship Scheme 3.0* are attached herewith for comprehensive information regarding eligibility, domains, selection process, duration and incentives.

Interested students may fill up the Google Form by scanning the QR Code given in the attached poster or may click on the link given below: <https://forms.gle/gM2PMNCdgKBvSSqXA>

The last date to apply is 19.02.2026.

  
(Prof. Arun Kumar Attree)  
Principal

Copy to:

- Convener, Principal Internship Scheme
- College Website/ERP Portal (Morning and Evening College)



# SHAHEED BHAGAT SINGH COLLEGE (UNIVERSITY OF DELHI)



## PRINCIPAL'S INTERNSHIP SCHEME 3.0



All 2<sup>nd</sup> and 3<sup>rd</sup> Year Students of Shaheed Bhagat Singh College (Morning & Evening) studying in any course with no backlog paper at the undergraduate level are eligible to apply for the Internship Scheme. The Duration of the Internship is 3 Months.



Internship Certificate



Stipend: ₹ 4000/- per Month

### DOMAINS

- Office Management
- Library Management
- ERP/Website Management
- Content & Marketing
- Graphic Design
- Video Editing



SCAN TO APPLY

FOR ANY INFORMATION : MR. SHUBHAM AGGARWAL (8448500154)

**Prof. Arun Kumar Attree**  
Principal

**Dr. Mahesh Kumar Chaudhary**  
Convener, Principal's Internship Scheme





# SHAHEED BHAGAT SINGH COLLEGE (UNIVERSITY OF DELHI)



## PRINCIPAL'S INTERNSHIP SCHEME





# INTRODUCTION

The Principal's Internship Scheme is an initiative launched by Prof. Arun Kumar Attree with the aim of providing students practical exposure and an understanding of large organizations function.

The first edition, Principal's Internship Scheme 1.0, began in June 2024, followed by Scheme 2.0, both of which saw increasing participation from students from morning and evening college. Each intern worked in their respective departments under the guidance of supervisors, gaining diverse skills and practical experience.

The scheme is designed to promote experiential learning, equip students with relevant competencies, and teach them how to balance academics with the responsibilities of an internship. Inspired by the Vice-Chancellor Internship Scheme (VCIS) at the university level, this initiative brought similar opportunities to the college level, enabling students to grow professionally while continuing their education and learning beyond the classroom.



# MESSAGE FROM THE PRINCIPAL



It gives me great pride to introduce the Principal's Internship Scheme at Shaheed Bhagat Singh College, an initiative that reflects our commitment to nurturing students beyond the classroom. Launched with the vision of providing practical exposure, skill development, and insights into organizational functioning. In alignment with the vision of the National Education Policy (NEP) 2020, this scheme is a step towards bridging the gap between academic learning and practical application.

Through its first two editions, the Internship scheme has seen remarkable student participation, with interns gaining valuable experience in their respective departments under the mentorship of supervisors.

I warmly encourage all students to take part in this transformative journey, as the Principal's Internship Scheme is not only about gaining skills, but also about building character, confidence, and a readiness to lead in every walk of life.

Warm regards,

**Prof. Arun Kumar Attree**

Principal

# MESSAGE FROM THE CONVENER



Building on the Principal's vision of providing practical exposure, skill development, and insights into organisational functioning, this scheme aims to bridge the gap between academic learning and practical application.

This opportunity will help students to learn in the college itself. Students will have the opportunity to learn within the college atmosphere and to understand how the college administration works through active engagement with academic, administrative and outreach activities. Students will gain practical experience in tasks such as record-keeping, documentation, data handling, IT, digital workflows and other administrative activities, all within a supportive collegiate environment.

The scheme is designed to encourage experiential learning while students continue their coursework. On successful completion, Interns will be recognised with a certificate and stipend. I encourage all eligible students to apply, participate and make the most of this chance to grow professionally and personally within the college.

Best Regards,

**Dr. Mahesh Kumar Chaudhary**

Convener, Principal's Internship Scheme



# OBJECTIVES OF THE PIS

- To promote holistic, inclusive, and experiential learning in alignment with the goals of Samagra Shiksha, as envisioned in the National Education Policy (NEP) 2020.
- To familiarise students with college functions through active engagement with academic, administrative, and outreach activities.
- To equip students with essential baseline workplace skills such as data handling, documentation, communication, digital literacy, and teamwork, within a professional academic setting.
- Align with the goals of the Vice-Chancellor Internship Scheme (VCIS) by offering insights into college and university operations.
- Instill a sense of belonging, responsibility, and accountability towards the institution.
- Enhance employability by preparing students to work effectively in large organizations.
- Empower students with certificates and stipends as recognition and motivation.

## ELIGIBILITY

All bonafide full-time regular students at Shaheed Bhagat Singh (Morning & Evening) College, University of Delhi, studying in second and third year of any course/stream, are eligible to apply for the Internship program. Students must maintain regular attendance in their registered courses; the internship will not be considered grounds for relaxation of attendance requirements.

The selection process for interns will be based on:

- **Statement of purpose** (through Application Form) : A short write-up (250-300 words) highlighting the student's motivation, skills and expected contribution to the internship.

- Basic Technical Proficiency - Candidate should be tech-savvy, with working knowledge of Microsoft Excel, PowerPoint, and Google Workspace tools (evidence of prior use in academic or extracurricular work may be sought).
- Students should have no active backlogs at the time of application.
- No Disciplinary Actions - Applicants must have a clean disciplinary record certified by their department.

