



STANDARD OPERATING PROCEDURE

Introduction:

We at Kirori Mal College are recruiting Principal KMC interns for a short-term paid internship program tailored for college students. PKIS offers administrative internship and was launched in January 2024. 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 Principal's KMC Internship Scheme, PKIS is meant to be for bonafide students of Kirori Mal College only. Undergraduate students of Kirori Mal College can apply online for the PKIS by filling out the registration form. The 'selected students' will work closely with Kirori Mal College's verticals/departments.

Objectives of PKIS, Kirori Mal 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 PKIS:

All bonafide students of the Kirori Mal 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. During the odd semester, only second and third year students can apply and during even semester only first and second year students can apply for the internship. The total proposed number of interns is **8**. However, in subsequent cycles of PKIS it may be enhanced to more than 8.

PKIS can be availed by a student **ONLY** once during the course of study at the college.



Nature of Internships under PKIS:

Internship is offered during the academic session for a duration of **3 months** and may contain a flexible **8 hours per week**. Stipend provided is **Rs. 5,000** per month per intern on the completion of **32 hours of work**.

Specific domains suggested for PKIS interns, in the beginning are: (i) Administrative office (ii) Accounts Office (iii) IQAC-KMC (iv) Library-KMC.

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

Duration of Part-time Internship: October-November/December

Selection Process for Internships under PKIS:

This internship scheme is on the format of 'VCIS', therefore the selection process for PKIS interns should be based on 70% SGPA + 30% interview/group discussion.

The students of first year (Semester II) are required to submit the percentage of any one language + best three of the marks in XIIth Class marksheet. The students of second and third year can submit the mark-sheet of previous semester examination.

TASK TIMELINE

- A poster containing all information will be uploaded on the website of KMC.
- Interested applicants may register online through the Google form (**Annexure-A**).
- A list of all the selected candidates can be released.
- 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.
- Selection Committee will upload the list of finally selected students on the KMC 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 PKIS interns:

Interns may be designated **PKIS 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

Annexure-A

Google form of Principal KMC 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

Principal KMC Internship Scheme

Letter of Recommendation and No Objection Certificate

I recommend _____ studying in
Course _____ Semester for Principal KMC Internship
Scheme. I confirm that his/her

1. Percentage of any one language + three other subjects (For Sem II students)
/ SGPA (For Sem IV students) 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

Principal KMC Internship Scheme

Joining Letter

I _____ of Kirori Mal College, University of Delhi,
_____ course _____ Semester hereby join the Principal
KMC 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 KMC Internship Scheme at the Kirori Mal College, University
of Delhi.

Signature of the Student

Date:

Endorsed by the Designated College Office under PKIS, University of Delhi



Annexure D

PKIS (PART-TIME) SELF APPRAISAL REPORT

Month: _____

Name of Intern: _____

College Office to which attached; _____

Date of joining; _____

Whether worked for 32 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 KMC Internship Scheme

Internship Completion Certificate

This is to certify that _____ of Kirori Mal College _____ Course _____ Semester has completed successfully the Principal KMC 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: