



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय

बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi

NAAC Accredited A+

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NOTICE

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

The Alumni Committee is pleased to announce the Principal Internship for the current semester. Under this program, two students will be selected to assist in digitising alumni records as part of the college's initiative to strengthen its alumni database.

Roles & Responsibilities:

- Assist in the collection, organisation, and digitisation 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 and networking.
- Assist in the organisation of the Alumni Meet.

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

Eligibility:

- Open to 1st, 2nd, 3rd Year students of the college.
- Students with basic knowledge of data handling, MS Excel, or digital documentation are encouraged to apply.
- Good attention to detail and ability to handle data accurately and systematically.
- Familiarity with spreadsheets, scanning tools, or basic digitisation tools.
- Commitment and responsibility, along with willingness to coordinate with the Alumni Committee and meet deadlines.
- Previous experience in data entry, digitisation 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.

Last Date for filling the form: 28th August 2026, Friday

Link to Register: <https://forms.gle/ygyKNF7Zny9akyfp6>

Interview Date: 1st September 2026, Tuesday at 11:00 am in CS Faculty room.

In case of any queries, you may contact: **Ms Sakshi Taresh Khanna**, Convener, Alumni Committee


Prof. Rakesh Kumar Gupta
Principal