

Government College for Women-Hisar

Delhi Bypass Road, Hisar Haryana-125001
NAAC Accredited Grade:B (Cycle-1)

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(Batch: 2024-25)



Internship Training Handbook

नोट : इंटरनशिप के लिए आवेदन फॉर्म भरने से पहले इंटरनशिप प्रशिक्षण पुस्तिका अवश्य पढ़ें ।

Internship Training for BA/B.A.(Geog Hons.),B.COM.I,B.SC.I(Physical SC.), B.SC.I (Life SC.)

सभी छात्राओं, फैकल्टी इंचार्ज, इंटरनशिप ट्रेनिंग सुपरवाइजर इंटरनशिप सेल द्वारा तैयार की गई इस Internship Training Handbook को एक बार अवश्य पढ़ें । इसमें दी गई जानकारी आपके इंटरनशिप अनुभव को सुचारू और सफल बनाने के लिए अत्यंत लाभदायक साबित होगी ।

Prof (Dr.) S.S. Sanga
Chairperson, Internship Cell

Satish Singla
Coordinator, Internship



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1.What is Internship -?

An **internship** is a temporary work experience offered by an organization to students or recent graduates. It provides practical exposure and hands-on experience in a real work environment related to their field of study or career interest.

Key Features of an Internship:

1. **Learning Opportunity:** Interns learn about workplace culture, processes, tools, and responsibilities.
2. **Skill Development:** Helps develop professional and technical skills.
3. **Short Duration:** Usually lasts from a few weeks to a few months (e.g., 6 weeks in your case).
4. **Unpaid or Paid:** Some internships are unpaid (like the one offered by Jindal Stainless Limited), while others may offer a stipend.
5. **Career Insight:** Helps students understand whether they want to pursue a career in that field.
6. **Networking:** Interns get a chance to connect with professionals in the industry.

इंटरनशिप क्या है- इंटरनशिप एक अस्थायी कार्य अनुभव होता है, जो किसी कंपनी या संगठन द्वारा छात्रों या हाल ही में स्नातक हुए युवाओं को दिया जाता है। इसका उद्देश्य उन्हें व्यावसायिक (प्राॅक्टिकल) अनुभव प्रदान करना होता है ताकि वे अपने अध्ययन क्षेत्र से संबंधित कार्य को वास्तविक वातावरण में समझ सकें।

इंटरनशिप की प्रमुख विशेषताएँ:

1. **सीखने का अवसर:** छात्र ऑफिस के माहौल, काम करने के तरीके, प्रक्रियाओं और उपकरणों को समझते हैं।
2. **कौशल विकास:** इससे छात्रों के व्यावसायिक और तकनीकी कौशल में सुधार होता है।
3. **सीमित अवधि:** आमतौर पर यह कुछ हफ्तों या महीनों की होती है (जैसे कि 6 सप्ताह की इंटरनशिप)।
4. **वेतन / स्टाइपेंड:** कुछ इंटरनशिप में वेतन (स्टाइपेंड) मिलता है, जबकि कुछ बिना वेतन के होती हैं (जैसे जिंदल स्टेनलेस द्वारा दी जा रही)।
5. **करियर समझने में मदद:** यह छात्रों को यह तय करने में मदद करती है कि वे उस क्षेत्र में भविष्य बनाना चाहते हैं या नहीं।
6. **नेटवर्किंग:** छात्रों को इंडस्ट्री के अनुभवी लोगों से जुड़ने का मौका मिलता है।

सरल शब्दों में कहें तो, इंटरनशिप एक ऐसा सेतु है जो पढ़ाई और नौकरी के बीच का रास्ता बनाता है।

2. इंटरनशिप प्रशिक्षण का विवरण

- इंटरनशिप प्रशिक्षण की अवधि : 4-6 सप्ताह कुल : 120 घंटे
- क्रेडिट-4 Total Marks :100 Minimum Pass Marks: 40

- TDC-I सेमेस्टर-2 ,Arts, Commerce, Science -Physical & Life Science की सभी छात्राओं को सूचित किया जाता है कि आपको 4 से 6 सप्ताह (कुल 120 घंटे) की Internship Training करना अनिवार्य है और यह जून-जुलाई में की जानी है। यह इंटरनशिप करनी आवश्यक है जो छात्राएं इंटरनशिप नहीं करेंगी, उन्हें स्नातक की डिग्री प्रदान नहीं की जाएगी।
- महाविद्यालय द्वारा ऑनलाइन और ऑफलाइन मोड में इंटरनशिप प्रदान करने वाले अनुमोदित IPOs की सूची भी Notice board पर लगा दी है। इनके अतिरिक्त छात्राएं स्वयं भी अपनी पसंद के किसी भी इंटरनशिप प्रदान करने वाले संगठन (IPO-Internship Providing Organization) का चयन कर सकती हैं।
- छात्राएं किसी सरकारी या मान्यता प्राप्त निजी संगठन से 4-6 सप्ताह का सर्टिफिकेट कोर्स भी कर सकती हैं जो कि इंटरनशिप प्रशिक्षण के समकक्ष होगा।
- छात्राओं के मार्गदर्शन हेतु Faculty Incharges और Internship Supervisor नियुक्त किए गए हैं। अतः सभी छात्राओं को निर्देशित किया जाता है कि वे शीघ्र ही अपनी इंटरनशिप की योजना अपने Faculty Incharges और Internship Supervisor के मार्गदर्शन में बनाएं और निम्नलिखित फैकल्टी इंचार्ज से अपने संकाय के अनुसार अनुमोदन प्राप्त करें :

Stream	Faculty Incharges
• Arts and Geography Single Major :	1. Dr Shashi Kala Yadav 2. Dr. Priyanka Singla
• Commerce :	Dr. Anita Taneja
• Physical Science and Life Sciences :	Mr Amit Bansal

3. Management Structure of Internship Training- इंटरनशिप प्रशिक्षण की प्रबंधन संरचना

Chairperson, Internship Cell : Prof (Dr.) S.S. Sanga, Principal

Coordinator, Internship Cell : Sh.Satish Singla, Head, Dept.of Commerce

4 List of Faculty Incharges /Co-Coordiators

Stream

Faculty Incharges

- Arts and Geography Single Major : ..1Dr Shashi Kala Yadav
2. Dr. Priyanka Singla
- Commerce : Dr. Anita Taneja
- Physical Science and Life Sciences : Mr. Amit Bansal

