



रामलाल आनंद कॉलेज

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NOTICE

Call for Applications: Principal Internship for "Digitizing Alumni Records"

The Alumni Committee is pleased to announce the Principal Internship for the current academic session 2025-26. Under this program, a group of students will be selected to assist in digitizing alumni records as part of the college's initiative to strengthen its alumni database.

Roles & Responsibilities:

- Assist in the collection, organization, and digitization of alumni data from college records in hard copy.
- Coordinate with the Alumni Committee convener and department representatives for accurate record compilation.
- Help in verifying, updating, and maintaining alumni details in the digital database.
- Contribute to structuring the alumni data for future outreach, networking, and communication with the alumni.
- Need to work 12-15 hours per week for the work assigned.

Five selected students will receive a stipend of ₹ 3,000 per month for their contributions as part of the Principal Internship.

Eligibility:

- Open to 1st and 2nd Year students of the college.
- Students with basic knowledge of data handling, MS Excel, or digital documentation are encouraged to apply.

Selection Criteria

- Good attention to detail and ability to handle data accurately and systematically.
- Familiarity with spreadsheets, scanning tools, or basic digitization tools.
- Commitment and responsibility, along with willingness to coordinate with the Alumni Committee and meet deadlines.
- Previous experience in data entry, digitization projects, or documentation work will be an added advantage.

Application Process:

Interested students are requested to register using the link provided below. Selection of students will be based on a personal interview, and shortlisted candidates will be informed about the interview schedule in due course. The last date to register is Tuesday, 7th October 2025.

This is an excellent opportunity to gain hands-on experience in data management and institutional record-keeping, while contributing to a key initiative that aims to strengthen our alumni network.

Registration Link: <https://forms.gle/ygyKNF7Zny9akyfp6>

For further details, contact:

Ms. Sakshi Taresh Khanna, Convener, Alumni Committee


Prof. Rakesh Kumar Gupta
Principal