



SARTHAK

THE PRINCIPAL INTERNSHIP SCHEME

Gargi College, University of Delhi



INTRODUCTION

Sarthak - The Principal Internship Scheme at Gargi College, within the University of Delhi, is a program initiated by the IQAC to foster experiential learning, encourage participatory governance, and enhance student empowerment. Inspired by the Vice-Chancellor Internship Scheme (VCIS) of the University of Delhi, Sarthak offers structured internship opportunities for students at Gargi College across various academic, administrative, and outreach domains of the institution. This initiative aims to provide students with practical learning experiences within a professional environment, facilitating real-time engagement with college operations. Additionally, this initiative cultivates institutional ownership, fosters accountability, and prepares students to become collaborative partners in the college's quality enhancement efforts.

MESSAGE FROM THE PRINCIPAL

It gives me great pleasure to introduce Sarthak – The Principal Internship Scheme, an initiative envisioned to promote experiential learning, student engagement, and participatory governance at Gargi College. At Gargi College, we believe that education goes beyond textbooks. *Sarthak – The Principal Internship Scheme* is a step toward nurturing responsible, skilled, and confident individuals by providing our students with real-world exposure within the college ecosystem.

In alignment with the vision of the National Education Policy (NEP) 2020, *Sarthak* aims to equip students with essential professional skills while fostering a spirit of responsibility, collaboration, and institutional ownership. We firmly believe that through this initiative, students gain hands-on experience in various facets of college functioning—strengthening their understanding of institutional processes and instilling a deep sense of accountability and belonging. *Sarthak* will also prepare them to become thoughtful leaders and conscientious citizens.

We are proud to offer our students this unique opportunity to learn by doing, to lead with responsibility, and to grow through collaboration. I encourage all eligible students to make the most of this platform and become active partners in shaping a dynamic and progressive academic environment at Gargi College.

Let us walk this journey of learning, contribution, and empowerment—together.

Dr. Sangeeta Bhatia
Principal, Gargi College
University of Delhi

OBJECTIVES OF SARTHAK

- 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 workplace skills such as data handling, documentation, communication, digital literacy, and teamwork, within a professional academic setting.
- To instil a sense of belonging and responsibility by involving students in institutional development.
- To promote personal and professional development by preparing students for future careers or higher education.
- To enhance students' employability by enriching their portfolios with practical experiences and certifications
- To enhance the vision, address institutional challenges, and improve the systems and operations of Gargi College by harnessing student creativity and innovation.
- To empower students to become catalysts for quality improvement within the college ecosystem.

ELIGIBILITY FOR SARTHAK

All bonafide full-time regular students at Gargi College, University of Delhi, studying in second and third year of any course/stream, are eligible to apply for the Internship program. **The total proposed number of interns in both categories is 06 (2 from each stream - Commerce, Humanities and Science).** The number may be periodically revised after review and recommendation by the IQAC, subject to the approval of the Principal of Gargi College. Students must maintain regular **attendance (85%)** in their registered courses; **the internship will not be considered grounds for relaxation of attendance requirements (Pink Slips).** The internship can be availed by a student **ONLY** once during the course of study at the college. The selection process for interns should be based on

1. CGPA (minimum 8.00) + interview/group discussion.
2. Statement of Purpose (SOP) – A short write-up (250–300 words) highlighting the student's motivation, skills, and expected contribution to the internship.
3. 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).
4. No Pending Disciplinary Actions – Applicants must have a clean disciplinary record certified by their department.

PERIOD OF INTERNSHIP

Internship – August – April of each academic year (9 months)

INCENTIVES UNDER SARTHAK

Experience Certificate: Issued jointly by the Principal and IQAC Coordinator, subject to completion and appraisal report from the Teacher Mentor.

Stipend: Rs. 3,000 per month

SPECIFIC DOMAINS OF INTEREST

Interns will be assigned tasks that do not involve access to confidential faculty or institutional records, focusing instead on student-facing or publicly accessible data.

a. Learning and Teaching

- i. Conducting student surveys and feedback (anonymised) - Collating course-wise and department-wise anonymous student feedback
- ii. Creating repositories of student projects or tutorials

b. Co-curricular and Extra-curricular Activities

- i. Maintaining records of student participation and achievements
- ii. Coordinating with student societies and clubs
- iii. Keeping records of college activities

c. Community Engagement

- i. Maintaining records of outreach activities
- ii. Coordinating student volunteer records
- iii. Preparing reports on gender sensitisation, awareness campaigns
- iv. Gathering student reflections or testimonials

d. Green Initiatives

- i. Keeping records of student-led sustainability drives/the Eco-Club
- ii. Documenting student participation in cleanliness or green audits
- iii. Managing poster-making, campaigns, and e-waste drives

PROCESS FOR HIRING INTERNS

The nodal office for facilitating the Sarthak at Gargi College is the IQAC. A request letter for hiring Interns (Annexure-A) from the IQAC should be sent to the principal's office. The letter should explicitly mention:

1. A Google form (Annexure-A) containing all information will be shared with students in July of each academic year.
2. Interested applicants may register through the provided Google Form.
3. Applicants must indicate their top three domain preferences.
4. The applicants must upload a letter of recommendation (LOR) and no objection certificate (NOC) from their TIC of the department (Annexure-B) while applying for the internship.
5. Interns will be mentored by designated faculty members and may be assigned to work in teams.
6. A student can undertake this internship only once during a course of study at Gargi College.
7. Shortlisted students with specific domain interests will be invited to interact with the IQAC members or members nominated by the Principal, Gargi College.
8. The principal's office will give the selected interns a joining letter (Annexure-C).
9. The issue/ award of the Internship Certificate is subject to
 - The successful completion of the assigned work,
 - Submission of a report after the completion of the internship task (Annexure D),
10. Satisfactory assessment/appraisal and evaluation report of the intern's performance by the Mentor/IQAC.
11. Selected applicants will be required to submit an undertaking (Annexure-E) affirming that they will maintain strict confidentiality of all data/pictures they handle.

ANNEXURE A

SARTHAK Principal Internship Scheme Format for Google Application Form for the Principal's 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:	
Work Domain 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 the TIC of the Department on the letterhead (duly stamped) before applying for the Internship. The selection will be strictly based on the interview and letter of recommendation. TIC must verify that the applicant (s) maintain regular status with a minimum attendance of 70% across all subjects undertaken.

Registration Link: <https://forms.gle/SBjSFPhmPTk3vKab9>

Application Last Date: August 31, 2025

ANNEXURE B

Letter of Recommendation and No Objection Certificate

(To be issued on the letterhead)

I recommend Ms _____ studying in the Course _____ semester
_____ for the Sarthak – The Principal Internship. I confirm that her

1. CGPA in previous year is: _____
2. attendance percentage (pPrevious Year) is: _____
3. doesn't have any backlog paper
4. no disciplinary action is pending

The student possesses good moral character and will complete the designated tasks within the internship period.

I have no objection to _____.

Signature of the Student

Signature with the stamp of the TIC

ANNEXURE C

SARTHAK Principal Internship Scheme

Joining Letter

I _____ of the Department of _____
course _____ Semester _____ hereby join the Sarthak – The
Principal Internship Scheme as an intern.

I have been assigned to look after _____ responsibilities.

I have read the terms and conditions of the internship program and will abide by the rules of the
Sarthak – The Principal Internship Scheme at Gargi College, University of Delhi.

Signature of the Student

Signature with the stamp of the Principal

ANNEXURE D

SARTHAK Principal Internship Scheme

Details of the Interns:

S.No.	Name of the Interns	Job Description	Duration	
			From	To
1.				
2.				
3.				
4.				
5.				
6.				

Signature with the stamp of the Principal



ANNEXURE E

SARTHAK Principal Internship Scheme UNDERTAKING

I, _____, hereby undertake to maintain strict confidentiality of all data and information entrusted to me. I understand that any breach of confidentiality and irregularity towards the assigned work may lead to disciplinary action or termination of my internship.

Signature of Intern