5. List of Internship Supervisors with details of Students assigned:

Class	College Roll No	Uni. Roll No	Internship Supervisor name
B.A. I	1240170001-38	2430722500001-36	Mr Mohinder, Dr. Ramesh
B.A. I	1240170039-75	2430722500037-73	Ms. Sunita, Ms Shalu
B.A. I	1240170077-118	2430722500075-115	Ms. Manju, Mr. Ajay Saini- (Till Madam Sonal is on leave)
B.A. I	1240170119-158	2430722500116-153	Ms Bimla, Dr Kiran Bishnoi
B.A. I	1240170159-202	2430722500154-195	Dr. Renu Sodhi, Dr Suman Bansal
B.A. I	1240170203-245	2430722500196-237	Dr Randhir, Dr.Kamlesh
B.A. I	1240170246-285	2430722500238-276	Dr Vijender Beniwal, Ms Rajni
B.A. I	1240170286-324	2430722500277-315	Dr Amit Kaushik, Mr Anil Budania
B.A. I	1240170326--361	2430722500317-352	Ms Suman, Dr Mamta
B.A. I	1240170362-401	2430722500353-392	Dr Madhu, Mr Satish Pannu
B.A. I/ Hons	1240170403-401-411 + Geo Hons 12404142001-25	430722500394-402+ GeoHons243072270001-22	Dr Sanjay (Geo), Dr Gagan Bansal
B.COM. I	12401770001-39	243072290001-39	Dr Rakesh, Dr Vasundhara
B.COM.I	12401770040-89	243072290040-86	Ms Heena, Ms Annu
B.COM.I	12401770090-140	243072290087-133	Ms Shaina, Ms Parveen
B.SC. I PHY SC	1243010002--34	24307230002-25	Mr Vipin Babbar, Dr Kavita Kaswan
B.SC. I PHY SC	1243010035--72	24307230026-48	Ms Poonam SoniMr Sushil
B.SC. I LIFE SC	1243011001--45	243072350001-43	Dr Rakesh(CHM), Dr Priyanka

- **Reserved Supervisor:-** Dr. Pardeep Sharma, Dr. Ajay, Ms. Monika, Ms Kavita Saini,
Dr. Nutan Yadav ,Ms Pooja

- **Supporting Staff for B.A.** Mr. Mukesh Ms. Vandana
- **Supporting Staff for Commerce and Science:-** Ms. Seema Ms. Sushma
- **Typing Assistants(comp. Instructors)** Ms Ekta Chawla Ms. Ekta Sheoran

6. स्टूडेंट को इंटरनशिप प्रशिक्षण करने के लिए क्या करना है -?

Internship Training Process - इंटरनशिप प्रशिक्षण प्रक्रिया:

1. छात्रा को इंटरनशिप सेल की ओर से जारी सूचना के अनुसार, निर्धारित Application Form (आवेदन फॉर्म-प्रारूप परिशिष्ट-I) में आवेदन निर्धारित समय सीमा के भीतर करना होगा और इसके साथ ही अपने माता-पिता /अभिभावक से Internship Training कार्यक्रम में जाने के लिए Consent Letter (सहमति पत्र) सबमिट करवाना अनिवार्य होगा तभी इंटरनशिप प्रशिक्षण की अनुमति मिलेगी ।
2. Internship Coordinator द्वारा अनुमोदित होने के बाद, Application Forms को Arts, Commerce, Science Stream फैकल्टी इंचार्ज को भेजा जायेगा ।
3. संबंधित फैकल्टी इंचार्ज छात्रा के लिए एक Internship Supervisor नियुक्त करेगा जो की इंटरनशिप सेल के चेयरपर्सन कॉलेज प्राचार्य द्वारा प्रदान की गई सूची में से होगा । यह सुपरवाइजर छात्र का मार्गदर्शन करेगा,उसकी इंटरनशिप ट्रेनिंग से सम्बंधित हर समस्या का समाधान करेगा और ट्रेनिंग से संबंधित समस्त रिकॉर्ड-Attendance,Project Report etc. मेन्टेन करेगा ।
4. Internship Supervisor छात्रा को इंटरनशिप संगठन(IPO) के लिए एक Recommendation letter /अनुशंसा पत्र परिशिष्ट-II के अनुसार जारी करेगा।
5. छात्रा इंटरनशिप प्रदान करने वाले संगठन में जाकर,Internship Mentor जो की इंटरनशिप प्रशिक्षण देने वाले संगठन का मालिक या कोई कर्मचारी होगा, से संपर्क करके इंटरनशिप प्रशिक्षण देने की सहमति परिशिष्ट-III के अनुसार प्राप्त करेगी और सहमति पत्र अपने Internship Supervisor को सौंपेगी। इंटरनशिप की पूरी अवधि में इंटरनशिप मेंटर छात्रा को मार्गदर्शन देगा।
6. छात्रा इंटरनशिप प्रारंभ करने से पूर्व Internship Supervisor को सूचित करेगी।इसके तुरंत बाद Internship Supervisor इंटरनशिप प्रशिक्षण देने वाले संगठन (IPO) की visit करेगा और यह सुनिश्चित करेगा कि छात्रा को आबंटित IPO ,वहां का वातावरण और Internship Mentor उपयुक्त है । Internship Supervisor अपने अधीन आबंटित छात्राओं का इंटरनशिप प्रशिक्षण अवधि के दौरान मार्गदर्शन करेगा और लगातार छात्राओं के संपर्क में रहेगा ।
7. इंटरनशिप पूरी होने के बाद छात्रा को एक रिपोर्ट परिशिष्ट-IV के अनुसार 15 दिनों के भीतर Internship Supervisor को सबमिट करनी होगी , इस रिपोर्ट में संगठन का परिचय, इंटरनशिप के उद्देश्य, किए गए कार्य, अवलोकन, अनुभव आदि शामिल होंगे।
8. छात्रा को Internship Mentor द्वारा हस्ताक्षरित इंटरनशिप पूर्णता प्रमाणपत्र (Internship Completion Certificate परिशिष्ट-V के अनुसार प्राप्त कर उसे रिपोर्ट(फॉर्मेट के अनुसार) के साथ अपने Internship Supervisor के पास जमा करना होगा। बिना प्रमाणपत्र के रिपोर्ट स्वीकार नहीं की जाएगी।

9. यदि कोई छात्रा भौतिक रूप से इंटरनशिप प्राप्त नहीं कर पाती है, तो वह डिजिटल या समूह इंटरनशिप का विकल्प भी चुन सकती है, जिसकी व्यवस्था IPO द्वारा की जा सकती है।
10. छात्राएं किसी सरकारी या मान्यता प्राप्त निजी संगठन से 4-6 सप्ताह का सर्टिफिकेट कोर्स भी कर सकती हैं जो कि इंटरनशिप प्रशिक्षण के समकक्ष होगा।

नोट: किसी भी प्रकार की जानकारी या सहायता के लिए Internship Training Supervisor /Faculty Incharge / Internship Coordinator से संपर्क करें।

7. Internship Areas/Domains and Types of Activities

इंटरनशिप का अंतिम निर्णय लेने से पहले, प्रत्येक छात्रा को इन सभी क्षेत्रों (डोमेन्स) और संभावित गतिविधियों को ध्यानपूर्वक पढ़ना और समझना चाहिए। यह आवश्यक है क्योंकि:

- इससे उन्हें यह समझने में मदद मिलेगी कि कौन-सा क्षेत्र उनके रुचि, कौशल और भविष्य की योजनाओं के अनुकूल है।
- स्थानीय अवसरों, सुरक्षा, सामाजिक व सांस्कृतिक परिस्थितियों और संसाधनों को ध्यान में रखते हुए उचित चुनाव करना आसान होगा।

