

"समृद्धि स्वावलंबन मिशन"

Page | 1

## **Samridhi Swablamban Mission**

An Integrated Professional Skill Development, Community Economy  
& Human Development Initiative

मंगलम् विद्या अहम् पूसा इंडिया

पब्लिक चैरिटेबल ट्रस्ट

**“Internship Title**

**Selection Guide & Enrolment fee for**

**Implementation of Structured Internship Program**

**(4-Credit) for Undergraduate Students”**

---

## ABOUT MVA Public Charitable Trust

**Mangalam Vidya Aham Pusa (India) Public Charitable Trust** is a registered and regularly audited social organization that has been actively working since 2013 across various districts of Bihar and Jharkhand. Through its diverse projects and programs, the organization provides support and services in the areas of education, healthcare, social welfare, and economic empowerment for underprivileged and needy communities. The Trust aims to promote patriotism, social responsibility, and human values while improving the quality of life of rural and marginalized sections of society, especially Scheduled Castes, Scheduled Tribes, differently-abled persons, elderly people, widows, and families living below the poverty line.

Page | 2

MVA Public Charitable Trust is a socially committed development institution dedicated to:

- ✓ human development,
- ✓ professional skill enhancement,
- ✓ youth empowerment,
- ✓ women leadership,
- ✓ digital inclusion,
- ✓ entrepreneurship promotion,
- ✓ and sustainable community development.

The Trust works with a vision to bridge the gap between:

- education and employability,
- rural potential and professional opportunity,
- community welfare and economic sustainability,
- and traditional learning and future workforce requirements.

Through innovative social development initiatives, practical training systems and community-based economic models, the Trust aims to build a generation that is:

1. **professionally skilled**
2. **digitally empowered**
3. **economically productive**
4. **socially responsible.**

The following internship Areas & titles are offered under the Integrated Skill Development Training Program, with **respective enrollment fees**, designed to ensure structured learning, practical exposure, and skill-oriented field training.

## 1. Community Organization / Social Volunteering Area

### 1.1 Social welfare Volunteer Internship Program

Develop your 14 Leadership traits (like Bearing, Courage, Decisiveness, Self-Dependability, Endurance, Enthusiasm, Initiative, Integrity, Judgment, Justice, Knowledge, Loyalty, Tact and Unselfishness) with the following Social Work Volunteer Internship Programmes. - Page | 3

- Social Welfare Management
- Community Development: SHG/FPO
- Fundraising & Resource Mobilization (₹ 1499/-)
- Project Management
- Technical services and Communication
- Monitoring and Evaluation
- Social Media Researches and Advertisements

### 1.2 Women Empowerment, Handicapped & Child Welfare

- Formation & management of SHGs
- Financial literacy for women
- Micro-enterprise support (₹ 499/-)
- Working with underprivileged children
- Awareness on child rights & safety
- Support for orphanages/shelter homes

### 1.3 NGO Management, Fund raising & Social Project Planning

- Project proposal writing
- Projection, Execution, Office & Project management (₹ 1499/-)
- Beneficiary and Public Relations
- Fundraising & donor management
- Monitoring & evaluation

### 1.4 Integrated Community Development & Rural Livelihood Enhancement

- Rural Livelihood & Sustainable Income Generation Models
- Skill Development & Employability Training for Rural Youth (₹ 999/-)
- Women Empowerment & Self-Help Group (SHG) Development
- Rural Entrepreneurship & Micro-Enterprise Development
- Community Health, Nutrition & Sanitation Awareness
- Government Schemes, Social Welfare & Community Facilitation

### 1.5 Education Support & Digital Literacy

- Teaching in government schools (₹ 499/-)
- Adult literacy programs
- Digital education initiatives

---

## 2. Communication Area

### 2.1 Bilingual Communication Enhancement Program

- Spoken English & Professional Communication Skills
- Phonetics & Phonology
- Fluency building (English + Hindi)
- Pronunciation, vocabulary, confidence
- Workplace conversation practice
- 138 Rules of Pronunciation in English Communication
- Bilingual Customer Support & Call Handling
- Voice & non-voice process training
- Handling customer queries in two languages
- Complaint resolution skills

