

Potential Internship and Career Opportunities for Junior Members

A suggestion note for taking forward opportunities

Purpose

List practical internship, job-readiness, and fourth-year continuation opportunity areas for students completing third year.
Provide a common framework that can be used by faculty, departments, and the Campus Placement Cell.
Support students in identifying relevant sectors, roles, and application channels.

Opportunity Areas

Domains may be opened to all interested students based on aptitude, skills, and role requirements.

Corporate internships

Startups

Consulting & strategy

Finance & banking

Marketing & sales

Data analytics & technology

Research & academia

Public policy & government

NGOs & social impact

**Media, content &
communications**

Education & teaching

Legal, compliance & admin

Entrepreneurship

Freelance opportunities

Note: Opportunities should be curated as a common pool, not restricted by degree stream. Students may apply where they meet the stated skills and eligibility.

Suggested Internship Categories

Business & Corporate

Corporate intern
Operations intern
Business development intern
HR/admin support intern

Consulting, Finance & Strategy

Strategy research intern
Finance intern
Market research intern
Policy/industry brief support

Data, Technology & Analytics

Data analyst intern
Research/data collection intern
Dashboard/reporting intern
Basic coding or automation support

Media, Content & Communication

Content intern
Social media intern
Editorial/research intern
Communications/outreach intern

Research, Academia & Education

Research assistant
Teaching assistant
Lab/project support
Academic writing/documentation support

Policy, Government & Social Impact

Policy intern
Social impact intern
NGO field/research intern
Monitoring and documentation support

Legal, Admin & Independent Work

Compliance/admin intern
Project coordinator intern
Freelance writing/design/research
Entrepreneurship/startup project work

How the Campus Placement Cell Can Support

- 1 Create a common internship and opportunity database for third-year students.
- 2 Reach out to alumni, recruiters, startups, NGOs, research organizations, and companies.
- 3 Share monthly internship openings through official college channels.
- 4 Host short CV, LinkedIn, email writing, and interview preparation sessions.
- 5 Build partnerships with startups, NGOs, research bodies, media organizations, and employers.
- 6 Help students identify opportunities aligned with interests, skills, and fourth-year plans.

Suggested Next Steps

For students

Prepare a one-page CV and basic LinkedIn profile.
Identify 2–3 sectors of interest.
Build basic skills relevant to chosen roles.
Apply through the Campus Placement Cell, alumni networks, LinkedIn, and internship platforms.
Track applications and follow up professionally.

For faculty / decision makers

Nominate faculty contacts for opportunity mapping and student guidance.
Begin with a monthly opportunity bulletin for third-year students.
Use student interest data to prioritize partnerships.
Review outcomes once per semester.

Output: A practical, regularly updated opportunity pipeline for Junior Members

ST. STEPHEN'S COLLEGE

University of Delhi

PROPOSAL FOR THE ESTABLISHMENT OF THE

Internal Research Grant Scheme

(IRGS 2026)

Empowering Faculty Research and Student Scholarship

Corpus: ₹1,00,00,000 | Deployable Interest (@ ~5% p.a.): ₹5,00,000

Submitted to the IQAC for further action
St. Stephen's College| June 2026

1. Preamble

St. Stephen's College, one of India's foremost undergraduate institutions, has long been a centre of intellectual excellence in both the sciences and the liberal arts. As the National Education Policy 2020 repositions undergraduate colleges as active participants in the national research ecosystem, and as the University of Delhi advances its ambition of becoming a research-intensive university, it is imperative that the College create structured, institutionally governed mechanisms to support and recognise original scholarship by its faculty and students.

The College holds a dedicated research corpus of ₹1,00,00,000 (Rupees One Crore). This proposal recommends the establishment of the Internal Research Grant Scheme (IRGS) — a formally governed, annually renewable scheme that deploys only the interest generated by the corpus, thereby preserving the principal in perpetuity while sustaining a meaningful annual research budget.

2. Financial Architecture

The IRGS is designed as a self-sustaining scheme. The principal corpus of ₹1,00,00,000 shall remain fully intact and invested in a fixed-income instrument (Fixed Deposit or Government Securities) at all times. Only the annual interest income shall be available for disbursement. The following assumptions underpin the annual budget:

Corpus (Principal)	₹1,00,00,000 (Rupees One Crore)
Interest rate assumption	7.0% per annum (conservative FD/G-Sec rate)
Gross annual interest	₹7,00,000
Administrative reserve (5%)	₹35,000
Net deployable budget	₹6,65,000 per annum

The administrative reserve covers audit fees, banking charges, and minor secretarial expenses of the Research Committee. The net deployable amount of ₹6,65,000 shall be allocated across the grant categories described in Section 4. In years where the actual interest earned exceeds the assumed 7%, the surplus shall be carried forward to augment the following year's grants, not redistributed as additional ad-hoc disbursements.

3. Governance — The Research Committee

All aspects of the IRGS — policy, grant awards, financial oversight, and annual review — shall vest in a standing Research Committee constituted by the Principal. The Committee shall be chaired by the Dean (Research) and shall comprise the following ex-officio members:

Member	Designation	Role in Committee
Dean (Research)	Chairperson	Overall leadership; casting vote; liaison with Principal and Academic Council

IQAC Coordinator	Member	Ensures alignment with quality benchmarks; documentation for NAAC/NIRF reporting
Bursar	Member & Treasurer	Financial oversight; corpus investment management; disbursement authorisation
Dean (Academic)	Member	Academic alignment of funded projects; interdisciplinary facilitation
Senior Tutor	Member	Student grant oversight; welfare and conduct dimensions of student-support awards

3.1 Powers and Functions

- Formulate, amend, and enforce the IRGS policy framework.
- Constitute discipline-specific Review Sub-Committees for evaluating faculty research proposals.
- Approve or reject grant applications; determine award amounts within sanctioned ceilings.
- Commission mid-term and end-term utilisation reviews of funded projects.
- Approve investment of the corpus and receive quarterly statements from the Bursar.
- Submit an Annual Research Report to the Academic Council and the Principal.
- Maintain a publicly accessible register of all grants awarded under the IRGS.

3.2 Quorum and Meetings

The Committee shall meet at minimum three times per academic year: (i) in July–August to receive applications and constitute Review Sub-Committees; (ii) in September–October to finalise grant awards; and (iii) in March–April for the Annual Review. A quorum of three members, including the Chairperson or a member nominated by the Principal, shall be required for any binding resolution. Decisions shall be by simple majority; the Chairperson shall have a casting vote in the event of a tie.

4. Grant Categories and Budget Allocation

The net deployable interest of ₹6,65,000 shall be allocated annually across four grant categories as set out below. Allocations are indicative; the Research Committee may, by resolution, reallocate up to 10% between adjacent categories in any given year based on application volume and quality.

#	Grant Category	Annual Ceiling	Max per Award	No. of Awards
A	Faculty Research Projects	₹3,00,000	₹1,00,000	2–3
B	Travel Grant (Conferences & Invited Lectures)	₹1,20,000	₹40,000	3–4
C	Workshop & Symposium Attendance	₹75,000	₹25,000	3–4
D	Student Research Support	₹1,35,000	₹15,000	8–10

—	Administrative Reserve	₹35,000	—	—
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TOTAL ANNUAL OUTLAY	₹6,65,000		
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4A. Category A — Faculty Research Projects

This is the flagship category of the IRGS. It supports original research by permanent and long-term contractual faculty across all departments. Awards are intended to seed projects that may subsequently attract external funding from bodies such as UGC, ICSSR, DST, DBT, CSIR, or international agencies.

Annual pool	₹3,00,000
Maximum per award	₹1,00,000
Typical number of awards	2–3 per year
Project duration	Up to 24 months (with 12-month interim report)
Eligible applicants	Permanent faculty and faculty with at least 3 years of continuous association with the College
Permissible heads	Equipment and consumables, data collection and fieldwork, research assistance (part-time RA), publication charges, ethical clearance fees
Excluded heads	Salary of the principal investigator, foreign travel (covered under Category B), personal computing equipment

Eligibility Conditions

- One active IRGS project per faculty member at any time.
- Faculty who have received an IRGS award in the previous cycle must submit a utilisation certificate and brief outcome report before applying again.
- Projects must clearly state research questions, methodology, expected outputs (publications, datasets, reports), and a timeline.
- Projects involving human subjects must demonstrate compliance with institutional ethical norms.

Review Process

Applications shall be evaluated by a Review Sub-Committee constituted by the Research Committee, comprising at least two faculty members from cognate disciplines not represented by the applicant's department. Reviews shall assess: originality and significance (40%), feasibility of timeline and budget (30%), and potential for external funding or publication (30%). The Research Committee shall make final award decisions based on Sub-Committee recommendations.

4B. Category B — Travel Grant

The Travel Grant supports faculty in presenting their research at national and international academic conferences, or in fulfilling invited lecture or keynote commitments that enhance the College's academic standing.

Annual pool	₹1,20,000
Maximum per award	₹40,000 (domestic) ₹65,000 (international, subject to Committee approval and pool availability)
Typical number of awards	3–4 per year
Eligible events	Peer-reviewed conferences, invited lectures, and keynote addresses
Eligible expenses	Registration fees, economy-class travel, accommodation (actual, up to 5 nights), visa fees (international)
Prerequisite	Evidence of paper acceptance or official invitation must accompany the application
Reporting	Brief travel report and copies of presented paper/certificate within 30 days of return

Faculty may receive a maximum of one Travel Grant per academic year. International travel grants are funded only if domestic travel grants for that year have not exhausted the Category B pool; otherwise, the Research Committee may draw from any carry-forward surplus.

4C. Category C — Workshop and Symposium Attendance

This category recognises that research capacity is built through structured training and professional development. It funds faculty attendance at intensive workshops, methodology training programmes, summer schools, and discipline-specific symposia where participation (rather than paper presentation) is the primary purpose.

Annual pool	₹75,000
Maximum per award	₹25,000
Typical number of awards	3–4 per year
Eligible events	Workshops, methodology schools, summer institutes, faculty development programmes, discipline symposia
Eligible expenses	Registration and participation fees, travel, accommodation (actual, up to 5 nights)
Prerequisite	Confirmation of selection/acceptance into the programme
Reporting	One-page reflection note and attendance certificate within 21 days of completion

4D. Category D — Student Research Support

This category embeds research participation at the undergraduate level — a core commitment of NEP 2020. It provides modest but meaningful grants to students undertaking independent or faculty-supervised research, attending student-level academic events, or pursuing research internships that would otherwise be financially inaccessible.

Annual pool	₹1,35,000
Maximum per award	₹15,000
Typical number of awards	8–10 per year
Eligible applicants	Students enrolled in undergraduate or postgraduate programmes at the College
Sub-categories	Student Research Mini-Projects (faculty-supervised), Conference/Seminar Attendance, Research Internship Support
Faculty co-signature	All student applications must carry a co-signature from the supervising faculty member
Oversight	Senior Tutor is the designated member for student grants; coordinates with Dean (Research)
Reporting	Students must submit a 500-word research report and original receipts within 45 days of completion

Preference shall be given in the following order: (i) students from economically weaker sections; (ii) first-time applicants; (iii) projects with interdisciplinary or collaborative dimensions. No student may receive more than one IRGS award in an academic year.

5. Application Process and Annual Cycle

Call for applications	1st week of August (academic year opening)
Application deadline	30th September
Review Sub-Committee review	October
Research Committee decisions	By 15th November
Award letters issued	By 30th November
Project commencement	1st December (or date of award letter, whichever is later)
Interim utilisation certificate	31st July of the following year (for 24-month projects)
Final report and UC due	Within 60 days of project completion
Annual Review meeting	March–April (outcomes review; corpus interest audit)

Applications shall be submitted on prescribed forms available on the College's internal portal. Incomplete applications, applications not accompanied by mandatory documents, or applications received after the deadline shall not be considered. No retrospective grants shall be awarded for expenditure already incurred.

6. Financial Controls and Accountability

- The corpus shall be maintained in a dedicated, interest-bearing account separate from the College's general funds, under joint operation of the Bursar and the Principal.
- Disbursements shall be made in two tranches: 60% on award and 40% on submission of interim utilisation certificate.
- All grant recipients must submit original receipts/vouchers for all expenditure. GST compliance must be maintained.
- Unspent balances beyond the grant period shall be refunded to the IRGS account within 30 days.
- The Bursar shall present a quarterly statement of corpus performance (interest earned, disbursements made, balance) to the Research Committee.
- An annual independent audit of the IRGS fund shall be conducted alongside the College's statutory audit.
- Any suspected misappropriation shall be referred to the Principal for disciplinary action; the award shall be suspended pending enquiry.

7. Research Outputs, Reporting, and Visibility

The IRGS aims not merely to fund research but to build a visible and documented research culture at the College. The following obligations apply to all award recipients:

- All publications, presentations, and outputs arising from IRGS-funded work must carry the acknowledgement: "This research was supported by the Internal Research Grant Scheme of St. Stephen's College, University of Delhi."
- A digital repository of IRGS-funded outputs shall be maintained on the College website and linked to the proposed Stephen's Interdisciplinary Research Journal (SIRJ).
- At least one IRGS-funded faculty member and one IRGS student awardee shall present their work at the College's Annual Research Showcase (to be instituted alongside the IRGS).
- The Research Committee shall publish an Annual Research Report listing all awards, project titles, recipients, and outputs. This report shall be presented to the Academic Council and made publicly available.

The Annual Research Report data will directly feed into the College's NAAC Self-Study Report (Criterion III) and NIRF submission, providing verifiable, institution-specific research indicators.

8. Strategic Alignment

NEP 2020	Embeds research at the undergraduate level; supports multidisciplinary inquiry and research capacity building in colleges
NAAC (Criterion III)	Provides documented, auditable evidence of faculty and student research funding and output
NIRF — Research & Professional Practice	Directly improves the College's research output indicators without requiring external grants

University of Delhi	Aligns with DU's Research Policy and its vision of college-level research as a pillar of the University's reputation
Corpus sustainability	Principal-protection model ensures the scheme remains viable in perpetuity, independent of external funding cycles

9. Recommendations to the Academic Council

The Academic Council is respectfully requested to approve the following:

- The establishment of the Internal Research Grant Scheme (IRGS) as a permanent, annually renewable scheme of the College, effective from Academic Year 2026–27.
- The constitution of the Research Committee as proposed in Section 3, with the Dean (Research) as Chairperson and the Bursar, IQAC Coordinator, Dean (Academic), and Senior Tutor as members.
- The designation of the research corpus of ₹1,00,00,000 as the IRGS Endowment Fund, to be maintained in a dedicated account under joint operation of the Bursar and Principal, with only interest income available for annual disbursement.
- The budget allocation framework set out in Section 4, with the Research Committee empowered to reallocate up to 10% between categories in any given year.
- The annual cycle, application procedures, and financial controls as described in Sections 5 and 6.
- Authority for the Research Committee to prescribe and revise application forms, review criteria, and operational guidelines consistent with this policy, subject to ratification by the Academic Council at its next meeting.

Prepared by the Office of the Dean (Research)
St. Stephen's College, University of Delhi | June 2026

ST. STEPHEN'S COLLEGE

University of Delhi

PROPOSAL FOR ESTABLISHING

A College Research Journal

Bridging Science and the Liberal Arts

Submitted to IQAC for further action

St. Stephen's College, University of Delhi
June 2026

1. Executive Summary

St. Stephen's College proposes the establishment of a formal research publication platform comprising two complementary formats: (i) the Stephen's Interdisciplinary Research Journal (SIRJ), an annual open-access journal for peer-reviewed contributions from students and faculty across all disciplines, and (ii) the Annual Thematic Review (ATR), a curated annual publication organised around a single interdisciplinary theme. Together, these two formats will create a structured, institutionally recognised ecosystem for scholarly inquiry at the undergraduate and faculty level, strengthen the College's research culture, and enhance its visibility within the University of Delhi and the wider academic community.

2. Background and Rationale

St. Stephen's College has a distinguished tradition of academic excellence in both the sciences and the liberal arts. However, the College currently lacks a formal publication platform that recognises and disseminates research produced by its students and faculty. As Indian higher education undergoes a structural transformation under the National Education Policy 2020, institutions are expected to embed research at the undergraduate level, promote interdisciplinary thinking, and build measurable research outputs. A dedicated college journal directly addresses these imperatives.

The proposed dual-format model reflects the distinct nature of research activity at an undergraduate institution:

- Students benefit from a rigorous, low-barrier entry point to academic publishing.
- Faculty gain an additional venue for disseminating pedagogical research, theoretical work, and interdisciplinary scholarship.
- The institution gains documented research output that contributes to NAAC/NIRF accreditation metrics.
- An annual thematic issue fosters cross-departmental dialogue and positions the College as a hub for big-picture intellectual conversations.

3. Proposed Journal Models

3.1 Model A — Interdisciplinary Research Journal (IRJ)

IRJ is conceived as a bi-annual, open-access, peer-reviewed journal accepting original research articles, review essays, and research notes from students and faculty of the College. It will cover all disciplines represented at St. Stephen's — natural sciences, social sciences, history, economics, philosophy, and literature — and will actively encourage submissions that cross departmental boundaries.

Publication frequency	Twice per year (March and September)
Eligible authors	Undergraduate students, postgraduate students, and faculty of St. Stephen's College
Submission types	Original research articles (3,000–6,000 words), review essays (2,000–4,000 words), research notes (800–1,500 words)

Review process	Peer review; minimum two reviewers per submission
Format	Online (open-access, ISSN-registered-future aspect); print edition of selected best papers annually
Language	English, Hindi, Urdu, Sanskrit

3.2 Model B — Annual Thematic Review (ATR)

The Annual Thematic Review is a curated, edited volume published once each academic year. Each edition is organised around a single overarching theme chosen collaboratively by a thematic editorial committee. The theme is announced at the start of the academic year, allowing authors time to develop targeted contributions. ATR is designed to demonstrate the College's capacity for cohesive, institution-wide intellectual engagement.

Publication frequency	Once per year (January/February)
Theme selection	Announced at start of academic year by the Editorial Board in consultation with departments
Eligible authors	Students and faculty of St. Stephen's College; select invited external contributors
Contribution types	Essays, research articles, visual essays, and brief reflections, all linked to the annual theme
Review process	Editorial review with faculty mentorship for student submissions
Format	Print and digital; limited print run for library, departmental, and institutional distribution
Sample themes	We can think of!

4. Governance Structure

Both publications will be governed by a unified Editorial Board reporting to the Academic Council. The structure is designed to be sustainable with existing institutional resources.

Role	Composition	Responsibilities
Editor-in-Chief	Senior faculty member appointed by the Principal	Overall editorial oversight, final publication decisions, liaison with Academic Council
Managing Editors (2)	Two faculty members	Day-to-day editorial management, reviewer coordination, production timelines
Student Editorial Board	4–6 elected student representatives across disciplines	Submission outreach, editorial assistance, student author liaison
Departmental Liaisons	One faculty representative per department	Discipline-specific peer review coordination, promoting submissions within departments

Technical & Design Cell	2 student volunteers (design/web)	Layout, typesetting, website maintenance, digital archiving
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5. Submission and Review Process

A single online submission portal will serve both publications. The following workflow will apply to IRJ submissions; ATR can follow a simplified editorial review given its curated format.

- Submission via online portal with structured metadata (title, abstract, discipline, author details).
- Initial desk review by Managing Editor for scope, formatting, and academic integrity (plagiarism check).
- Assignment to two external and/or faculty reviewers for peer review (IRJ only).
- Author notification with reviewer comments within six weeks of submission.
- Revised submission reviewed and accepted, rejected, or returned for further revision.
- Accepted manuscripts undergo copyediting and typesetting; proofs shared with authors.
- Publication in the next scheduled issue.