Area/Domain	Types of Activities	Suitability & Recommendations for Rural Area Girl Students
1. Marketing	Market research, social media content creation, local promotion activities	Local surveys, small business promotion (offline/online), can work from home or community center
2. Finance	Data entry, budgeting, assisting with accounts in small firms or cooperatives	Suitable if digital tools available; can work with local SHGs or small institutions
3. Human Resource Management	Resume screening, onboarding assistance, employee documentation	Can assist local HR offices or participate in online internships
4. Banking and Insurance	Customer service, filling forms, data	Work with local banks or cooperative societies; safe and practical exposure

	verification, helping in financial literacy camps	
5. Retail Management	Sales support, inventory checking, billing, visual merchandising	Work in local retail stores or women-led self-help group outlets
6. E-Commerce	Product listing, basic photo editing, customer chat support	Can support local sellers to list products on platforms like Meesho or Amazon
7. Digital Marketing	Content writing, managing Facebook pages, basic SEO	Ideal for home-based work; mobile and internet required
8. Entrepreneurship/Startups	Market need assessment, local product development, cost estimation	Can develop micro business ideas, pitch for local incubation programs
9. Advertising	Leaflet design, poster making, ad writing	Suitable with basic computer skills; support local products or events
10. Operations Management	Stock tracking, delivery coordination, vendor communication	Work with local cooperatives, dairy units, etc.
11. Event Management	Planning, invitations, logistics anchoring	Local events (school functions, festivals) can provide great hands-on exposure
12. Business Analytics	Data collection, Excel analysis, report creation	Simple data entry and basic tools training can be conducted via online/offline sessions
13. NGOs/Social Sector	Survey work, awareness campaign support, report writing	Highly recommended – safe, community-focused, empowerment-driven
14. Travel and Tourism	Creating guides, supporting local homestays, itinerary planning	Help promote local culture and traditions to tourists
15. IT and Software	Basic coding, website/blog updates, computer troubleshooting	Suitable with basic IT training; can be home/community-center based
16. Agri-based Enterprises	Organic farming records, sales of farm products, local market analysis	Very relevant; combines traditional knowledge with modern skills

17.Agriculture & Allied Services	Data collection, record-keeping for dairy/poultry, organic farming support	Work with local Krishi Vigyan Kendras (KVKs), agriculture departments, or family farms
18.Self-Help Groups (SHGs)	Bookkeeping, promotion of products, inventory management	Work with SHGs under NRLM or Women Cooperative Societies (e.g., weaving, pickles, handicrafts)
19.Banking & Microfinance	Assisting in filling forms, account opening support, documentation	Intern with local branches of Gramin Banks or Cooperative Banks
20.Rural Marketing	Survey of local needs, promoting rural products, feedback collection	Ideal for fieldwork near villages; collaborate with local startups and NGOs
21.Handicrafts & Khadi Udyog	Cataloging, pricing, assisting in product design and social media promotion	Work with local Khadi Gram Udyog centers or handloom cooperatives
22.Digital Literacy Campaigns	Teaching basic computer/mobile skills to villagers, digital payment awareness	Partner with NGOs or government schemes like PMGDISHA
23.Health & Sanitation Awareness	Community outreach, awareness drives, documentation	Collaborate with local PHCs, ASHA workers, or NGOs for campaigns on hygiene and women's health
24.Education Support	Tutoring school children, organizing activity-based learning, basic admin work	Work in anganwadis or government schools under guidance
25.Dairy & Animal Husbandry	Daily record-keeping, assisting with vaccination schedules, feed planning	Very relevant – tie-up with local veterinary hospitals, dairy units, or LUVAS (in Hisar)
26.Retail & Small Businesses	Sales tracking, stock management, customer interaction	Work with rural retail shops, tailoring units, or beauty parlors
27.Digital Marketing	Managing local business pages, creating reels, simple video editing	Ideal if access to mobile/internet; support local businesses like boutiques or cafes
28.Event Support (Local Functions)	Scheduling, hosting,	Participate in organizing local melas, school events,

29.NGOs/Social Work	decoration, promotion women empowerment drives Surveying, content writing, translation (Hindi to English), logistics support	Collaborate with Hisar-based NGOs like Aashray Foundation, Women Welfare groups
30.E-Commerce for Rural Products	Uploading product info, customer handling, logistics support	Work with sellers of Hansi embroidery, jutti makers, or local artisans
31.Public Service Offices	Filing work, form filling, helping citizens with online services (like CSCs)	Safe and stable option; intern at village secretariats, Panchayat offices, or Common Service Centers
32. Agriculture & Agri-Tech		

Best for: Rural and semi-urban students

Internship Activities:

- Work with Krishi Vigyan Kendras (KVKs) or agri-startups.
- Assist in crop health monitoring using drones or mobile apps.
- Learn about organic farming and help implement practices.
- Work on soil, water testing and report preparation.

33. Renewable Energy

Best for: All areas

Internship Activities:

- Work with solar energy companies or NGOs installing solar units.
- Assist in household or institutional energy audits.
- Participate in awareness campaigns on energy conservation.
- Create models of renewable energy systems (solar, biogas, etc.).

34. Environmental Science & Sustainability

Best for: All areas

Internship Activities:

- Field research: local water/air quality sampling and analysis.
- Join NGOs working on waste management, afforestation, or river conservation.
- Design or participate in community clean-up drives.
- Contribute to research papers or presentations on environmental issues.

35. Public Health & Sanitation

Best for: Rural and urban students (especially girls)

Internship Activities:

- Work with PHCs, NGOs, or CSR initiatives on health awareness.
- Conduct surveys on nutrition, hygiene, or diseases.
- Create educational materials for menstrual hygiene, vaccination, etc.
- Assist in setting up low-cost water purification units.

36. IT, Coding & App Development

Best for: Urban students, digitally connected rural areas

Internship Activities:

- Develop educational apps or websites for rural schools.
- Create digital tools to help farmers (e.g., crop calendars).
- Participate in virtual hackathons on social problems.
- Teach basic coding to school children or peers.

37. Biotechnology / Life Sciences

Best for: Students with Biology background

Internship Activities:

- Work in labs (college or pharma/biotech firms) on basic techniques.
- Help set up a low-cost tissue culture or mushroom farming unit.
- Awareness drives on herbal remedies and medicinal plants.
- DNA isolation, microscopy, or lab hygiene practices.

38. Science Education & Outreach

Best for: All areas

Internship Activities:

- Teach science in government/rural schools using low-cost models.
- Develop bilingual science content (videos, posters, booklets).
- Assist in organizing science fairs or model exhibitions.
- Translate existing science material into local languages.

39. Disaster Management

Best for: All areas prone to floods, earthquakes, etc.

Internship Activities:

- Work with local disaster management authorities or NGOs.
- Participate in mock drills and awareness camps & to Develop community-level emergency plans.
- Create posters, flyers, or mobile alerts for disaster readiness.

40. Water Resource Management

Best for: Water-scarce rural areas

Internship Activities:

- Assist in pond rejuvenation, rainwater harvesting projects.
- Conduct surveys on water usage and suggest conservation techniques.
- Work with NGOs on awareness campaigns about groundwater use.
- Field testing of water and data documentation.

41. Industrial or SME Internships

Best for: Urban and peri-urban students

Internship Activities:

- Work in small-scale industries, especially those with chemical, electronics, or manufacturing operations. Understand basic lab and safety protocols.
- Document SOPs, assist in QC/QA tasks.
- Help improve production line efficiency using basic science.

