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| Manav Rachna Educational Institutions*NAAC ACCREDITED `A++' GRADE UNIVERSITY* **Academic Session 2023-24** |
| **Internship Notification Form** |
|  **OVERVIEW** |
| Name of the Department/ Campus Unit | Electronics and Communication Engineering |
| Website / Other source of Information |  |
| Profile Type (Teaching/ Non Teaching) | Non-Teaching |
| Brief write-up on the Department (50 to 75 words) | The Department of ECE, MRU is a dynamic and innovative academic unit committed to excellence in teaching, research, and service. The Department is seeking a motivated and detail-oriented student intern to assist with various non-teaching tasks. This internship provides a valuable opportunity to gain practical experience in a dynamic academic environment, contributing to the department's administrative, research, and outreach activities. |
| **JOB PROFILE** |
|  Designation | Intern |
| Job Description |  **Administrative Support**: Filing, data entry, event organization and management  **Outreach and Communication**: Creating promotional materials, managing notice boards and lab related materials.  **Special Projects**: Assisting with various departmental initiatives. |
| Skills Required | Strong organizational and communication skills, Proficiency in Microsoft Office. |
| Place of Posting | H Block Third Floor, ECE Department, MRU |
| Duration of Internship (Start and End Date) | 22 July 2024 to 22 November 2024 |
| **SALARY DETAILS** |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period  | **5 hrs** |
| Stipend paid during training | **No** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** |
| Eligible Courses/Branches  | **UG/PG** |

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