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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 | Graphic Design Intern |
| Job Description | Design Creation: Assist in creating graphics, illustrations, and other visual elements for digital and print materials, including social media posts, presentations, posters, flyers, and infographics. Brand Consistency: Ensure consistency in design elements and branding guidelines across all materials. Creative Collaboration: Collaborate with team members to brainstorm ideas, conceptualize designs, and contribute to creative projects. Software Proficiency: Utilize graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or equivalent tools to create high-quality designs. Feedback Incorporation: Incorporate feedback from team members and stakeholders to refine and improve design concepts. Project Management: Manage multiple design projects simultaneously, ensuring timely completion and adherence to deadlines. Stay Updated: Stay updated on industry trends. |
| Skills Required | Adobe Creative Suite Proficiency: Competency in using software such as Photoshop, Illustrator, and InDesign for graphic design. Creativity: Ability to generate innovative design concepts and solutions. Attention to Branding: Understanding of branding guidelines and ability to ensure consistency across designs. Communication: Strong communication skills to collaborate effectively with team members and incorporate feedback. Time Management: Capability to manage multiple design projects simultaneously and meet deadlines. Portfolio Development: Prior experience in developing a portfolio showcasing design work. |
| Place of Posting | B Block , MR Campus |
| Duration of Internship (Start and End Date) | July 2024 to Dec 2024 |
| **SALARY DETAILS** | |
| Minimum No. Of Hours (As required by the department) | **30 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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