8. Selection of IPO from List of Offline or Online Internship Providing Organizations

ऑफलाइन या ऑनलाइन इंटरनशिप प्रदाता संस्थानों की सूची से IPO का चयन -जब आप IPO (Internship Providing Organizations) का चयन कर रहे हों, चाहे वे ऑफलाइन हों या ऑनलाइन, तो आपको निम्नलिखित सुझावों पर ध्यान देना चाहिए:

- ❖ संगठन की विश्वसनीयता (Reputation of the Organization)
- ❖ इंटरनशिप का डोमेन और प्रासंगिकता (Relevance to Your Field)
- ❖ लर्निंग और स्किल डेवलपमेंट (Learning Outcomes)
- ❖ अवधि और लचीलापन (Duration and Flexibility)
- ❖ कार्य का प्रकार (Nature of Work)
- ❖ सर्टिफिकेट और मान्यता (Certification and Recognition)
- ❖ नेटवर्किंग और करियर के अवसर (Networking and Career Opportunities)
- ❖ स्टाइपेंड और अन्य लाभ (Stipend and Benefits)

Sr. No.	Name and Address of Internship Training providing Agency/Organization/Institute	Area /s of specialization/ Skills You Can Learn	Estimated Intake Offered by IPO/s
1	Vishawkarma Computer Saksharta Mission (VKCSM) A National Programme of Information Technology & Skill Development, an ISO 9001:2015 Certified Institute, Head Office at Plot No. 104, Paschim Vihar Colony, Kaimiri Road, Hisar – 125001	<ul style="list-style-type: none"> • Computer-MS-Office ,Adobe Photoshop • Digital Marketing • Data Entry Operator • Yoga protocol Instructor - approved by NCVET • Pre- School day care-teacher training course • Beauty and wellness 	All streams 150
2	Sakhi Makeovers Beauty Parlour H.No. 241, Sunder Nagar, Vikas Nagar-Hisar, Haryana – 125001 Prop. Ms.Kavita Prajapati 085720-56322	<ul style="list-style-type: none"> • Hair Care: Haircuts, styling, Colouring, shampooing • Skin Care: Facials, cleanups, bleach, skin analysis • Makeup :Day makeup, bridal makeup, party makeup • Nail Art & Care : Manicure, pedicure, nail art, extensions • Waxing & Threading • Customer Service & Reception Work 	Charges:900 All streams 70-80

		<ul style="list-style-type: none"> • Handling appointments, billing, client relations 	
3	Techitute DSS 80,1st Floor, Old Court Complex-Hisar Prop.Vikas Sharma Mobile: 93501-77522 Vikassharma80@gmail.com	<ul style="list-style-type: none"> • Graphic Design • Website Design • Digital Marketing • Functional Testing • Data Entry Operator • Video Editing 	Charges : Rs.1000 All streams 300
4	BCE- EDUCATION SOCIETY (Regd.No.01189) (Fully Recognized Institute of Ministry of IT Govt. of India) Prop: Sh.Bharat Bhushan Mr.Sunil Sharma-87086-76942 Tel: (+91) 9996994495 Email: ceeducationociety@Gmail.Com Rishi Nagar Gali No-2,Hissar-125001	<ul style="list-style-type: none"> • Data Entry • Web Development • Tally Erp9 • Cyber Security • Digital Marketing • Graphics Design • Video Editing 	Charges : Rs.900 All Streams 80
5	Aryan Computer Education Society Regn.No.HR/12/1115 Aryan Skill Center Address: First -Second Floor, Pocket-A, S.C.O 106, Sector 14, Hisar, Haryana 125001 Mail id; skilledbharatmission@gmail.com Gaurav Singla-99912-73732 Phone: 098130 64005	<ul style="list-style-type: none"> • TALLY ERP9 • Account Assistant • Ms Office-WORD,POWER POINT,EXCEL • Web DESIGNING • Charges: 1000-1200 	Commerce and Science 120
6	SBI Life Insurance Camp Chowk- Hisar Near Malabar, Hisar, SCO 150-151, 2nd Floor, Red Square Market. Ms.Roshni : +91 93065 40661 Mr.Sunder : +91 98132 76206	<ul style="list-style-type: none"> • Understanding Health Insurance Industry • Stipend as per SBI Policy • Claim settlements Procedure • Documentation • Customer Handling • Sales & Marketing Skills • Policy Operations Stipend will be paid as per policy of organization.	Commerce SCIENCE ARTS WITH Maths Selection will be made after screening of IPO
7.	The Director AFTS – Academy of Fashion Technology & Skill 90E, Model Town, Jindal Chowk, Hisar Prop. Arvind Yadav: 98130-95083	<ul style="list-style-type: none"> • Fashion Designing • Charges: Rs.1000 	ALL STREAM 100
8.	Om Vijay Charitable Trust –Hisar Mr. Shekher Singh- (Patron/Chairman) 1603, Moti Nagar, Adarsh Nagar, Hisar,	<ul style="list-style-type: none"> • Data Entry Operator • Professional Make Up Artist • General Duty Assistant 	50-60

	Haryana 125001 Ms. Nishu Thakral- Manager 79880-92645 90532-60444	<ul style="list-style-type: none"> • Emergency Medical Technician • Yoga Wellness Trainer 	
9.	<p>The Associate Director (Training) Saina Nehwal Institute of Agriculture Technology, Training & Education Directorate of Extension Education CCS HAU, Hisar</p> <p>Contact Person: Dr. Neelam Kumari- Associate Professor of Botany M.No. 94177-23560</p>	<ul style="list-style-type: none"> • Mushroom Cultivation & Dairy Farming • Food Preservation: Fruit and Vegetable • Bakery Products & Beekeeping 	BSC LIFE Home science 40-50
10.	<p>Jindal Stainless limited Opposite OP Jindal Marg Industrial Area-Hisar Contact Person- Mr. Hitesh Yadav, HR department</p> <p>Dr. Neelam Kumari-Associate Professor of Botany-94177-23560</p>	<p>Area of Learning: Industrial Processes & Metallurgy</p> <p><input type="checkbox"/> Activities:</p> <ul style="list-style-type: none"> • Learn about steel-making processes (Electric Arc Furnace, Argon Oxygen Decarburization, Continuous Casting). • Study metal properties, alloys, and stainless steel grades. • Observe heat treatment, annealing, and cold rolling processes. <p><input type="checkbox"/> Key Learning:</p> <ul style="list-style-type: none"> • Physical & chemical changes during metal processing. • Real-life application of concepts from Chemistry and Physics. <p>2. Quality Control & Testing</p> <p><input type="checkbox"/> Activities:</p> <ul style="list-style-type: none"> • Assist in the Quality Control Lab: sample collection, preparation, and analysis. • Perform or observe tensile strength, hardness, and corrosion resistance tests. • Learn how spectroscopy or 	Physical Science 10-15

XRF is used to analyze steel composition.

☐ **Key Learning:**

- Application of analytical chemistry in industry.
- Importance of quality assurance in large-scale manufacturing.

3. Production & Operations Management

☐ **Activities:**

- Understand **production planning**, process flow, and inventory management.
- Observe real-time **SCADA/automation systems** used in steel plants.
- Participate in **shop floor visits** and learn safety protocols.

☐ **Key Learning:**

- Operations flow and industrial efficiency metrics.
- Introduction to lean manufacturing and Kaizen practices.

4. Environmental & Safety Standards

☐ **Activities:**

- Learn about **waste management**, emission control, and effluent treatment.
- Understand **industrial safety protocols** (PPEs, HAZOP studies, etc.).

☐ **Key Learning:**

- Industrial compliance with environmental laws (e.g., CPCB/PCB).
- Safety Engineering basics and risk analysis.

5. Data Analysis & Technical Reporting

☐ Activities:

- Collect data from production/testing and prepare reports.
- Learn **Excel-based analysis, basic programming (Python/Excel macros)**.
- Participate in small **research/documentation projects**.

☐ Key Learning:

- Turning raw industrial data into actionable insights.
- Writing concise technical documentation.

6. Project Work/Case Study (Optional Add-on)

☐ Example Projects:

- "Study on effect of chromium content in corrosion resistance of stainless steel"
- "Analysis of rejection rates in rolling process and root cause study"
- "Comparative study of energy consumption in annealing process over 3 months"

☐ Soft Skills & Industry Exposure

In addition to technical skills, students

		also gain exposure to: <ul style="list-style-type: none"> • Teamwork in industrial settings • Industrial communication & reporting • Time and resource management in large-scale operations 	
11	Maharaja Agarsain Civil Hospital ,Hisar Councillor: Ms.Shalu Boora Ph.No.94677-74760	Internship Activities – Healthcare Counseling <ol style="list-style-type: none"> Orientation & Observation <ul style="list-style-type: none"> ○ Understand facility structure and counseling process ○ Observe counseling sessions (with consent) Client Support <ul style="list-style-type: none"> ○ Assist in intake, case history, and documentation ○ Maintain confidentiality and ethical standards Psychological Assessments <ul style="list-style-type: none"> ○ Learn basic tools and assist in administration ○ Observe scoring and report-making Counseling Techniques <ul style="list-style-type: none"> ○ Exposure to CBT, REBT, and group sessions ○ Practice basic counseling through role-plays Mental Health Awareness <ul style="list-style-type: none"> ○ Support awareness campaigns and psychoeducation ○ Create outreach materials Case Discussions & Supervision <ul style="list-style-type: none"> ○ Attend case reviews and supervision meetings ○ Maintain a reflective journal 	BA with Psychology subjects-15
12	District Library-MOU Already Signed Contact Person: Sh.Harish Chander M.No.93155-13235	<ul style="list-style-type: none"> • Issuance and restoration 5Girls • Automation and documentation 	Any Stream 5 Students

13	<p>Internship Under Any practicing Chartered Accountant : Chartered Accountants in Hisar</p> <ol style="list-style-type: none"> 1. CA Ms.Minakshi -M.No:8295355144 Address:DSS-124 Commercial Urban Estate-2,Near-Vishwas Senior Sechool-Hisar 2. CA Aman Bansal <ul style="list-style-type: none"> o Firm: M/s Bansal Aman & Associates o Address: Shop No. 241, First Floor, New Anaj Mandi, Hisar, Haryana - 125001 o Phone: +91 8527999581, +91 9095333332 3. CA Adish Jain <ul style="list-style-type: none"> o Address: 95-97, Green Square Market, Hisar - 125001 o Phone: +91 9812238365 4. CA Anil Aggarwal <ul style="list-style-type: none"> o Address: 22, Green Park, Hisar - 125001 o Phone: +91 9812168450 5. CA Anil Dhawan <ul style="list-style-type: none"> o Address: 80-C, 1st Floor, Rajguru Market, Hisar - 125001 o Phone: +91 9416207500 6. CA Anil Goyal <ul style="list-style-type: none"> o Address: 141, Parijat Complex, Hisar - 125001 o Phone: +91 9812162013 7. CA Anil Manocha <ul style="list-style-type: none"> o Address: Baba Banda Bahadur Dharma Kanta, Dabra Chowk, Hisar - 125001 o Phone: +91 1662-250471 8. CA Anoop Goyal <ul style="list-style-type: none"> o Address: 19, Opp. Shivaji Gali, D.N. College Road, Hisar - 125001 o Phone: +91 9896042420 9. CA Ashish Jain <ul style="list-style-type: none"> o Address: B-V/145, Old Tehsil, Gandhi Chowk, Hisar - 125001 o Phone: +91 9811110486 10. CA Ashok Goyal <ul style="list-style-type: none"> o Address: SCF 104, 1st Floor, Green Square Market, Hisar - 125001 o Phone: +91 1662-284840 	<ul style="list-style-type: none"> • Key Learning Areas: • Understanding of books of accounts (Journal, Ledger, Trial Balance) • Practical exposure to voucher entry, cash book, and bank reconciliation • Introduction to PAN, TDS, Form 16 • Understanding of basic income tax slabs and exemptions • Exposure to online filing of Income Tax Returns (ITRs) • Learning to prepare and organize client files and records 	<p>BCOM STUDENTS 2-3 student per C</p>
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| <p>11. CA B.C. Goyal</p> <ul style="list-style-type: none"> ◦ Address: SCF-104, 1st Floor, Green Square Market, Hisar - 125001 ◦ Phone: +91 1662-235953 <p>12. CA Gaurav Kukreja</p> <ul style="list-style-type: none"> ◦ Address: Shop No. 43, 1st Floor, City Hospital Complex, Dabra Chowk, Hisar - 125001 ◦ Phone: +91 9255569440 <p>13. CA Janak Raj Aggarwal</p> <ul style="list-style-type: none"> ◦ Address: 12, M.C. Colony, Hisar - 125001 ◦ Phone: +91 1662-250383 <p>14. CA Jatin Chaudhary</p> <ul style="list-style-type: none"> ◦ Address: B-V/145, Old Tehsil, Gandhi Chowk, Hisar - 125001 ◦ Phone: +91 1662-230547 <p>15. CA Kuldip Khera</p> <ul style="list-style-type: none"> ◦ Address: 10, Aggrasain Market, Hisar - 125001 ◦ Phone: +91 1662-237420 <p>16. CA Mahabir Aggarwal</p> <ul style="list-style-type: none"> ◦ Address: SCF 219, Old Government College Ground, Hisar - 125001 ◦ Phone: +91 1662-286095 <p>17. CA Mukesh Kumar Gupta</p> <ul style="list-style-type: none"> ◦ Address: 71, 2nd Floor, Arya Samaj Mandir Market, Hisar - 125001 ◦ Phone: +91 1662-237210 <p>18. CA Murari Garg</p> <ul style="list-style-type: none"> ◦ Address: 51, 1st Floor, New Cloth Market, Hisar - 125001 ◦ Phone: +91 1662-277917 <p>19. CA Naveen Goyal</p> <ul style="list-style-type: none"> ◦ Address: 7-E, Model Town, Hisar - 125001 ◦ Phone: +91 9896272502 <p>20. CA O.P. Gupta</p> <ul style="list-style-type: none"> ◦ Address: SCF-130, Green Square Market, Hisar - 125001 ◦ Phone: +91 1662-235095 <p>21. CA Pardeep Kumar Jain</p> <ul style="list-style-type: none"> ◦ Address: Hisar - 125001 ◦ Phone: +91 9896132867 <p>22. CA Pardeep Tayal</p> <ul style="list-style-type: none"> ◦ Address: 12, Opp. Bank of Baroda, Red Square Market, | | |
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| <p>Hisar - 125001</p> <ul style="list-style-type: none"> ○ Phone: +91 1662-283100 <p>23. CA Parmod Kumar Mittal</p> <ul style="list-style-type: none"> ○ Address: 113, Green Square Market, Hisar - 125001 ○ Phone: +91 1662-235422 <p>24. CA Priti Pal Saraf</p> <ul style="list-style-type: none"> ○ Address: SCO 5, 1st Floor, Near Gupta Hospital, Sector 14, Hisar - 125001 ○ Phone: +91 1662-275053 <p>25. CA Raj Kumar Gandhi</p> <ul style="list-style-type: none"> ○ Address: 24, City Shopping Complex, Dabra Chowk, Hisar - 125001 ○ Phone: +91 9416107400 <p>26. CA Rajeev Bansal</p> <ul style="list-style-type: none"> ○ Address: 18, Sirsa Road, Near Bank of India, Hisar - 125001 ○ Phone: +91 1662-225801 <p>27. CA Rajesh Mehta</p> <ul style="list-style-type: none"> ○ Address: 15, 2nd Floor, Red Cross Market, Hisar - 125001 ○ Phone: +91 1662-287254 <p>28. CA Rajiv Kumar Bhutani</p> <ul style="list-style-type: none"> ○ Address: 1st Floor, Above Punjab Kesri Office, Opp. PNB Dabra Chowk, Hisar - 125001 ○ Phone: +91 1662-246789 <p>29. CA S.C. Thakral</p> <ul style="list-style-type: none"> ○ Address: 6, Red Cross Complex, Railway Road, Hisar - 125001 ○ Phone: +91 9416476269 <p>30. CA S.P. Goyal</p> <ul style="list-style-type: none"> ○ Address: 93, Opp. Shopping Complex, Sector 13, Hisar - 125001 ○ Phone: +91 1662-235554 <p>31. CA Sandeep Mehtani</p> <ul style="list-style-type: none"> ○ Address: 70, 2nd Floor, Arya Samaj Mandir Market, Hisar - 125001 ○ Phone: +91 1662-228848 <p>32. CA Sanjay Verma</p> <ul style="list-style-type: none"> ○ Address: 95-97, Ravi Arcade, Green Square Market, Hisar - 125001 ○ Phone: +91 1662-230651 | | |
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33. CA Sanjeet Hooda