## DOMAINS

The Principal Internship Scheme offers opportunities across a wide range of domains, each aimed at promoting skill development and experiential learning:

- **Office Management:** Administrative and Accounts support, record keeping and departmental coordination.
- **Video Editing:** Producing and editing videos for events, Gyan Prasar Kendra and college activities.
- **Graphic Designing:** Developing and creating posters, digital creatives and visual materials to support social media communication.
- **Library Management:** Book keeping, cataloguing, organizing and improving access to resources.
- **ERP & Website Management:** Managing the ERP portal, websites, app-related queries, timetable updates and providing technical support.
- **Marketing and Content Writing:** Creating social media captions, website content, annual reports, and YouTube communication, along with designing outreach strategies, student engagement activities, and promotional campaigns.



## PERIOD OF INTERNSHIP

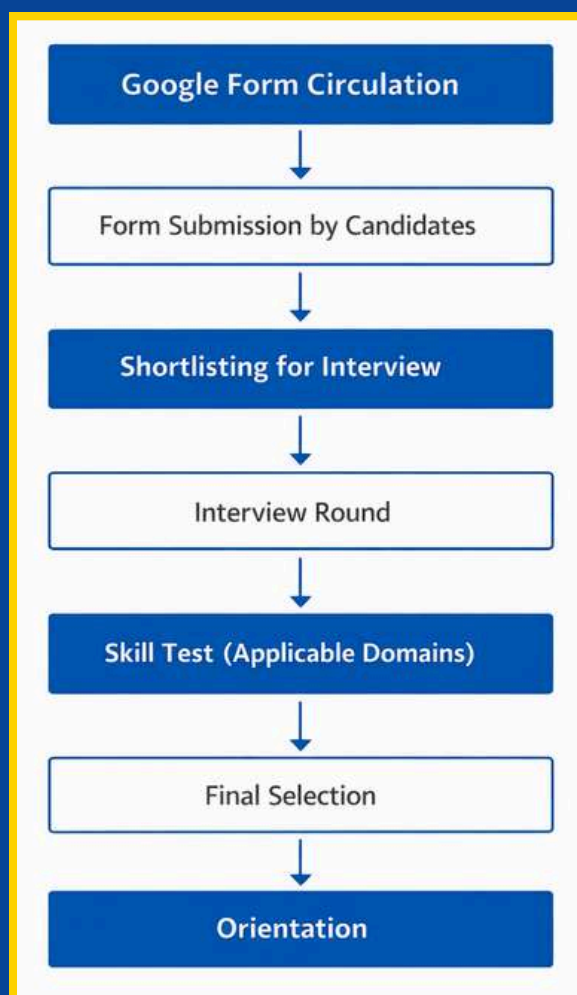
The internship will run for a duration of 3 months. This period is designed to provide students with practical exposure and sufficient time to gain skills in their chosen domain. Period of Internship may be extended beyond 3 months depending upon requirement and performance of the Interns.

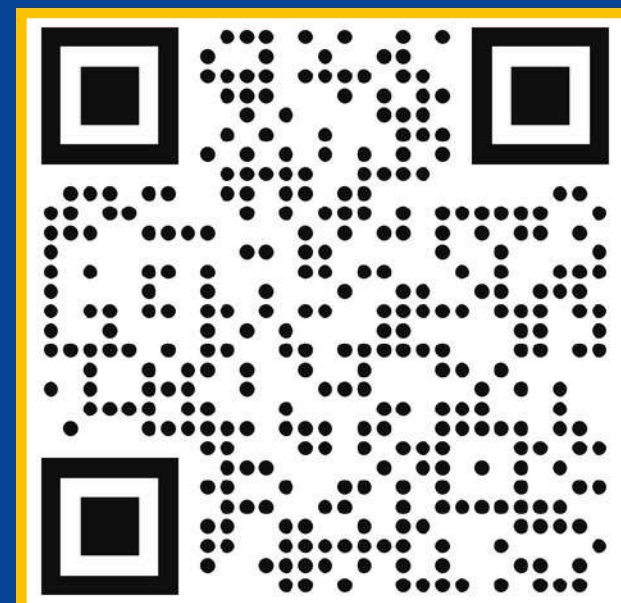
## INCENTIVES

**Certificate of Completion** - Issued by the Principal, subject to completion of the Internship and report from the Convener.

**Stipend** - Interns will receive a stipend of ₹4000 per month.

## PROCESS OF HIRING





This exclusive interview features our Principal sir discussing the vision and objectives behind the Principal's Internship Scheme. The video highlights the scheme's role in skill development, leadership building and experiential learning. It offers valuable insights into how the initiative aligns with the institution's broader academic mission.



This video captures the reflections of interns participating in the Principal's Internship Scheme at Shaheed Bhagat Singh College. Interns share their hands-on experiences, key learnings and personal growth during the internship.

The video highlights how the programme bridges academic learning with practical exposure in a professional environment.





This video captures the reflections of interns participating in the Principal's Internship Scheme at Shaheed Bhagat Singh College. Interns share their hands-on experiences, key learnings, and personal growth during the internship. The video highlights how the programme bridges academic learning with practical exposure in a professional environment.



In this video, the application process and selection criteria of the Principal's Internship Scheme are explained in detail. It provides clear insights into eligibility, evaluation stages and expectations from applicants. The video serves as a comprehensive guide for students aspiring to apply for the internship programme.





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I ♥ SBS