(₹ 1499/-)

Page | 4

### 2.2 Business Communication & Corporate Etiquette

- Email writing, report writing
- Meeting communication, presentation skills
- Professional behavior & etiquette
- Gesture and Posture gateway

(₹ 499/-)

### 2.3 Interview Skills & Personality Development

- HR interview preparation
- Resume & self-introduction
- Body Language
- Interview Dress Sense
- Mock interviews (English + Hindi)

(₹ 999/-)

### 2.4 Public Speaking & Presentation Skills

- Stage speaking, anchoring
- PPT presentation techniques
- Confidence & body language
- Cross-Cultural Communication & Soft Skills
- Understanding diverse audiences, Emotional intelligence
- Workplace communication challenges

(₹ 499/-)

### 2.5 Media Communication & Anchoring

- News reading, script writing and Article/blog writing
- Voice modulation & clarity and Video presentation skills
- Conducting workshops and Group handling techniques
- Content Writing & Translation (English ↔ Hindi)
- Official document translation
- Creative & business content

(₹ 499/-)

---

### **3 Education Area**

#### **3.1 Teaching Methodology & Classroom Management**

- Lesson planning, teaching strategies
- Student engagement techniques
- Discipline & classroom control

**(₹ 499/-)**

Page | 5

#### **3.2 Educational Leadership & School Administration**

- School management systems
- Teacher coordination
- Academic planning & reporting

**(₹ 999/-)**

#### **3.3 Communication Skills for Teachers**

- Classroom communication
- Student-teacher interaction
- Parent-teacher meetings
- Child Psychology & Learning Behavior
- Understanding student mindset
- Learning difficulties & solutions
- Behavioral management

**(₹ 1499/-)**

#### **3.4 Curriculum Development & Lesson Planning**

- Designing syllabus & lesson plans
- Activity-based learning modules
- Learning outcomes mapping

**(₹ 499/-)**

#### **3.5 Inclusion Digital Education & E-Learning Tools**

- Online teaching platforms
- Smart classroom tools (Zoom, Google Classroom)
- Content delivery through digital media
- Educational Technology (EdTech) & Content Creation
- Creating video lectures, notes, quizzes
- YouTube / LMS-based teaching
- Instructional design

**(₹ 499/-)**

---

## 4 Sustainable Development Area

### 4.1 Integrated Soil, Water & Plant Health Management for Sustainable Agriculture and Life.

- Soil Testing & Soil Health Analysis
- Soil Fertility & Nutrient Management
- Water Quality & Irrigation Management
- Plant Growth & Crop Health Assessment
- Crop Diseases & Nutrient Deficiency Identification
- Organic Farming & Composting Techniques
- Integrated Nutrient & Pest Management
- Climate-Smart & Sustainable Agriculture Practices
- Precision Farming & Resource Conservation
- Farm Survey, Data Collection & Advisory Reporting
- Sustainable Crop Production Systems
- Farmer Awareness & Agricultural Extension Practices

(₹ 1499/-)

Page | 6

### 4.2 Waste Management & Circular Economy

- Solid waste segregation
- Recycling & reuse models
- Plastic waste management

(₹ 1499/-)

### 4.3 Renewable Energy & Clean Technology

- Solar, wind, bioenergy systems
- Energy efficiency solutions
- Rural electrification models

(₹ 1499/-)

### 4.4 Sustainable Farming Practices: Impact & Cost-Effectiveness

- Organic, Natural, Conventional & Integrated Farming Systems
- Soil Health, Fertility & Nutrient Management
- Water Use Efficiency & Irrigation Practices
- Crop Yield, Productivity & Field Performance Analysis
- Cost of Cultivation, Profitability & Economic Evaluation
- Environmental Impact & Biodiversity Assessment
- Field Surveys, Data Collection & Farm Analysis
- Sustainable & Climate-Smart Farming Solutions
- Farmer Advisory & Practical Implementation Strategies

(₹ 1499/-)

## 4.5 Rural & Urban Sustainable Development

### Rural & Urban Sustainable Development

- Rural Development & Community Livelihood Systems
- Urban Sustainability & Smart City Concepts
- Biodiversity Conservation & Ecosystem Management
- Environmental Impact Assessment & Field Survey
- Waste Management & Clean Environment Practices
- Green Infrastructure & Climate-Resilient Planning
- Sustainable Livelihood & Eco-Friendly Enterprises
- Climate Change Adaptation & Mitigation Strategies
- Rural–Urban Development Linkages & Policy Planning
- Sustainable Development Planning & Community Engagement

(₹ 999/-)

Page | 7



“आशीर्वाद एवं उपहार”



संस्थान द्वारा 4 क्रेडिट (120 घंटे) इंटरनशिप सफलतापूर्वक पूर्ण करने वाले योग्य एवं उत्कृष्ट इंटर्न्स को, [NExcellent Consultancy Pvt. Ltd. \(NCPL\)](#) एवं MVA Public Charitable Trust की संयुक्त चयन समिति की अनुशंसा पर कैंपस प्लेसमेंट, करियर मार्गदर्शन एवं जॉब अवसर प्रदान किए जाने का प्रावधान है। साथ ही इच्छुक प्रतिभागियों को लॉन्ग-टर्म पेड इंटरनशिप, प्रोफेशनल स्किल डेवलपमेंट एवं रोजगार आधारित भूमिकाओं में कार्य करने का अवसर भी उपलब्ध कराया जाएगा।

\*\*\*\*\*

Below is a practical categorization of the internship programs according to the common undergraduate streams and subjects studied under Lalit Narayan Mithila University (Arts, Science, and Commerce streams).

### Internship Categorization According to Graduation Streams

Page | 8

Internship Title	Suitable Stream	Relevant Subjects / Departments
1.1 Social Welfare Volunteer Internship Program	Arts	Sociology, Social Work, Political Science, Psychology, Rural Development
1.2 Women Empowerment, Handicapped & Child Welfare	Arts	Sociology, Psychology, Home Science, Social Work, Political Science
1.3 NGO Management, Fund Raising & Social Project Planning	Commerce + Arts	Commerce, Management, Economics, Sociology, Public Administration
1.4 Integrated Community Development & Rural Livelihood Enhancement	Arts + Science	Rural Development, Geography, Economics, Agriculture-related studies
1.5 Education Support & Digital Literacy	Arts + Science	Education, Computer Applications, English, IT Basics

### Communication Area

Internship Title	Suitable Stream	Relevant Subjects / Departments
2.1 Bilingual Communication Enhancement Program	Arts	English, Hindi, Maithili, Urdu, Journalism
2.2 Business Communication & Corporate Etiquette	Commerce	B.Com, BBA, Management, Marketing
2.3 Interview Skills & Personality Development	All Streams	Useful for Arts, Science, Commerce students
2.4 Public Speaking & Presentation Skills	All Streams	Especially useful for Education, Management, Political Science
2.5 Media Communication & Anchoring	Arts	Journalism, Mass Communication, English, Hindi

## Education Area

Internship Title	Suitable Stream	Relevant Subjects / Departments
3.1 Teaching Methodology & Classroom Management	Arts + Science	Education, Mathematics, Science, Languages
3.2 Educational Leadership & School Administration	Arts + Commerce	Education, Public Administration, Management
3.3 Communication Skills for Teachers	Arts	English, Hindi, Education
3.4 Curriculum Development & Lesson Planning	Arts + Science	Education, Teacher Training
3.5 Inclusion Digital Education & E-Learning Tools	Science + Arts	Computer Science, Education, IT, BCA