- **Address:** Gulia Complex, 1st Floor, Opp. HAU Gate No. 4, Rajgarh Road, Hisar - 125001
- **Phone:** +91 9215545808

34. CA Sanjeev Jain

- **Address:** B-V/107, Moti Bazar, Hisar - 125001
- **Phone:** +91 1662-230005

35. CA Sanjeev Kumar Siwach

- **Address:** Gulia Complex, 1st Floor, Opp. HAU Gate No. 4, Rajgarh Road, Hisar - 125001
- **Phone:** +91 1662-293899

36. CA Satish Goyal

- **Address:** SCF 104, 1st Floor, Green Square Market, Hisar - 125001
- **Phone:** +91 9812121000

37. CA Satish Makker

- **Address:** 40, 1st Floor, Suraj Market, Katla Ramlila Ground, Hisar - 125001
- **Phone:** +91 9255511022

38. CA Subhash Goyal

- **Address:** 134, New Rajguru Market, Opp. 25, Bishnoi Mandir Market, Hisar - 125001
- **Phone:** +91 9416132135

39. CA Suresh Singla

- **Address:** Behind Nabh Chhor, Dabra Chowk, Hisar - 125001
- **Phone:** +91 9416147906

40. CA Teja Ram & Associates

- **Address:** 101, 1st Floor, Hanuman Mandir Market, Hisar - 125001
- **Phone:** +91 1662-225881

41. CA Uma Garg

- **Address:** 7, Basement, Parijat Complex, Hisar - 125001
- **Phone:** +91 9253921095

42. CA Vinod Dalmia

- **Address:** 18, Sirsa Road, Near Bank of India (Tayal Garden), Hisar - 125001
- **Phone:** +91 1662-225801

43. CA Vishesh Kumar Chugh

	<ul style="list-style-type: none"> ◦ Address: 80-S, Model Town, Hisar - 125001 ◦ Phone: +91 1662-250516 <p>44. CA Vivek Aggarwal</p> <ul style="list-style-type: none"> ◦ Address: 274, Model Town, Hisar - 125001 ◦ Phone: +91 9812090403 		
14	<p>Internship under Practicing Company Secretary –CS</p> <p>1. Hisar Security Services Private Limited</p> <ul style="list-style-type: none"> • Address: House No.-1930, Sector 9-11, Hisar, Haryana, 125001 • Email: sk192592@gmail.com • CIN: U74999HR2017PTC067735 <p>3. Hannu Goyal & Associates Income Tax Consultants, Business Startup Consultants Gandhi Chowk, Hisar M.No. 7405931533</p>	<p>Key Learning Areas :</p> <ul style="list-style-type: none"> • Introduction to Corporate Structure & Secretarial Role • Incorporation and Registration of Companies • ROC Filings & Annual Compliances • Secretarial Work & Compliance Maintenance • Corporate Governance & Legal Ethics • Legal Drafting & Soft Skills 	
15.	<p>From any Common Service Centers (CSCs) : located in rural or urban area : are designed to provide a wide range of government and other services to citizens, particularly in rural and underserved areas. They act as access points for essential services, bridging the digital divide and promoting digital literacy. These services include access to government schemes, utility bill payments, financial services, healthcare, and education.</p>	<p>Area of learning</p> <ul style="list-style-type: none"> • Aadhaar and PAN card services, • issuance of birth and death certificates, • banking and insurance services, online education, • telemedicine consultations, • bill payments, and e-commerce. 	All stream students
16	<p>M/S Metro Fuels Chaudharywas-Hisar</p> <p>Contact Person :</p> <p>Mr. Rahul Gupta -98120-44440</p> <p>Mr. Vijay Kaushik: 98120-93483</p>	<p>Survey Ideas for Students (Rural/Agricultural Background)</p> <p>Student Marketing Project – Promotion of Chemical-Free Fertilizers</p> <p>Students will participate in marketing projects focused on agricultural fields, with the objective of promoting chemical-free fertilizers.</p> <p>Students who are willing to take up performance-based targets during their training period and successfully</p>	<p>150</p> <p>Geography particularly rural area back Preference</p>

achieve them will be eligible to receive a stipend, **which will be provided** individually based on target completion.

1. Survey on Crop Patterns and Preferences

- What crops are grown during different seasons?
- Why are certain crops preferred (e.g., climate, soil, market demand)?

2. Soil Health and Fertilizer Usage Survey

- Frequency and type of fertilizers used (organic vs chemical).
- Awareness of soil testing and nutrient management.

3. Irrigation and Water Conservation Practices

- Sources of irrigation (canals, borewells, rainwater harvesting).
- Awareness and adoption of water-saving techniques (drip, sprinkler, etc.).

4. Seed Quality and Sources Survey

- Where do farmers get their seeds (govt., private, reused)?
- Use of hybrid vs. indigenous seeds.

5. Pest and Disease Management Survey

- Common pests/diseases and local remedies.
- Use of pesticides—type, frequency, and impact.

