

हंसराज महाविद्यालय

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HANS RAJ COLLEGE

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NAAC ACCREDITED 'A++' GRADE COLLEGE

Ref: HRC/219

12.06.2026

NOTICE

Administrative Internship Programme 2026

Applications are invited from undergraduate students of Hansraj College for the **Administrative Internship Programme 2026**, an initiative of the **Internship Cell in collaboration with the College Administration**. The programme provides students with an opportunity to gain practical exposure to institutional administration, governance, coordination, and organizational management while contributing to various administrative activities of the College.

The detailed programme brochure containing eligibility criteria, internship structure, duration, responsibilities, benefits, and other terms & conditions is enclosed with this notice.

Last Date for Submission of Applications: 18.06.2026

Prof. (Dr.) Rama
Principal

HANSRAJ COLLEGE

University of Delhi

ADMINISTRATIVE INTERNSHIP PROGRAMME

Issued by:
Internship Cell, Hansraj College
In Collaboration with the College Administration

ABOUT THE PROGRAMME

The Administrative Internship Programme is an institutional initiative of Hansraj College aimed at strengthening administrative processes through active student participation. The programme seeks to integrate student-driven perspectives and innovative approaches into the functioning of the college administration while providing practical exposure to governance, administration, coordination, and organizational management within a higher educational institution.

The programme offers students an opportunity to contribute meaningfully to institutional development while gaining hands-on experience in professional administrative environments.

Google Form Link

Job Description

1. SUMMER ADMINISTRATIVE INTERN (Full-Time)

Duration:
June - July 2026 (1 Month)

Mode of Engagement: Offline / On-Campus

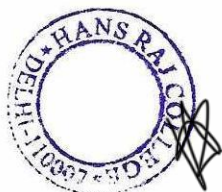
Nature of Internship: Full-Time Administrative Internship

Role Overview

Summer Administrative Interns will work closely with administrative offices and departments of the college to support day-to-day institutional operations and administrative initiatives.

Key Responsibilities

- Assist administrative departments in daily operational activities.
- Support documentation, record management, and reporting processes.
- Assist in data collection, compilation, and administrative research.
- Coordinate with various departments for institutional requirements.
- Support execution of administrative meetings, events, and initiatives.
- Assist in student engagement and communication activities.
- Contribute ideas and suggestions for improving administrative efficiency.



Eligibility

- Undergraduate students currently enrolled in Hansraj College.
- Strong communication and organizational skills.
- Ability to work in a professional and disciplined environment.
- Basic proficiency in digital documentation tools is desirable.

Working Structure

- Interns shall maintain regular physical presence on campus.
- Work shall be supervised by designated administrative mentors.
- Responsibilities may vary depending on departmental requirements.
- Periodic performance reviews may be conducted.

Benefits

- Stipend/Honorarium as per institutional norms.
- Internship Completion Certificate issued by Hansraj College.
- Practical exposure to institutional administration and governance.
- Opportunity to contribute directly to college development initiatives.

2. SEMESTER ADMINISTRATIVE INTERN

(Part-Time)

Duration:

August - October 2026 (3 Months)

Mode of Engagement: Offline / On-Campus

Nature of Internship: Part-Time Administrative Internship

Role Overview

Semester Administrative Interns will support project-based and operational administrative activities while balancing academic commitments. The internship is designed to encourage continuous student participation in institutional processes and administrative development initiatives.

Key Responsibilities

- Assist in departmental projects and administrative assignments.
- Support data management, documentation, and record maintenance.
- Assist in preparation of reports, presentations, and institutional records.
- Support student outreach, communication, and coordination activities.
- Contribute to process improvement initiatives and operational planning.
- Assist in event support and departmental coordination when required.
- Undertake additional administrative responsibilities assigned by supervisors.

Eligibility

- Undergraduate students currently enrolled in Hansraj College.
- Strong communication, time-management, and organizational abilities.



- Ability to work independently while meeting assigned deadlines.
- Professional conduct and commitment to institutional objectives.

Working Structure

- Interns shall be assigned specific tasks, projects, and departmental responsibilities.
- Work schedules shall be designed to accommodate academic commitments.
- Interns shall report to designated administrative mentors and supervisors.
- Regular reviews shall be conducted to assess progress and contribution.

Performance Evaluation & Stipend

The stipend/honorarium for Semester Administrative Interns shall be performance-linked and may be determined on the basis of:

- Attendance and punctuality.
- Timely completion of assigned tasks.
- Quality of work and deliverables.
- Professional conduct and responsiveness.
- Contribution towards departmental objectives.
- Evaluation by designated supervisors.

Benefits

Performance-linked stipend/honorarium as per institutional norms.

- Internship Completion Certificate issued by Hansraj College.
- Practical exposure to administrative operations and institutional management.
- Opportunity to develop professional, organizational, and leadership skills.

GENERAL CONDITIONS

- Interns shall maintain confidentiality regarding institutional information and records.
- All interns shall adhere to college rules, regulations, and administrative decorum.
- Continuation of the internship shall be subject to satisfactory performance and conduct.
- The number of positions and departmental allocations may vary depending on administrative requirements.
- The college reserves the right to modify operational aspects of the programme as required.

For any queries regarding the programme, candidates may contact the Internship Cell, Hansraj College.