Page | 9

## Sustainable Development Area

Internship Title	Suitable Stream	Relevant Subjects / Departments
4.1 Integrated Soil, Water & Plant Health Management for Sustainable Agriculture and Life	Science	Botany, Zoology, Environmental Science, Agriculture
4.2 Waste Management & Circular Economy	Science + Commerce	Environmental Science, Chemistry, Economics
4.3 Renewable Energy & Clean Technology	Science	Physics, Environmental Science, Engineering-oriented students
4.4 Implementation of Sustainable Farming Practices: Impact and Cost-Effectiveness in Rural Agriculture	Science + Commerce	Agriculture, Economics, Geography
4.5 Rural & Urban Sustainable Development	Arts + Science	Geography, Economics, Sociology, Environmental Studies

## Stream-wise Recommended Grouping

### 1. Arts Stream

Best suited internships:

- Social Welfare Volunteer Internship
- Women Empowerment & Child Welfare
- Community Development & Rural Livelihood
- Bilingual Communication
- Media Communication & Anchoring
- Teaching Methodology
- Curriculum Development
- Rural & Urban Sustainable Development

Relevant Subjects

- Sociology
- Political Science
- Psychology
- Education
- English/Hindi/Maithili
- Geography
- Economics

Page | 10

### 2. Science Stream

Best suited internships:

- Digital Literacy
- Inclusive Digital Education
- Soil, Water & Plant Health Management
- Waste Management
- Renewable Energy & Clean Technology
- Sustainable Farming Practices

Relevant Subjects

- Physics
- Chemistry
- Botany
- Zoology
- Environmental Science
- Computer Science

### 3. Commerce Stream

Best suited internships:

- NGO Management & Fund Raising
- Business Communication & Corporate Etiquette
- Educational Leadership & Administration
- Sustainable Farming Cost-Effectiveness
- Rural & Urban Development

Relevant Subjects

- Commerce
- Accounting
- Management
- Economics
- Business Administration

### 4. Interdisciplinary Programs (Suitable for All Streams)

These internships can be offered to students from Arts, Science, and Commerce:

- Interview Skills & Personality Development
- Public Speaking & Presentation Skills
- Education Support & Digital Literacy
- Rural & Urban Sustainable Development
- These programs focus on employability, communication, leadership, and social engagement rather than a specific academic background.

# "समृद्धि स्वावलंबन मिशन"

An Integrated Professional Skill Development, Community Economy  
& Human Development Initiative

Page | 11

## INTERNSHIP ENROLLMENT / APPLICATION FORM

(For Undergraduates / Entrepreneurs - UGC CBCS 4 Credit Internship / Training Program)

### 1. Personal Information

Particulars	Details
Full Name of Student	
Father's / Guardian's Name	
Mother's Name	
Parent's Contact Number	
Gender	Male / Female / Other
Date of Birth	____ / ____ / ____
Aadhaar Number	
Mobile Number	
WhatsApp Number	
Email ID	
Permanent Address	
District	
State	
PIN Code	

## 2. Academic Information

Particulars	Details
University Name	
University Registration No.	
College Name	
Course / Program / Subject	
Class with Semester / Year	
College Roll Number	
Academic Session	

## 3. Internship Selection Details

Preferred Internship Domain ( ✓ Tick Any One)

- Trade, Agriculture & Rural Development
- BFSI (Banking, Finance & Insurance)
- Information Technology & Digital Skills
- MSME & Entrepreneurship
- Emerging Technologies (AI/ML/IoT etc.)
- Communication & Education
- Social Development & NGO Management

### Preferred Internship Project Area

- Research Based
- Field Survey Based
- Technical / IT Project
- Social & Community Project
- Business Development Project
- Startup & Entrepreneurship Project

**Selected Internship Topic Title:**

---

---

## 4. Internship Execution Preference

**Preferred Internship Mode:** (Applicable for Orientation + Basic Training + Topic Understanding + Report / Research writing /Thesis + presentation only)

Offline

Online / Virtual

Hybrid Mode

Page | 13

### Preferred Internship Duration

15 Days (6 Hours Daily)

20 Days (4.5 Hours Daily)

Flexible / Off-Time

Comfortable for Field Work	Yes / No
Ready for Travel / Visits	Yes / No

### Preferred Timing

Morning Batch

Afternoon Batch

Evening Batch

Weekend Batch

## 5. Skills & Interest Area

Skills / Interests	Details
Computer Skills	
Technical Skills	
Languages Known	
Areas of Interest	
Career Goal	