6. Use of Agricultural Technology

- Are farmers using machinery, mobile apps, or digital platforms?
- Barriers to adopting

		<p>technology (cost, awareness, training).</p> <p>7. Climate Change and Its Effects on Farming</p> <ul style="list-style-type: none"> ○ Observed changes in rainfall, temperature. ○ Impact on sowing/harvest cycles and yields. <p>8. Government Schemes Awareness Survey</p> <ul style="list-style-type: none"> ○ PM-KISAN, Soil Health Card, Crop Insurance, Subsidies. ○ Awareness, accessibility, and satisfaction levels. 	
17	<p>The Senior Sales Manager Star Health & Allied Insurance Co. Limited SCO: 71-72, Kamla Nagar, Red Square Market :2nd Floor, Opp. Saini Car AC , Hisar – 125001</p> <p>Contact Person: Mr.Vijay Kaushik: 98120-93483 Senior Sales Manager</p>	<p>Area of Learning :</p> <ul style="list-style-type: none"> • Concept of Health Insurance • Importance of Health Insurance in life • Prospect base creation • Fixing appointment on telephone • Asking the right questions • Presenting health insurance in the right way • Understanding customer needs • Objection handling and preventing • Close the sale • Paper work and completion <p>1. Understanding Health Insurance Industry</p> <ul style="list-style-type: none"> • Structure of the health insurance sector in India. • Types of health insurance products (individual, family floater, senior citizen plans, etc.). • Regulatory bodies (IRDAI) and compliance requirements. <p>2. Policy Operations</p> <ul style="list-style-type: none"> • Policy issuance processes. • Claims processing and management. • Underwriting procedures and risk assessment. • Customer service protocols and issue resolution. <p>3. Sales & Marketing Skills</p>	<p>ALL STREAM</p> <p>200 Students</p>

		<ul style="list-style-type: none"> • How insurance policies are marketed and sold. • Sales techniques, customer interaction, and communication. • Use of digital tools and CRM platforms to manage client relations. <p>4. Corporate Environment Experience</p> <ul style="list-style-type: none"> • Team collaboration and interdepartmental coordination. • Ethics, communication, and professionalism in a corporate setting. • Time and task management. 	
18.	<p>Sangini Hisar-Women-led NGO based in Hisar, founded in 2009 ,Preeti Nagar-Hisar Motto: "Empowerment through Employment" Mobile No.-9896343496 Chairperson-Ms Sunita Aggarwal Mobile No.93154-32454</p>	<ul style="list-style-type: none"> • Dedicated to empowering underprivileged individuals, especially women. • Sponsor of Internship training 	<p>25-30 Contact : Dr.Shasi Kala Yadav</p>
19.	<p>Royal Live Foods Private Limited Nilkanth Complex-Address: 8, Neelkanth Complex, basement, Mall Road, Camp Chowk, Hisar, Haryana 125001</p> <p>Mr.Raj Kumar Phone: 092536 70400</p> <p>e-mail: corporate@royallifefoods.com royallive1111@gmail.com</p>	<p><i>Training Fields (Internship Areas):</i></p> <ol style="list-style-type: none"> Baking & Pastry Arts: <ul style="list-style-type: none"> ○ Bread, cake, pastry banana sikhana ○ Oven handling and safety Food Decoration & Presentation: <ul style="list-style-type: none"> ○ Cake decoration, icing, fondant work ○ Cupcake & dessert styling Quality Control: <ul style="list-style-type: none"> ○ Hygiene standards, food safety ○ Ingredient measurement and consistency Customer Service & Sales: <ul style="list-style-type: none"> ○ Order lena, packing, delivery coordination ○ Billing software ka use Marketing & Social Media: <ul style="list-style-type: none"> ○ Product photography ○ Instagram reels, promotions design karna Inventory Management: <p>Raw materials ka record rakhna, Stock checking and ordering</p>	<p>30 Charges:2500/* student for full training of 120 hours. All stream stream Students</p>

20.	Anu Makeover DSS:50 Ist Floor Sector-14 Hisar. M.No.98961-64916	Area of LearningL <ul style="list-style-type: none"> • Hair Care: Haircuts, styling, Colouring, shampooing • Skin Care: Facials, cleanups, bleach, skin analysis • Makeup :Day makeup, bridal makeup, party makeup • Nail Art & Care : Manicure, pedicure, nail art, extensions • Waxing & Threading • Customer Service & Reception Work • Handling appointments, billing, client relations 	Charges:900/Student All streams 40-50
Online Internship Training Providing Organizations			
Sr No.	Name and Address of Internship Training providing agency	Domain /Area of specialization	Who can attend Internship Training
1	National Institute of Electronics & Information Technology) : https://www.nielit.gov.in/content/online-training	<ul style="list-style-type: none"> • Financial Accounting using Tally Prime • Digital Marketing • Data Analytics using Spreadsheets 	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
2	Haryana State Higher Education Council : https://hshec.org/uploads/download/1679396954Short Courses001 merged compressed.pdf	As per list of HSHEC-college can start new short term courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
3	https://internshala.com	All domains with variety of courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-

4	https://www.niti.gov.in/sites/default/files/2023-01/NITI_Internship_Guidelines_17012023.pdf	All domains with variety of courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
5	Short-term Internship Program: https://nhrc.nic.in/training-programmes/short-term-internship-pr20ogramme	All domains with variety of courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
6	https://www.skillindiadigital.gov.in/sector/list?forCourse=true	All domains with variety of courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
7	Digital India Internship Scheme For Nic-Internship Scheme (Nic) https://dii.nic.in/	All domains with variety of courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
8	https://easyshiksha.com/online_courses/internship	All domains with variety of courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-

9	https://serviceonline.gov.in/serviceLinkHome.html?serviceToken=FEwDbjTidV827	All domains with variety of courses	All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
10	https://internship.aicte-india.org		All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
11	https://internship.aicte-india.org/register_new.php		All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
12	https://asd.org.in/application-form-degree.php		All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
13	Agnirva software Development Internship		All students of <ul style="list-style-type: none"> • BA-I SEM-2 • BA (G.Hon's)-I,SEM-2 B.COM-I SEM-2 • B.SC.Phy.SC-I SEM-2 B.SC.Life.Sc-I SEM-
<p>नोट: इस लिस्ट के अतिरिक्त भी छात्राएं अपने स्तर पर अपने फैकल्टी इन्चार्ज और ट्रेनिंग सुपरवाइजर की अनुमति से किसी भी organisation से इंटरनशिप ट्रेनिंग कर सकती हैं</p> <p>Contact Person for ONLINE TRAINING Query : Dr.Harsha-99964-849861 81681-81018</p>			

9. Guidelines for Students and Supervisors for Internship (इंटर्नशिप हेतु छात्रों और सुपरवाइज़र्स के लिए दिशा-निर्देश)

कॉलेज इंटर्नशिप सेल द्वारा छात्रों के लिए विश्वसनीय, प्रासंगिक एवं गुणवत्तापूर्ण इंटर्नशिप अनुभव सुनिश्चित करने हेतु उपयुक्त IPOs (Internship Providing Organizations) का चयन उपरोक्त मानकों के आधार पर किया गया है। इंटर्नशिप में शामिल होने वाले छात्रों तथा संबंधित सुपरवाइज़र्स के लिए निम्नलिखित निर्देश निर्धारित किए गए हैं :

□ छात्रों के लिए निर्देश:

1. संस्था के नियमों और समय-सारणी का पालन अनिवार्य है।
2. सभी सौंपे गए कार्यों को समय पर और उत्तरदायित्व के साथ पूरा करें।
3. इंटर्नशिप के दौरान प्रतिदिन की प्रगति को डायरी/रिपोर्ट में लिखें।
4. किसी समस्या की स्थिति में कॉलेज समन्वयक को सूचित करें।
5. गोपनीयता नीति और आचार संहिता का पालन करें।
6. इंटर्नशिप पूरी होने पर अंतिम रिपोर्ट, फीडबैक और सर्टिफिकेट जमा करें।

□ इंटर्नशिप सुपरवाइज़र के लिए निर्देश:

