

## DR. SARVEPALLI RADHAKRISHNAN INTERNSHIP PROGRAMME

### 1. Background

Banaras Hindu University offers many professional courses like masters course in Library and Information Science, Visual Arts, Performing Arts, Computer Science and Physical Education as well. Though the students gain theoretical and practical knowledge, but they are yet to sharpen up skills with practical knowledge due to which they are away from good offers in the open market. On the one hand large pools of young professionals are available, whereas, on another side shortage of manpower to work in various areas. Some of these professionals could be engaged in various sectors which will provide them with the required hands on training. Some of the areas are (i) Library - where services of Postgraduates from Library Science and Computer Science could be used to strengthen the library services, (ii) Education - the services of the postgraduate students could be used to overcome the shortage of teachers in various schools run by the University and to work in the Faculty itself, (iii) Physical Education- where services of postgraduates from Physical Education could be used, (iv) Performing arts - where there is a shortage of various accompanists, and (v) Visual arts - these students could be deployed in various schools to teach and also in the faculty where at present there is a shortage of faculty.

### 2. Aims and objectives

The proposed objectives of the programme is to provide need based, job oriented professional knowledge to the young, dynamic, tech-savvy and committed post graduate students from Banaras Hindu University.

- a) Library :
  - a. To make the selected candidates learn while they work on different functions and services of the library;
  - b. To give a space for the innovative ideas of the trainee;
  - c. To support the library functions;
  - d. To enhance the functioning and progress of the library with their enthusiasm and innovative minds.
- b) Education:
  - a. To provide opportunities to selected interns to learn and work on different functions and services of teacher education institution (TEI);
  - b. To facilitate the interns to implement innovative ideas in the functioning of TEI;
  - c. To support the functions of teacher education institution.
- c) Physical Education:
  - a. To provide need based practical knowledge for better understanding the role of fitness in society at large;
  - b. To provide confidence to deal with health related problems at school as well as higher institutions;

- c. To stimulate young energetic and motivated scholarly mind to become better leader for higher responsibilities;
- d. To spread the cause of professional physical education and support teacher education;
- d) Performing Arts :
  - a. To provide opportunities to the selected Interns to learn and work on different aspects of teaching in performing arts.
  - b. To facilitate the interns to implement innovative ideas in teaching
  - c. To support as an accompanist in the classroom teaching work.
- e) Visual Arts:
  - a. To serve the different functions and services of the Visual Arts;
  - b. To give a space for the innovative ideas of the trainee;
  - c. To support the Teaching and Lab./Studio/Exhibition hall functions;
  - d. To enhance the functioning and progress of Visual Art with their enthusiasm and innovative minds;

### 3. Name of the position

Library Intern; Physical Education Intern; Education Intern; Performing Arts Intern and Visual Arts Intern.

### 4. Number of trainees

- a) Library - Total - 20. 15 from Library and Information Science and 5 from Computer Science (MCA/M.Sc. (Computer Science)).
- b) Physical Education - 20
- c) Education - 20
- d) Performing Arts - 20 (Tabla - 10; Vocal - 1; Violin - 2; Bharata Natyam - 1; Kathak - 1). Final allocation will be decided by the Dean, Faculty of Performing Arts.
- e) Visual Arts -20.

### 5. Duration of Internship

One academic year (Date of start to 30<sup>th</sup> June). Certificate of experience shall be issued only to those interns who have successfully completed at least six months of their training tenure.

### 6. Service conditions

- a) They have to work six days in a week.
- b) Interns of Library have to work in shifts of 8 hours and also on Sunday/Holiday. There will be one weekly off in lieu of working on Sunday and for working on holidays, compensatory leave will be given.

### 7. Essential Qualifications

- a) Fresh Post-graduate pass outs of immediate past academic year (Pass outs of academic year 2021-22 will be considered for internship in this year only).

- b) Minimum 60% marks or equivalent CGPA in the postgraduate degree.
- c) Consistent good academic record.

## 8. Age

Not exceeding 28 years for General category on the last date of application. Age relaxation will be given to SC/ST/OBC category candidates as per rules.

## 9. Remuneration

Consolidated stipend of Rs.20,000/- p.m. for the period of work.

## 10. Mode of selection

The selection of candidates will be based on the interaction by the Board of Selectors, i.e., S.R.K. Internship Committee members. Selection will be on the basis of educational qualification marks (80% weightage) and interview (20% weightage).

## 11. Place of posting

- a) Library Interns - Selected candidates will get an opportunity to work in various sections/ functions of Central Library and other libraries at the level of Institutes/ Faculties/ Departments of the University. To expose the trainee to different functions and environments, the trainee shall be rotated among different libraries and functions during the period of their training.
- b) Physical Education - Selected candidates will be given opportunity to work in various sections of the Department of Physical Education. The work opportunity will include helping in various laboratory works at department (Sports Bio-mechanics, Anthropometry, Sports Physiology, Anatomy, Yoga and Meditation laboratory, Computer Lab., Physiotherapy and training Labs. etc.), observation, analysis of basic lesson plans, act as leader for conditioning classes, teaching and observing skill lessons of various game specialisations, other library functions at department of physical education, listing and distributing teaching lesson plan to graduate students, observational task of internal and external coaching lesson plans, task of class preparation for suitable exam environment, preparing ground work for practical classes with the help of ground man/materials, officiating at intramural competition programmes of the department and any other task specifically related to physical education department.
- c) Education - Various sections of the Faculty of Education and schools maintained by BHU (CHBS, CHGS, Ranbir Sanskrit Vidyalay and Sundar Bagiya).
- d) Performing Arts - Services of the Interns will be used as accompanists in all the three Departments, also for teaching purposes.
- e) Visual Arts - Interns services will be used in the Faculty of Visual Arts and Painting Section, MMV or schools maintained by the University.

## 12. Training Coordinator for Interns

A designated training Coordinator from Library/concerned Department to be designated by Librarian/respective Deans/Head shall coordinate the overall work of interns along with assignment of the place of training and keeping the relevant records of the training programme along with other administrative tasks. The Coordinator is eligible for payment of Honorarium as per University rules.

## 13. Evaluation of performance

Each trainee shall be placed under the supervision of a library officer (in case of Library interns)/ faculty members (in case of other interns). The performance of the selected candidates will be evaluated on quarterly basis by the Librarian (in case of Library Interns)/ Head of the Department (in case of other interns) based on independent assessment and the performance report submitted by the concerned supervisor(s). Only successful candidates will be allowed to continue their training programme further.

## 14. Leave

10 days leave in the nature of casual leave may be allowed to the trainees during the period of training on pro rata basis. Compensatory leave will be given in case they work on any University holiday.

## 15. Accommodation

The Interns have to make their own arrangement and no accommodation will be provided by the University.

## 16. Medical facility

OPD medical facility will be provided for the Interns during the period of their internship in the Students' Health Centre of the University. They are not entitled to any medical reimbursement.

## 17. Certificate

On successful completion of the Internship or at least six months of internship, the trainee shall be provided a Internship Certification by the University Librarian/Head of the Department.

## 18. Estimated Expenditure

Stipend to Interns : Rs. 20,000 x 100 x 12 = Rs. 2,40,00,000/- p.a.

Honorarium to coordinator(s) : 8,000 x 5 x 12 = Rs. 4,80,000/- p.a.

