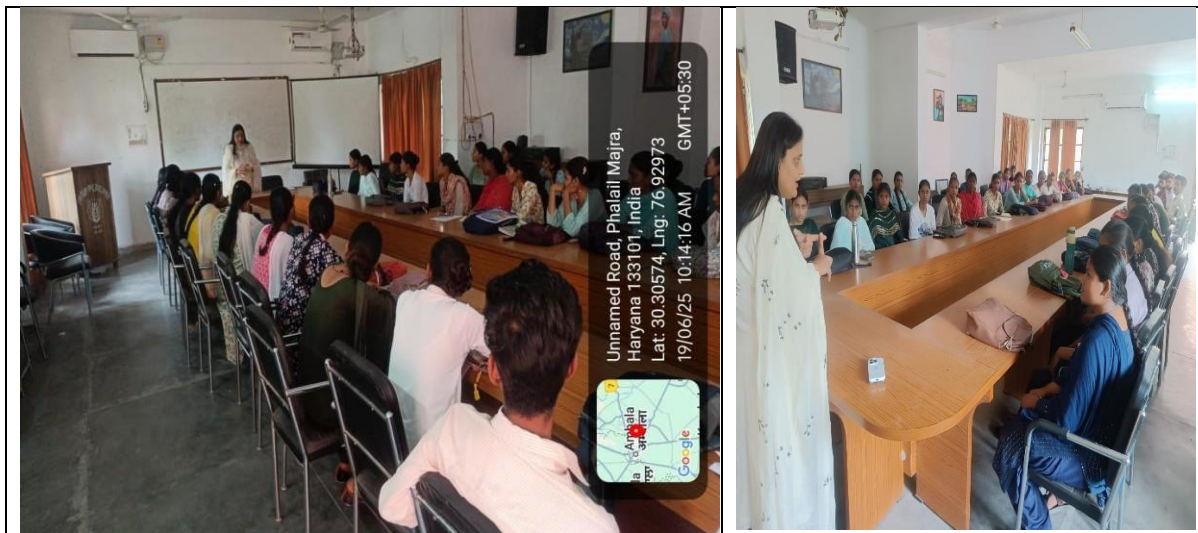


BA, B.COM, B.SC (PHY. SCI) & B.SC (LIFE SCI.) INTERNSHIP (2nd year)

2024-25



प्रेषिका

प्राचार्या

राजीव गांधी राजकीय महाविद्यालय
साहा

प्रतिष्ठा में

मुख्य चिकित्सा अधिकारी

स्वास्थ्य विभाग

अंबाला

Memo: 8602

Dated: 21/05/25

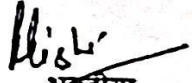
विषय :—विद्यार्थियों की सरकारी अस्पतालों/प्राथमिक स्वास्थ्य केंद्रों में चार सप्ताह की इंटर्नशिप बारे।

महोदय

उपर्युक्त संदर्भ में निवेदन है कि भारत सरकार के सद् प्रयासों से हरियाणा के कुरुक्षेत्र विद्यविद्यालय कुरुक्षेत्र के सभी महाविद्यालयों में एन ई पी लागू हो चुकी है। न्यू एजुकेशन पॉलिसी में विद्यार्थियों के सर्वांगीण विकास हेतु चार सप्ताह की इंटर्नशिप का प्रावधान है। यह इंटर्नशिप विभिन्न सरकारी संस्थाओं के अंतर्गत होनी है अतः आपसे अनुरोध है कि आप अपने अधीन सभी अस्पतालों/पीएचसी/सीएचसी केंद्रों को यह आदेश देने की कृपा करें कि वे विद्यार्थियों को अपने केंद्रों पर विभिन्न कार्यों में लगाकर चार सप्ताह की इंटर्नशिप पूरी करवाये। उन्हें सामुदायिक स्वास्थ्य केंद्रों पर उनके अनुसार कार्य प्रदान किए जाएं ताकि चिकित्सा जैसे पुनीत कार्यों के प्रति भी हमारे विद्यार्थियों में रुचि एवं कौशल जागृत हो सके।

धन्यवाद

Ranjit
Incharge


Principal भवदीया
Rajiv Gandhi Govt. College
Saha(Ambala)


Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVT. COLLEGE, SAHA

URGENT NOTICE

All students of B.Com are hereby directed to attend a meeting regarding INTERNSHIP PROGRAMME under NEP, which is compulsory for all students and part of your course. Attendance is compulsory

Venue: Room no 304

Time: 11:00 A.M

Date: 03/03/2025


Kavita
Incharge

Hishu
Principal
Rajiv Gandhi Govt. College
Saha(Ambala)


Hishu
Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

OFFICE OF THE PRINCIPAL, RAJIV GANDHI GOVERNMENT COLLEGE, SAHA

All the students of B.Com 3rd year are directed to attend the viva voce of their internship programme along with hard copy of internship report on 5th August 2025 in commerce department at 10:00 AM onwards.