1. छात्रों को स्पष्ट कार्य निर्देश व मार्गदर्शन प्रदान करें।
2. साप्ताहिक प्रगति की निगरानी करें व आवश्यक फीडबैक दें।
3. कॉलेज समन्वयक से आवश्यकतानुसार संवाद बनाए रखें।
4. एक सहयोगात्मक एवं सीखने योग्य वातावरण प्रदान करें।
5. इंटर्नशिप समाप्ति पर मूल्यांकन रिपोर्ट व प्रमाणपत्र प्रदान करें।

सभी संबंधित छात्र और सुपरवाइज़र उपरोक्त निर्देशों का पालन सुनिश्चित करें। किसी भी प्रकार की शंका या सहायता के लिए इंटर्नशिप सेल से संपर्क किया जा सकता है।

इंटर्नशिप सेल संपर्क सूत्र :

Stream	Faculty Incharges
• Arts and Geography Single Major :	Dr Shashi Kala Yadav :94165-46908 Dr. Priyanka Singla : 87088-15796
• Commerce :	Dr. Anita Taneja:86076-61037
• Physical Science and Life Sciences :	Mr. Amit Bansal:94165-33304

इंटर्नशिप समन्वयक- सतीश सिंगला : 9416239895

10. Internship Training कार्यक्रम हेतु माता -पिता / अभिभावक का सहमति पत्र

सेवा में

श्रीमान प्राचार्य महोदय

राजकीय महिला महाविद्यालय

हिसार

विषय: Internship Training कार्यक्रम में प्रतिभागिता हेतु अभिभावक की सहमति।

श्रीमान जी

मैं, श्री/श्रीमती/ _____, निवासी _____

मेरी/_____ सुपुत्री कु. _____ जो कि आपके

महाविद्यालय में कक्षा में _____ रोल नो-_____

पढ़ती है, को 4 से 6 सप्ताह की Internship Training कार्यक्रम में भाग लेने की अनुमति देता /

देती हूँ। मुझे इस कार्यक्रम की प्रकृति एवं अवधि की जानकारी है तथा मैं इसके लिए पूर्ण रूप से सहमत हूँ। हम समझते हैं कि यह इंटरनशिप अनिवार्य है और इसमें यात्रा या सामान्य शैक्षणिक समय से बाहर कार्य करना शामिल हो सकता है।

हम सहमत हैं कि इंटरनशिप के दौरान किसी भी अप्रत्याशित घटना के लिए कॉलेज उत्तरदायी नहीं होगा। हम यह भी समझते हैं कि हमारे सुपुत्री को इंटरनशिप प्रदान करने वाली संस्था एवं शैक्षणिक संस्थान के नियमों एवं आचार संहिता का पालन करना अनिवार्य होगा।

हमें अपने पुत्री के इस इंटरनशिप कार्यक्रम में भाग लेने पर कोई आपत्ति नहीं है।

माता -पिता /अभिभावक का नाम:

विद्यार्थी से संबंध:

मोबाइल न.

माता -पिता /अभिभावक अभिभावक के हस्ताक्षर:

11. Application for Internship Programme : Appendix-I

1. Name of Student:

2. Fathers Name:

3. Class/Semester:

4. Programme of Admission:

5. Session:

6. CollegeRollNo:

7. UniversityRollNo:

8. StudentsId:

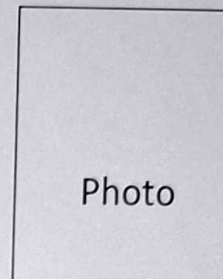
9. Mobile No:

10. EmailId:

11. Address:

12. Periodof Internship(Month sand session):

13. Internship Preferences: (वहीं Preferences भरें जो Google Form मे भरी हैं)



Sr.No.	Core-Area- इंटर्नशिप प्रशिक्षण के लिए उपलब्ध क्षेत्र	Name of Internship Providing Organization (इंटर्नशिप प्रशिक्षण देने वाले संगठन का नाम)	Location/Address
(i)			
(ii)			
(iii)			
(iv)			

Signature of the Student

Appendix-II

12. Recommendation Letter from Supervisor of GCW-Hisar to Internship Providing Organization

To

Subject: Request for 04/06 Weeks Internship of Undergraduate Students

Dear Sir/Madam

It is to inform you that NEP-2020 has made internship mandatory for all undergraduate students. Accordingly, many students have shown their interest in doing their internship at your organization as being important and impactful. I request your good self to allow our following students for internship in your organization:

S. No.	Name	Roll No.	Year Discipline
--------	------	----------	-----------------

Kindly accord your permission and convey your consent in the format of Appendix III at the earliest. It will be appreciable if one-week time is given for students to join training after confirmation.

A line of confirmation will be highly appreciated.

Yours sincerely

Sign:

Internship Supervisor

Name

M.No.

Appendix-III

13. Consent of Internship Mentor from Internship Providing Organisation

I (Name)..... having designation in the
organization

hereby extend my consent to allow the student of

Class.....Class Roll No.of College to do the internship in
the area of in this organization during

the period 4-6 Weeks /120Hours.

Mr./Ms./Mrs. or myself will act as an Internship Mentor.

Signature

Name:

Designation:

Address:

Email:

Mobile:

Seal of the Organization

Appendix-IV

14. Format of Internship Report

- A. Report of Internship for Enhancing the Employability
OR
B. Report of Internship for Developing Research Aptitude

Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Index of Contents
- v. About the Organization
- vi. Objectives of Internship
- vii. Learning/Research experiences
- viii. Learning/Research outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page:

This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced on next page and should be adhered to. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

INTERNSHIP REPORT

ON

(Title of the Internship Program Report in CAPITAL LETTERS)

By

Name of the Student

University Roll No.



Name of College : Government College for Women-Hisar

Guru Jambheshwar University of Science and Technology, Hisar

Date of submission:

Certificate /Undertaking: This is the undertaking by the student regarding originality of the report.

Certificate

“Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Undergraduate/Integrated Programme of Guru Jambheshwar University of Science and Technology, Hisar”.

Date _____

Signature of the student _____



Countersigned _____

(Internship Supervisor)

Acknowledgments: There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the Department/College/Institute
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Others

Index of Contents:

The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily.

TABLE OF CONTENTS

1. Certificate (i)
2. Acknowledgments (ii)
3. About the organization (Where internship done) (iii)
4. Objectives of Internship
5. Details of Work done
6. Learning/Research Experiences
7. Learning/Research outcomes
8. Conclusion/Summary
9. Attachments (if any)

Appendix-V

15. Internship Completion Certificate

It is certified that Mr./Ms./Mrs..... S/D/O.....

.....Class.....-----.....University Roll. No.....

of.....Government College for Women-Hisar carried out his/her internship

from..... to..... in this organization in the area of

..... Her performance

During internship was

(Satisfactory/Good/Very Good/Excellent)

Remarks, if any

Date:

Signature of Mentor

Name of Mentor

Designation:

Name of Organization:

Address:

Email:

Mobile:

Seal of the Organization

Appendix-VI

16. Evaluation Report of Internship

Credits: 4 MM: 100
Session: Pass Marks: 40

Sr. No	University Roll No.	Marks in Internship on the basis of Report and Viva-Voce examination awarded by Committee	Total Marks (100 Marks)	
			In Figures	In Words

Signature of Internship Coordinator

(Name in Capital)

Designation:

Address:

Phone No:

Signature of Internship Supervisor

(Name in Capital)

Designation:

Address:

Phone No: