

# MAHARAJA AGRASEN MAHAVIDYALAYA, JAGADHRI

Sr. No. 2154

Date:-12-02-2026

## OFFICE-ORDER

As per NEP Internship Guidelines KUK, the below mentioned staff members are appointed as Teacher Incharges & Internship Supervisor for the following UG & PG Programme for the session 2025-2026.

Name of Programme	Name of Internship Supervisor
<b>Grant-in-Aid Courses</b>	
B.Com IVth Sem.(General) (Teacher Incharge- Dr. Seema Gupta) <i>Seema</i>	Dr. Anita <i>Anita</i> Dr. M.L. Singla <i>M.L. Singla</i>
B.A. IVth Sem. (Teacher Incharge- Dr.V.S. Dhillon) <i>V.S. Dhillon</i>	Ms. Punam Garg <i>Punam Garg</i> Ms. Seema Jain <i>Seema Jain</i>
<b>Self-Finance Courses</b>	
B.Com IVth Sem.(Computer Application) (Teacher Incharge- Dr. Seema Gupta) <i>Seema</i>	Ms. Raksha <i>Raksha</i>
BBA IVth Sem. (Teacher Incharge- Ms. Sheetal) <i>Sheetal</i>	Ms. Sheetal <i>Sheetal</i>
BCA IVth Sem (Teacher Incharge- Mr. Randeep) <i>Randeep</i>	Ms. Shallu <i>Shallu</i> Ms. Ramanpreet <i>Ramanpreet</i>
M.Com IInd Sem. (Teacher Incharge- Ms. Heena) <i>Heena</i>	Ms. Heena <i>Heena</i>
MA Hindi II Sem. (Teacher Incharge- Dr. Usha Devi) <i>Usha</i>	Dr. Usha Devi <i>Usha</i>
MA Economics II Sem. (Teacher Incharge- Dr. Usha Devi) <i>Usha</i>	Dr. Usha Devi <i>Usha</i>

### **Duties of Teacher Incharge**

- To coordinate with the Internship Supervisor.
- To facilitate and to guide students for internship.
- To explore, reach out to, and sign a Memorandum of Understanding (MOU) with local businesses, Govt./SemiGovt./PSUs, research organizations, NGOs, HEIs, etc
- To keep a record of students' internship enrollment, place of internship, evaluation of internship and will submit the final awards of internship course on the university portal.
- To allocate internship supervisors depending upon the number of students and regular faculty members available in the College by 20<sup>th</sup> February 2026.

### **Duties of Internship Supervisor**

- The Internship Supervisor will guide, counsel, facilitate the students during the process of exploring the interest areas of internship and possible places for doing the internship accordingly.
- S/he will monitor and supervise the student(s) during the internship period.
- The Internship Supervisor will also keep the record of the consent of internship Mentor and the organization, awards submitted by Internship Mentor and the report of the internship submitted by the student(s).
- It is desirable that the Internship Supervisor should conduct a short duration formal meeting, either in online or offline mode, at least once during the internship with the Internship Mentor.
- S/he will also evaluate the internship reports of the students allotted to her/him for rest of 50% of the score and shall submit the total awards of internship course to the concerned Teacher Incharge of the internship cell.

*[Signature]*  
Offg. Principal

*[Signature]*  
Internship Coordinator