**Internship Report**

**Internship at: Higher Education Commission (HEC), Pakistan**  
**Internship Period: 6th August 2024 - Present**

**Intern's Name:** Ubaid Bin Waris  
**Department(s):** HR Department & IT Division  
**Internship Supervisor:** Hassan Gondal Sir

**1. Introduction**

During my internship at the Higher Education Commission (HEC) of Pakistan, I had the opportunity to work in both the HR department and the IT division. This report provides a summary of my contributions, the skills I developed, and the insights I gained during this period.

**2. Work Experience**

**2.1 HR Department**

In the HR department, I was involved in various administrative tasks, including:

* Participating in the hiring processes.
* Assisting with employee extensions.
* Managing employee records and file management.

**2.2 IT Division (Web Development)**

In the IT division, I was responsible for designing and developing web pages for various HEC portals. The following is a list of the pages I contributed to:

* **hec.gov.pk** (Home Page)
* **eservices.hec.gov.pk** (Login Page)
* **etc.hec.gov.pk** (Home Page)
* **eservices.hec.gov.pk** (Home Page)

Additionally, I built my own resume using HTML and CSS, which further enhanced my frontend development skills.

**3. Learnings and Skills Acquired**

During my internship, I learned and improved on the following:

* **HTML & CSS:** I gained hands-on experience in frontend development, particularly in web design.
* **Web Development:** By working on multiple HEC webpages, I strengthened my knowledge in creating responsive and user-friendly designs.
* **Observations:** I noticed several recurring issues, especially within the degree attestation process. Common problems included:
  + Incorrect data inputs.
  + Wrong degrees being attested.
  + Users forgetting passwords or having their accounts blocked.

**4. Attendance Record**

My attendance record during the internship period is as follows:

|  |  |
| --- | --- |
| **Week** | **Attendance** |
| Week 01 | 4 Days |
| Week 02 | 3 Days |
| Week 03 | 2 Days |
| Week 04 | 4 Days |

**5. Conclusion**

I am grateful for the opportunity to intern at HEC. This experience has allowed me to contribute to real-world projects, develop new skills, and gain valuable insights into the functioning of both the HR and IT departments. I believe that the knowledge and experience I have acquired will significantly benefit my future career.