Dr. Kavita Kumari

Concerned Supervisor


Principal
Rajiv Gandhi Govt. College
Saha (Ambala)

Appendix-II

Application for Internship Programme

1. Name of Student: PALAK
2. Fathers Name: MR. SUKHMINDER SINGH
3. Class/Semester: 2nd YEAR ^{4th} ~~3rd~~ SEMESTER
4. Programme of Admission: B.A.
5. Session: 2025
6. College Roll No: 1230152025
7. University Roll No: 2023089525
8. Students Id: 363574228766
9. Mobile No: 9813916446
10. Email Id: palakgcsaha@gmail.com
11. Address: V.P.O. SAHA, DISTRICT AMBALA
12. Period of Internship (Months and session): 6 WEEKS
13. Internship Preferences:

	Core-Area	Organization	Location
(i)	Basic	ZCC Computer	Saha
(ii)		Centre	
(iii)			
(iv)			



Palak
Signature of the Student

Internship Coordinator

Teacher In Charge

Name of Internship Supervisor (allocated by Teacher Incharge)

Appendix-III

Consent of Internship Mentor

I (Name).....Savita..... having designationTrainer..... in the organization ...ZCC Computer Centre Saha..... hereby extend my consent to allow the student ...Palak..... of Class B.A. IInd Year..... Roll No. 1230152025 of Department/College/Institute/ to do the internship.....Basic..... in this organization during the period.....6 weeks..... Mr./Ms./Mrs.Savita..... or myself will act as an Internship Mentor.

Signature Savita

Name: Savita

Designation: Trainer

Address: ZCC Computer Centre Saha

Email: zcccomputercentre006@gmail.com

Mobile No :- 9518082424

ZCC
Computer Education Centre
Saha- Ambala Cantt.

Seal of the Organization



**KURUKSHETRA
UNIVERSITY**

**INTERSHIP PROJECT REPORT
ON
COMPUTER APPLICATION**

**In the partial fulfilment of Requirements for the
Degree of
Bachelor of Arts
Session- 2024-25**

**Under the Supervision of :
Faculty Name:
Mr.Virender
Designation- Assistant Prof.**

**Submitted By:
Student Name- Palak
B.A.4th sem. [1230152025]**

**Submitted To:
RAJIV GANDHI GOVT. COLLEGE, SAHA**

Acknowledgement

I hereby do solemnly acknowledge that I have taken my sincerest efforts in this project.

However, it would not have been possible without the support and help of many individuals and organizations indulged along the way. I would like to extend my sincere thanks to all of them.

I am highly indebted to Mr. Virender (Assistant Professor) and for his guidance and the constant supervision as well as for providing all the necessary information to me regarding the project and also for the support in completing the project.

I would like to express my sincere gratitude towards my parents, friends for their kind cooperation and encouragement which help me in completion of this project.

I would also like to express my special gratitude for giving me such kind of attention and time. My thanks and appreciations also go to all of my colleague who formed a part in developing the project and the people who have willingly helped me out with their special abilities.

Palak

B.A. 2nd Year

12/30/15/2025

Appendix-IV

Internship Completion Certificate

It is certified that Mr./Ms./Mrs. Palak S/D/O Sukhminder Singh
.....Class B.A. 2nd Roll No 2023089525 of Department/College/Institute
Rajiv Gandhi Govt. Clg. Saha
in this organisation... ZCC Computer Centre (Saha)

On the bases of his/her regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives, a score of 46 marks out of 50 marks is awarded.

Remarks, if any Very Good

Date: 10/07/2025

ZCC
Computer Education Centre
Saha- Ambala Cantt.
Savita

Seal of the Organization

Signature of Mentor Savita

Name of Mentor Savita

Designation: Owner

Address: ZCC Computer Centre

Email: zcccomputercentre006@gmail.com

Certificate

"Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. Savita and under the supervision of Internship Supervisor Mr./Mrs./Dr. Vinod submitted as a part of the Internship Course of Undergraduate Programme of Kurukshetra University, Kurukshetra".

Date

Signature of the student

Palak

Countersigned

ZCC
(Internship Supervisor)
Saha- Ambala Cantt.

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- 2. Objectives of internship**
- 3. Duration of internship**
- 4. Activities Undertaken**
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- 6. Conclusion**
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Introduction

The internship at ZCC Computer Center, Saha focused on Basic Computer skills and knowledge. This training was intended to provide practical exposure to fundamental computer operations, MS Office tools, internet usage, and basic computer hardware understanding.

Objectives of Internship

- To understand the basics of computers and operating systems.
- To learn how to use MS Word, Excel, PowerPoint, and Paint.
- To get familiar with internet browsing and email usage.
- To gain confidence in practical computer operations.

What we learned During the Internship

In the first week, we learned how to use **Text Paint**, where we drew pictures and used different tools like pencil, brush, and shapes to create simple drawings on the computer. In the second week, we learned how to use **Notepad** to type and save short texts. In the third week, we used **WordPad**, which allowed us to type and also format text using different fonts, sizes, and colors. During the fourth week, we practiced **typing** to improve our speed and accuracy on the keyboard. In the fifth week, we started learning **Microsoft Word**, where we typed and formatted documents, changed text styles, and inserted pictures. In the sixth and final week, we were introduced to **Microsoft Excel**, where we learned about spreadsheets and how to enter data into rows and columns.

Activities Undertaken

- Introduction to computer hardware and software
- Operating system basics (Windows)
- Hands-on practice with:
 - MS Word (creating documents, formatting text)
 - MS Excel (data entry, formulas, charts)
 - MS PowerPoint (creating presentations)
 - Paint and Notepad
- Internet and Email usage
- Understanding cyber safety basics

Learning Outcomes

- Gained hands-on experience in basic computer applications.
- Improved typing and document formatting skills.
- Learned how to prepare presentations and simple spreadsheets.
- Became comfortable using the internet for research and communication.

Conclusion

This internship helped me gain essential computer skills and built a strong foundation for future academic and professional growth. The training was informative and enhanced my confidence in using digital tools efficiently.