## 2. CAREER ASPIRATION & OBJECTIVES

1. Why do you want to join this internship program?

---



---

2. What are your career goals after graduation?

---



---

3. What skills do you expect to develop during this internship?

---



---

## 7. Documents Attached

Page | 14

(✓ Tick Applicable)

- Passport Size Photograph
- College ID Card
- College Consent / Recommendation Letter
- Aadhaar Card Copy (Optional)
- Academic Marksheet (Optional- if interested for job training & placement)
- Resume / CV (Optional- if interested for job training & placement)

## 8. Emergency Contact Details

Particulars	Details
Emergency Contact Person	
Relation with Student	
Contact Number	

## 9. Declaration by Student

I hereby declare that all the information furnished in this application form is true and correct to the best of my knowledge and belief. I agree to abide by the rules, regulations, discipline, and internship guidelines prescribed by NExcellent Consultancy Private Limited (NCPL) and the concerned academic institution/university.

I understand that the internship is conducted under the UGC CBCS 4-Credit Internship Framework (120 Hours) / independent as entrepreneurs, and successful completion requires participation in practical training, field work, report submission, presentation, and viva-voce.

I also understand that optional training support, certification, and academic facilitation services may be provided as per institutional norms.

Student Signature	Date
	____ / ____ / ____

## 10. Parent / Guardian Consent

I hereby permit my son/daughter/ward to participate in the internship program organized by NExcellent Consultancy Private Limited (NCPL). I understand the nature and objectives of the internship program and agree to support his/her participation.

Page | 15

Parent / Guardian Signature	Date
	___ / ___ / ____

Name: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

## 11. College / Institution Recommendation

**(In Case of Consent Letter is not Available)**

This is to certify that Mr./Ms. \_\_\_\_\_, pursuing subject \_\_\_\_\_, Semester \_\_\_\_\_ is a bona fide student of our institution and is recommended / permitted to undertake the internship program in the Internship Area of Research or skill development Area Named \_\_\_\_\_ with internship Topic Title \_\_\_\_\_ and he/she is eligible for Research / field fork hand on skill at NExcellent Consultancy Private Limited (NCPL) under the UGC CBCS Internship Framework.

Name of HOD / Mentor/ Internship Coordinator	Seal & signature
Designation :	
Name of College:	Contact No. :

## 12. TERMS & CONDITIONS

1. Minimum 90 Hours practical engagement is compulsory.
2. Final report, PPT presentation, and viva are mandatory for completion.
3. Attendance below prescribed limits may lead to disqualification.
4. Internship certificate shall be issued only after successful completion and evaluation.
5. Students must follow organizational discipline and ethical guidelines.
6. Internship may be conducted through field, office, virtual, or hybrid mode as per project requirements.
7. Advanced internship and stipend opportunities may be offered to outstanding performers as per organizational policy.

## 13. For Office Use Only (NCPL)

Particulars	Details
Application ID	
Registration No.	
Date of Registration	
Domain Allotted	
Topic Approved	
Internship Mode	
Field Work Area	
Mentor Assigned	
Batch	
Fee Status	Paid / Unpaid
Remarks	
Supervisor	
Mentor	
Internship Officer	<b>Er. Simpal Kumari</b> (IT Program Executive) <b>Contact:</b> 91997 57315

\*\*\*\*\*

## INTERNSHIP ACCEPTANCE LETTER

Letter No. : \_\_\_ / \_\_\_ /INT-NCPL

Reference No. :

Date : \_\_\_ / 05 / 2026

To

\_\_\_\_\_ (Student Name)

\_\_\_\_\_ (Registration No.)

\_\_\_\_\_ (Institution)

Dear Candidate,

We are pleased to accept your application and offer you internship at our organization. Our Organization Satisfy all the requirement as provided in the “LNMU Guidelines for Undergraduate Programmes.

We appreciate your interest in our organization.

Thank You.

Supervisor / Head of IPO

(Signature & seal)