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**काशी हिन्दू विश्वविद्यालय Banaras Hindu University**  
 प्रायोजित शोध एवं औद्योगिक परामर्श प्रकोष्ठ Sponsored Research and Industrial Consultancy Cell

**Application for Dr. Sarvepalli Radhakrishnan Internship**  
*(under Institution of Eminence scheme of Ministry of Education)*

Library       Physical Education       Education       Visual Arts       Performing Arts

1. Name of the Candidate 2. Father's Name 3. Mother's Name 4. Permanent Address  5. Address for Correspondence  6. Mobile No. 7. E-Mail 8. Category 9. Date of Birth	_____ _____ _____ _____ State : _____ Pin : _____ _____ State : _____ Pin : _____ _____ _____ _____ <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> EWS <input type="checkbox"/> General _____ Age as on last date of application _____	Affix a recent passport size photograph duly attested by the Head of the Deptt.
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10. Educational and Professional qualifications (in chronological order from Class X onwards)

	Board/ University	Year of passing	Percentage of marks*	Division/ Class	Subject(s)
10 <sup>th</sup> or equivalent					
12 <sup>th</sup> or equivalent					
Degree or equivalent					
Postgraduation					
Any other (specify)					

\* If result is in CGPA convert to percentage as per directions of degree awarding authority.

11. Whether participated in National/ International events/ programmes give details

Sl. No.	Name of Event	State / National/ International	Period		Remarks
			From	To	

12. Awards and Medals received, if any

Sl. No	Name of Event	State/ National/ International	Remarks

13. Knowledge of Computers (Operating system, software, hardware etc.). Please specify.

14. Whether receiving any fellowship/ scholarship/ financial assistance from any other source?

15. Please provide Name, Address, e-mail and mobile number of two persons who you know for reference.

(i)

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(ii)

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I, Mr./Ms. .... Son/Daughter of ..... declare that the above details are true to the best of my knowledge. I further declare that I have not been debarred, suspended and rusticated from the University and no case is pending against me.

Date :

Signature:

Place

Name of the Candidate :

Enclosures :

Note : Please attach self-attested copies of the relevant documents

The above statements of Mr./Ms. .... have been verified from the records and are correct.

Signature of Head of Deptt.  
(with Seal)

Forwarded

Signature of Dean  
(with Seal)

## AGREEMENT

THIS AGREEMENT for service has been made at \_\_\_\_\_ BHU on this, the.....day of .....(month) of the Year ..... **BETWEEN** Mr./ Ms. .... S/o, W/o, D/o Shri ....., aged about ..... years, resident of ..... of the one part (hereinafter referred to as first party); AND

**Banaras Hindu University,** (hereinafter called 'the University'), through the \_\_\_\_\_, of the other part, hereinafter referred to as second Party.

WHEREAS, the first party, having understood the offer for traineeship (Exhibit-A) for the services of first party as Intern in \_\_\_\_\_ submitted his/her formal acceptance on the contract to the said services on the terms and conditions as mentioned herein below. A copy of the acceptance signed by the first party is enclosed at Exhibit-B to this agreement.

NOW THESE PRESENT WITNESSETH and the parties hereto respectively agree as follows:-

### **DURATION OF TRAINEESHIP AND STIPEND:**

1. Traineeship for the first party has been made, subject to the provisions contained herein, for a limited and fixed period of one year with effect from the date of joining. Provided that continuance of service of the first party shall always remain subject to his /her being found physically and medically fit and the \_\_\_\_\_ shall have right to get the first party examined by a Medical Board constituted by the CMO of the University.
2. That the first party shall be paid an honorarium/stipend of Rs. 20,000/- (Rupees Twenty thousand only) per months.
3. That besides the terms and conditions laid down under this agreement the first party shall abide by the terms and conditions of service, as mentioned in the offer letter No..... dated.....(Exhibit-A) and his/ her acceptance letter No.....dated..... [Exhibit-B) being part and parcel of this agreement.

