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| Manav Rachna Educational Institutions*NAAC ACCREDITED `A++' GRADE UNIVERSITY* **Academic Session 2024-25** |
| **Internship Notification Form** |
|  **OVERVIEW** |
| Name of the Department/ Campus Unit | School of Commerce |
| Website / Other source of Information | manavrachna.edu.in |
| Profile Type (Teaching/ Non Teaching) | Teaching and Non-Teaching Both |
| Brief write-up on the Department (50 to 75 words) | School of Commerce (SoC) commenced in July 2013, formerly as the Faculty of Commerce and Business Studies. The school offers four programs: M.Com with CPA, B.Com (Honors), B.Com (Honors) with ACCA courses, and Ph.D with the latest industry-ready curriculum, which is kept regularly updated as per the requirements of recruiters and stakeholders.There is an excellent thrust on practical applications. We provide a highly interactive learning environment so that the students get a complete feel for the subject and get fully involved in its application.One of our key areas of strength is a highly qualified, experienced, committed, and professionally oriented faculty. Most of them are doctorates or engaged in doctoral research.Apart from rigorous classroom teaching, the students are given online practical assignments, and there are regular mentoring sessions for students to discuss and resolve academic problems individually. |
| **JOB PROFILE** |
|  Designation | Research Intern |
| Job Description | A research internship typically involves various tasks and responsibilities that support the school's research activities. Some job responsibilities of a research intern are as follows:1. Literature review:
* Conducting a comprehensive review of existing literature related to the research topic.
* Summarize findings and identify research gaps in the current knowledge base.
* Maintain an organized bibliography.
1. Data Collection
* Assist in designing surveys, experiments, and other data collection methods
* Ensure ethical and accurate data collection.
1. Data Analysis:
* Process and analyze collected data using statistical software.
* Interpreting results and identifying patterns.
1. Report Writing:
* Draft sections of research reports, papers, and presentations
* Summarize research findings and contribute to the development of conclusions and recommendations
1. Project management:
* Work closely with research supervisors, faculty, and senior researchers.
* Participate in team meetings and contribute to discussions about research design and methodology.
1. Presentation and Communications:
* Prepare material for presentations and conferences.
* Communicate complex concepts and findings clearly and effectively.
1. Administrative Support
* Perform administrative tasks such as scheduling meetings, organizing files, etc.
* Assist with grant writing and funding projects
1. Ethics and compliances:
* Ensure adherence to ethical guidelines and regulatory requirements in research
* Maintain confidentiality and integrity in research
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| Skills Required | The candidate should have good communication skills and can represent the department in a better way to fulfill the requirements. Major skills required are:1. Analytical Skills
2. Critical Thinking
3. Technical Skills
4. Research Skills
5. Communication Skills
6. Organizational Skills
7. Collaboration and Teamwork
8. Problem Solving Skills
9. Technical Writing
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| Place of Posting | MRIIRS |
| Duration of Internship (Start and End Date) | July’ 2024 to June’ 2025 |
| **SALARY DETAILS** |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period  | **5 hrs** |
| Stipend paid during training | **Yes as per University Norms** |
| Bond or Service Contact (If yes, give details) | **Yes (in the form of joining letter)** |
| **ELIGIBILITY** |
| Eligible Courses/Branches  | **UG Qualified/PG pursuing** |

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