

OFFICE OF THE PRINCIPAL, GOVT. COLLEGE FOR WOMEN, SHAHZADPUR
(AMBALA)

COMPOSITION AND HEIRARCHICAL STRUCTURE OF NEP INTERNSHIP CELL

Memo No. LGWSNA/1553/2025

Dated: 21-04-2025

1. **Overall Incharge-** Principal, Dr. Umesh Bharti
2. **Internship Coordinators**
Dr. Kashmir Singh
Dr. Ravi Kumar Barwal
Ms. Manisha Arora
3. **Internship Incharges**
Mr. B.G. Kapur (For Bachelor of Commerce and Master of Commerce)
Mr. Pankaj Kumar (For Bachelor of Science/Arts)
Mr. Rajesh Kumar (For Bachelor of Arts)
4. **Internship Supervisors**
Dr. Sonu
Ms. Monika
Ms. Vaneeta Sharma
Dr. Geeta Devi
Ms. Ashu
Dr. Raj Kumari
Dr. Rajni Mohil
Dr. Punam
Mr. Iqbal Singh
Ms. Shivani
Ms. Natasha
Dr. Yogita
Dr. Nirmal Singh
Dr. Charan Dass
Ms. Sonia Devi
Dr. Eena
Mr. Raj Kumar
Ms. Suman
Dr. Nandini
Dr. Yashpal

Roles and Responsibilities of various officials of Internship Cell

A. Internship Coordinators:

- ✓ Overall management of internship course
- ✓ Allocation of students to respective Internship Incharges and Supervisors
- ✓ Convene meetings of Internship Cell
- ✓ Identifying and notifying the internship opportunities and internship providing organizations in close coordination with Internship Incharges.

B. Internship Incharges:

- ✓ To work in close coordination with Internship Coordinators in identifying internship opportunities and internship providing organizations.

- ✓ To guide the Internship Supervisors about the internship opportunities and procedural work.

C. Internship Supervisors:

- ✓ To guide, counsel, facilitate students during the process of internship including documentational formalities
- ✓ To keep record of consent of Internship mentor and internship organization
- ✓ To evaluate internship reports submitted by the students
- ✓ To report to respective Internship Incharge
- ✓ To keep regular contact with Internship Mentor during the Internship period

UBhanti
Principal 21/4/25
Govt. College For Women
Shahzadpur (Ambala)