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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 | Internal Quality Assurance Cell, MRIIRS |
| Website / Other source of Information | https://mriirs.edu.in/about-iqac/ |
| Profile Type (Teaching/ Non Teaching) | Non Teaching |
| Brief write-up on the Department (50 to 75 words) | Internal Quality Assurance Cell has been established under the Chairmanship of the Vice Chancellor, as per norms of the National Assessment and Accreditation Council (NAAC) to take quality initiatives for improving academic and administrative performance of the institution.  The prime task of the Cell is to develop a system for conscious, consistent and catalytic improvement in the overall performance by channelizing its efforts and taking measures towards promoting the holistic academic and administrative excellence of the units. Some of the major purposes of IQAC include development and application of quality parameters and organization of activities relating to enhancement of educational quality. The cell is engaged in evolving mechanisms for timely, efficient and progressive performance of the various academic and administrative units of the universities. IQAC deliberates over every aspect of quality relating to all the quality indicators, both in its concept as well as execution in the minutest detail. |
| **JOB PROFILE** |
|  Designation | IQAC Report/Content Writer |
| Job Description | A highly motivated IQAC Report/Content writer with excellent organizational and editing skills, who possesses the ability to produce timely, accurate and engaging reports. The person shall be responsible for collecting, analyzing and summarizing raw data & comprehensive information into written reports. |
| Skills Required | Analytical Skills to analyze the collated IQAC data and draw meaningful conclusions; Report Generation for events/data insights/annual reports/newsletters (Structuring of Reports, the inclusion of relevant information highlights, incorporations of visuals like pictures, charts & graphs, and writing analysis, Write, revise, and/or edit reports as needed); Data Management while ensuring accuracy and reliability (Keen eye for detail and accuracy); Collaboration, Communication and interpersonal skills; Technical Proficiency (Excel, Microsoft Word, Powerpoint, etc); Ability to work well in a fast-paced and changing environment, and meet strict deadlines. |
| Place of Posting | Internal Quality Assurance Cell, T-Block, MRIIRS |
| Duration of Internship (Start and End Date) | August 2024 to November |
| **SALARY DETAILS** |
| Minimum No. Of Hours (As required by the department) | **20 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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