GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Guru Gobind Singh Indraprastha University
"A State University established by the Govt. Of NCT Delhi"
Sector 16-C, Dwarka, New Delhi – 110078

F. No.: GGSIPU/CCGPC/2026/1408 *Date: 19.10.2026*

To,

All Deans, Directors, Center Heads and Branch In-Charge
GGS IP University, Dwarka

Sub. Invitation for Requisitions for the Vice Chancellor Internship Program (VCIP)

With reference to our earlier letter F. No.: GGSIPU/CCGPC/2024/1102 dated 6th August 2024 regarding Invitation for Requisitions for the Vice Chancellor Internship Program (VCIP), we are inviting each school and department to submit their requisitions for interns who can assist with various projects, research, and administrative tasks.

The students of University School of Studies are only eligible for this program. It aims to offer our students hands-on experience, enhance their skill sets, and better prepare them for their future careers. Details of the same are attached at Annexure I.

Please provide the following details in your requisition:

1. **Department/School Name**
2. **Project/Task Description**
3. **Number of Interns required**
4. **Skills and Qualifications Required**
5. **Duration and Expected Commitment**
6. **Supervisor/Point of Contact**

Kindly submit your requisitions by 31st October 2026 to ensure we can match interns with the appropriate departments in a timely manner. Requisitions are to be sent to cpc@ipu.ac.in.

19/10/26

(Prof.Ashish Payal)
Director, CCGPC
GGS IP University

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Copy to:

- Assistant Registrar to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor
- Assistant Registrar to office of Registrar for information to Registrar
- All Deans/Directors
- In-charge, UITS
- COF
- COE
- SE/WD-II
- All DRs/ARs/AAOs/SOs/SAOs
- Guard File

Hemani Y. 19/10/20

(Ms. Hemani Yadav)
T & P Office, CCGPC

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ANNEXURE 1

Centralized Career Guidance and Placement Cell (CCGPC) is pleased to announce the approval of the Vice-Chancellor's Internship Program (VCIP) in the 83rd Meeting of the Board of Management vide Agenda Item No. BM 83.42. The Vice Chancellor's Internship Program (VCIP) aims to actively involve students from the University School of Studies in internships across various university departments and schools. This initiative offers students a chance to gain practical experience, immerse themselves in real-world scenarios, and assist the university in enhancing its operations and initiatives.

Vice Chancellor's Internship Program (VCIP) is for the students of University School of Studies (USS) in both the campuses of university. Under VCIP, students can engage ir a diverse range of tasks based on their skills and interests, including report preparation, data analysis, coordination, website development, procurement, operations and monitoring of gadgets, appliances, admission, counseling, event management, library management, cultural activities, sports activities, public relation, international affairs and alumni coordination of the university, teaching and many more. By participating, students not only benefit from hands-on training within the university but also contribute meaningfully to its functions, creating a mutually beneficial scenario.

Initially, the program will engage interns equivalent to maximum of **2.5% (Rounded off to lower integer value) of the total student body (to be calculated program/discipline wise).** If in any case the number of interns to be engaged in a particular department/ center/ cell/ school is less, then the difference may be adjusted in some other department/ center/ cell/ school depending on the need.

It is also proposed that out of total internships available at particular school/ center, **30% of internships (Rounded off to lower integer value), may be offered as Research Internships.** The research internships may be offered by faculty members of USS under the aegis of a school/ center (Academic Programme Committee of the concerned school / Center may decide on the modalities for offering such internships).

The interns will be paid stipend by the university as per their internship category.

1. **Intern Categories:**

   Interns are classified into three categories: A, B, and C, based on the duration and nature of their internship commitments.

   A. Category A – Part-time VCIP (6 months duration):

   - Open to second-year and above students.
   - Stipend: Rs. 2500 per month.
   - Working Hours: After regular class timings & Saturday/Sundays including work from home if applicable.

   B. Category B – Short-term VCIP (1.5 months duration):

   - Open to second-year and above students.
   - Stipend: Lump sum Rs. 6000 upon completion of 6 weeks. Suitable for mandatory summer or winter internships.

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C. **Category C – Full time Long-term VCIP (6 months duration):**

- Open to final semester students.
- Stipend: Rs. 4000 per month. Can be counted towards mandatory six-month internships in certain courses.

The process flow involves –

1. **Requisition Submission**:
   - University departments, schools, and centers submit requisitions to the Centralized Career Guidance and Placement Cell (CCGPC) outlining their intern needs across various portfolios.
2. **Invitation for Applications**:
   - CCGPC invites applications from interested students for the available intern positions based on the received requisitions.
3. **Initial Shortlisting**:
   - If necessary, CCGPC conducts an initial round of shortlisting based on predefined criteria or requirements specified in the requisitions.
4. **Selection Process**:
   - The concerned department or school conducts the selection process, which may include interviews, based on their specific criteria for the internship positions.
5. **Intern Profile Creation**:
   - The names of selected students are forwarded to CCGPC for the creation of their intern profiles/accounts under the VCIP scheme.
6. **Internship Confirmation**:
   - Selected interns receive a formal letter of internship specifying the category they've been selected for and the date of reporting.
7. **Attendance Submission**:
   - Departments submit the attendance records of interns to CCGPC on a regular basis by 5th of every month.
8. **Stipend Disbursement**:
   - Stipends will be disbursed by accounts department to interns based on their attendance records, which are verified by CCGPC. The department's submission of attendance is crucial for the timely stipend disbursement process.

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Work Commitment:

- Interns commit to working based on their category, and they may be required to work on weekends or holidays as directed by their supervisors.

Code of Conduct:

- Interns must adhere to the university's code of conduct and the specific guidelines of their placement department/school.
- Professionalism and integrity are expected at all times.

Stipend Calculation:

- Stipends are calculated based on the category of internship and the duration of commitment, ensuring fair compensation for interns' time and efforts.

Compliance with Course Requirements:

- Certain internship categories may fulfill mandatory internship requirements for specific courses, providing students with practical experience aligned with their academic curriculum.

Continuous Monitoring and Evaluation:

- The progress and performance of interns are continuously monitored and evaluated to ensure they are meeting the expectations of their assigned tasks and responsibilities.

By following this comprehensive process flow, the Vice Chancellor's Internship Program (VCIP) effectively engages students, facilitates their learning and skill development, and contributes to the overall enhancement of university operations and initiatives.

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