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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 | Dr O P Bhalla Foundation |
| Website / Other source of Information | https://dropbhallafoundation.org/ |
| Profile Type (Teaching/ Non Teaching) | Non teaching |
| Brief write-up on the Department (50 to 75 words) | Dr O P Bhalla Foundation is a non-profit organization and a multi-specialty philanthropic institution which tackles various social issues in the community by engaging the youth through various initiatives, campaigns and social programs to transform them into Social Leaders of the Nation.  Dr O P Bhalla Foundation aims to bring positive social change through inclusive growth and development of various community stakeholders. Established in 2014 under the aegis of the Manav Rachna Group of Institutions, Dr. O P Bhalla Foundation combines the efforts of youth, educationists and visionaries to help the Nation. |
| **JOB PROFILE** | |
| Designation | Website Designing Intern |
| Job Description | Assist in designing and developing website layouts, graphics, and user interfaces based on project requirements and design principles. Content Management: Update website content, including text, images, and multimedia elements, using content management systems (CMS) such as WordPress or Drupal. Responsive Design: Ensure website designs are responsive and optimized for various devices and screen sizes. User Experience (UX) Improvement: Contribute to improving the user experience of the website by implementing user-friendly navigation, intuitive interfaces, and clear calls-to-action. Testing and Debugging: Conduct testing and debugging of website functionalities to identify and resolve issues or bugs. Collaboration: Collaborate with cross-functional teams, including marketing, content, and IT, to align website design with organizational goals and objectives. Stay Updated: Stay informed about industry trends, best practices |
| Skills Required | Web Design Tools: Proficiency in web design tools such as Adobe Dreamweaver, Sketch, or Figma. HTML/CSS/Wordpress Knowledge: Basic understanding of HTML and CSS for website development. Content Management Systems (CMS): Familiarity with CMS platforms like WordPress or Drupal for website maintenance. User Experience (UX) Design: Understanding of UX principles and ability to improve website usability. Collaboration: Capacity to collaborate with cross-functional teams, including marketing and IT, to align website design with organizational goals. Problem-Solving: Ability to identify and resolve website design issues and bugs effectively. |
| Place of Posting | B Block , MR Campus |
| Duration of Internship (Start and End Date) | July 2024 to Sep 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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