



ManavRachna Educational Institutions

NAAC ACCREDITED 'A++' GRADE UNIVERSITY

Academic Session 2023-24

Internship Notification Form

OVERVIEW

Name of the Department/ Campus Unit	SLM PG, MRIIRS
Website / Other source of Information	www.
Profile Type (Teaching/ Non Teaching)	Non teaching Assistant
Brief write-up on the Department (50 to 75 words)	Established in 2009, the School of Leadership and Management (SLM) operates under the umbrella of Manav Rachna International Institute of Research and Studies (MRIIRS), formerly known as MRIU, an esteemed 'A++' Grade NAAC Accredited Deemed-to-be-University under the UGC Act (1956). Recognized and accredited by prestigious institutions, SLM is committed to delivering a high-quality education that combines industry exposure with academic rigor. We attribute the success of our students to their hard work and a strong mentoring system that we have established, where each student receives inputs from facultyindustry- peers, and alumni. Our core objectives include fostering self-enhancement and ethical values. We aim to maximize potential and leadership skills, promote corporate social responsibility through active participation in larger systems, empower individuals through participatory power, and ensure transparent and effective governance.

JOB PROFILE

Designation	Academic coordinator
Job Description	The academic coordinator would be required to assist the designated research / academic chairs in various academic activities such as <ul style="list-style-type: none">• Research book keeping• Course files• Scholar files• SLM Journal updation and revision• Newsletter updation and revision

Skills Required	The candidate should be academically inclined with <ul style="list-style-type: none"> • Decent academic record –First class > 65% grade • Advanced proficiency in MS EXCEL • Good writing skills • Committed
Place of Posting	SLM PG T BLOCK FIRST FLOOR
Duration of Internship (Start and End Date)	
SALARY DETAILS	
Minimum No. Of Hours (As required by the department)	40 hrs/month, MAX
Training Period	5 hrs
Stipend paid during training	YES
Bond or Service Contact (If yes, give details)	Yes (in form of joining letter)
ELIGIBILITY	
Eligible Courses/Branches	PG

MRIMPACT

Dr Soma Arora