### **CONFIDENTIALITY AND LOYALTY:**

4. That any data or information which is made available to the first party by the \_\_\_\_\_ or by any agency interacting with the University shall be kept confidential and will not be released by the first party to anyone without permission of the University.
5. That during the period of agreement, the first party shall submit himself/herself to the advise of the \_\_\_\_\_ and of the officers and authorities with whom he/ she may be engaged from time to time by the \_\_\_\_\_. All the services by the first party shall be discharged diligently, faithfully and to the best of his/her ability. The first party shall devote his/her full time to the services to the second party and will adhere to the rules, instructions including the conduct rules as may be prescribed by the \_\_\_\_\_ from time to time for such trainees. In the exigencies of the service, the first party will have to travel to any part of university and perform any such function/task as may be required for providing the agreed services. It is hereby made clear that this traineeship is not the one to which the Statutes of the University apply.

**FACILITIES:**

6. That the first party shall be eligible only for Casual Leave of 10 days during each calendar year. Any eligible leave not availed by the first party shall lapse on expiry of the prescribed time limit and shall not be encashable under any circumstances.
7. That the first party shall not be eligible for any other benefits, allowances as admissible to the regular employees of the University.
8. That the first party will be allowed to receive medical consultation/treatment at the health centre of the University as per the applicable rules.

**TERMINATION OF SERVICE AND CLOSE OF AGREEMENT:**

9. That the services of the first party may be terminated as follows:
  - i. On completion of the terms of his/her traineeship.
  - ii. By one month's notice in writing given at any time during traineeship under this agreement either by him/ her to the \_\_\_\_\_ or by the \_\_\_\_\_ or their authorized officer to him/ her without any cause assigned.
  - iii. The \_\_\_\_\_ may in lieu of any notice, give the first party, a sum equivalent to the amount of one month honorarium, or for notice shorter than one month, give a sum equal to the amount of his/her honorarium for the period by which such a notice falls short of one month .
  - iv. By the \_\_\_\_\_ without previous notice, if the Central Library is satisfied on medical evidence that the first party is unfit and is likely to continue being unfit by reason of ill health for the discharge of his/her duties for a considerable period.  
PROVIDED always that the decision of the \_\_\_\_\_ that the first party is unfit and is likely to continue being unfit shall be conclusively binding on first party.
  - v. By the \_\_\_\_\_ without previous notice, if the first party is found guilty of any intemperance or other misconduct or of any breach of non-performance of any of the provisions of these presents or of any advise, rules and orders of the University. In such cases, the decision of the \_\_\_\_\_ shall be deemed final.
  - vi. The services of the first party may also be terminated in the event of wilful suppression of material facts pertaining to his/her bio-data, educational qualification and personal antecedents.
10. That the first party shall cease to get his/her honorarium on, (i) the date of his/ her discontinuing the traineeship under the \_\_\_\_\_ , (ii) on his/her services being terminated by the \_\_\_\_\_, or (iii) on the date of his/ her non-bonafide absence, and on the date of his/her death.

**11. CLAIM OF EMPLOYMENT:**

That the services rendered by the first party under this contract shall not make him/ her entitled to claim regular service or employment or any preference/weight in consideration of the same, in the University at any time.

**RIGHTS OF PROPERTY AND FINAL DECISION:**

12. That any intellectual property (IP) that is created during the course of the engagement and which can be protected under any relevant laws of this country or any other country, shall



be the property of the University and the University shall have all rights on such property. The trainee shall not claim any right on the said intellectual property.

13. That in respect of any matter regarding which no provision has been made in this agreement; the decision of the \_\_\_\_\_ shall be final.

IN WITNESS WHEREOF, the parties hereto have herein set their hands and signed this agreement on the day, the month and the year first written above.

Signed and delivered by the Shri/Km./Smt.....the first party;

(Signature)

Signed and delivered by the second party: \_\_\_\_\_ Banaras Hindu University

(Signature)

\_\_\_\_\_  
\_\_\_\_\_  
Banaras Hindu University

IN PRESENCE OF THE FOLLOWING WITNESSES:

1. Signature.....  
Name& Address.....
  
2. Signature.....  
Name& Address.....