



Gautam Buddha University

Greater Noida, Gautam Budh Nagar, U.P.

GBU-012/DSA/2024- 692

Date: 26/11/2024

::Call for Gautam Buddha University Internship Scheme::

Gautam Buddha University is happy to announce that, University wishes to select a limited number of skilled and aspiring GBU students as interns. The primary goal of GBU Internship program is to sharpen student's skill and enhance employability by providing them an opportunity to work in a professional environment where interns having innovative and feasible ideas to improve GBU Services/Facilities and overall brand building can test/implement them and enhance the employability.

Gautam Buddha University specifically invite applications from eligible GBU students for the GBU Internship in various departments of the University. The deadline for submitting application in the prescribed format to the Office of Dean, Student Affairs is November 30th 2024 (Hard Copy only). The details of GBU Internship are as follows:

Areas of Internship:

Areas including but not limited to: Student Welfare, Hostels ERP System, University Website, Admissions, Exams, File Tracking System, Resource Optimization, Efficient Administrative/Management processes/systems, Overall life at GBU.

Eligibility Criteria:

1. The applicant must be a registered student of Gautam Buddha University.
2. The applicant must not have CGPA/SGPA/Percentage less than 7.5 (75%) in the previous year/semester.
3. The applicant should not have record of corrective measures like Black dot/suspension/fine etc. during his/her stay at Gautam Buddha University.
4. The applicant can invest minimum 40 hours per month in the physical mode for internship objectives.

Benefits:

1. The students will be offered internships at three levels viz.,
 - (i) Level-1: All students will be offered an unpaid internship. Following this, students will have the opportunity to advance to paid internships if they fulfill the eligibility criteria as mentioned above.
 - (ii) Level-2: After three to six months of outstanding performance in Level-1 and fulfillment of the eligibility criteria, as assessed by mentors and the committee, the interns will be eligible to transition into a paid internship with a stipend of Rs. 3000/- per month.
 - (iii) Level-3: Exceptional interns who complete two months of unpaid internship (level-1) and possess a minimum of 12 months of relevant prior

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experience along with fulfilment of eligibility criteria may qualify for a stipend of Rs. 5000/- per month, contingent upon positive evaluations by mentors and the Committee.

2. Each intern will be assigned a dedicated mentor, providing support and guidance throughout their internship.
3. All interns (paid as well as unpaid), upon successful completion of their internship quarters, will receive a formal certificate from Gautam Buddha University. This certificate will recognize their contributions and serve as a testament to their hard work and dedication.
4. Opportunity to test and apply idea(s) in real life and delivering desired products.
5. Opportunity to emulate professional environment during studies.
6. Scope of improvement in effective communication, team work, project management, accountability, adaptability, patience, flexibility and hence the employability.
7. Scope of internship extension.

Application Deadline & Selection:

Hard copy in the prescribed format to be submitted in DSA Office on or before 30th November 2024. The selection will be made on the basis of interview/presentation. The Competent authority shall have the right to change any of the conditions regarding GBU Internship Scheme.

(Dr. Manmohan Singh Shishodia)
In-Charge Student Affairs

Copy to:-

1. Staff to the Hon'ble Vice Chancellor, for kind information to V.C. Sir
2. Dean Academics, for information
3. Registrar, for information
4. All School Deans, for information and pasting on Notice Boards
5. Finance Officer, for information
6. Chief Warden (M/F), for circulation among students and uploading notice on Hostels Website
7. System Manager, for uploading on University Website and sending emails to All Students

 26.11.24

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GBU INTERNSHIP APPLICATION FORM

Student's Name & Roll No.....

Academic Program:Current Semester:.....

Department/School:.....

Hostel:Room No.....

Mobile No.:E-Mail:.....

CGPA (%) during Session 2024-25 (Attach supporting documents):.....

Proposed Theme of Internship (Related to Admission Cell).....

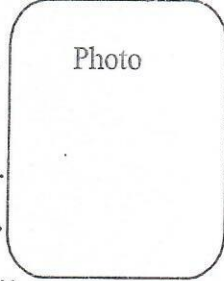
Relevant Skill/Training/Experience/Certificates/Others (Attach supporting documents):

.....

List of Projects Done (Attached the supporting documents/ Add additional space/sheet if required)

.....

Internship Proposal & Expected Outcome (Add additional space/sheet if required):



Student Signature (with Date):

RECEIVING FROM OFFICE

The office of Dean Student Affairs received GBU Internship application from (Name & Roll No.)on (Date). The reference number assigned to this application is.....

(Name & Signature of Official)

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