6. Proposed Launch Timeline

Timeline	Milestone
Jul – Aug 2026	IQAC/RCC approval; constitution of Editorial Board; ISSN application for IRJ
Sep – Oct 2026	Launch of submission portal; open call for first IRJ issue; announcement of ATR 2027 theme
Nov – Dec 2026	Peer review rounds for IRJ submissions; ATR contributions solicited
Jan 2027	ATR 2027 launch event and print distribution; IRJ Issue 1 (March 2027) in production
Mar 2027	IRJ Issue 1 published online; digital and print release
Sep 2027	IRJ Issue 2 published; ATR 2028 theme announced — cycle continues

7. Resource Requirements

7.1 Human Resources

- Editor-in-Chief: 0.1 FTE faculty time per week (existing faculty, no additional appointment required)
- Managing Editors (2): 2–3 hours per week during active editorial cycles
- Student Editorial Board: Voluntary; may be recognised via co-curricular credit
- External peer reviewers: Invited from Delhi University network and partner institutions; unpaid honorific role

7.2 Financial Estimate (Year 1)

Submission portal & website	₹20,000 – ₹40,000 (one-time setup; open-source platforms preferred)
ISSN registration	₹0 (free via National Science Library, Delhi)
Plagiarism detection software	₹15,000 – ₹25,000/year (institutional Turnitin/iThenticate licence, if not already held)
ATR print run (200 copies)	₹30,000 – ₹50,000
IRJ digital typesetting	₹10,000 – ₹20,000/issue (student volunteer + template-based)
Launch event and outreach	₹10,000 – ₹15,000
Contingency (10%)	₹8,500 – ₹15,000
Estimated total (Year 1)	₹93,500 – ₹1,65,000

Partial cost recovery is possible through institutional grants (UGC, ICSSR, DST), corporate sponsorships for ATR print editions, and modest author processing charges for non-student submissions after Year 1.

8. Strategic Alignment

The proposed initiative aligns directly with the following national and institutional priorities:

- **Encourages undergraduate research and inquiry-based learning as core educational outcomes.** NEP 2020 — Research and Innovation:
- **Research publications by students and faculty contribute to Criterion III (Research, Innovations and Extension) under the NAAC framework.**
NAAC Accreditation Criteria:
- **Research output is a weighted indicator under NIRF's Research and Professional Practice parameter.**
NIRF Rankings:
- **Supports DU's stated goal of becoming a research-intensive university ecosystem with engaged colleges.**
University of Delhi Academic Vision

9. Conclusion and Recommendation

The establishment of IRJ and ATR represents a high-impact, low-cost investment in St. Stephen's College's academic identity. The dual-format model is deliberately designed to be inclusive — providing both a rigorous peer-reviewed venue for strong research and a thematic, accessible publication that brings the entire college community into dialogue. Both formats will cultivate skills critical to students' futures: writing for academic audiences, receiving and incorporating critique, and situating their work within broader scholarly conversations.

The IQAC is respectfully requested to:

- Approve the establishment of the Stephen's Interdisciplinary Research Journal (IRJ) and the Annual Thematic Review (ATR) as official publications of St. Stephen's College.
- Authorise the constitution of a founding Editorial Board, with the Principal nominating the Editor-in-Chief.
- Approve a seed budget allocation for Year 1 operations.
- Direct the relevant administrative offices to initiate ISSN registration and portal procurement.

Appendix — Comparison of the Two Publication Models

Feature	SIRJ	Annual Thematic Review
Frequency	Bi-annual	Annual
Scope	Open (all disciplines)	Thematic (cross-disciplinary focus)
Review	peer review	Editorial review + faculty mentorship
Primary audience	Students and faculty	Entire college community + external readers
Format	Online open-access + annual print selection	Print + digital
ISSN	Required (journal)	Optional (edited volume ISBN)
Prestige pathway	Indexing in academic databases	Institutional and community visibility
Scalability	Grows with submission volume	Fixed scope per edition