# C. V. Raman Polytechnic, Bhubanenswar
## Job Description for Assistant Professor
### (Computer Sc, Electronics & Telecom, Civil, Electrical, Mechanical, Mechatronic, Basic Sc. & Humanities)

**Who We Are**

Established in the year 2005, C.V Raman Polytechnic has become a progressive institution in Odisha, setup to promote the highest standards of technical education in the state. The institution aims at moulding a new breed of technocrats with the competitive edge to match both national and international standards. The college aims at educating the students to become not only competent professionals but also excellent human beings, who would contribute towards the welfare of the society and help in raising the quality of life of the society.

This institute approved by AICTE, New Delhi & affiliated to SCTE&VT, Bhubaneswar and also ISO 9001-2015 Certified. With 28 Centres of Excellence set up in collaboration with industry leaders across the board, the Polytechnic today has over 20 start-ups working under its AIC & TBI incubation centre are also available in the campus under the guidance of CGU for up grading the skill.

**Our Accreditations:**

- CVRP produces "Skill Champion in world Skill competitions" by Govt. of Odisha/India Skill competitions in 2021-24

**Our Vision:**

To emerge as a global leader in the area of technical education commensurate with the dynamic global scenario for the benefit of mankind.

**Our Mission:**

To work collaboratively with the Technical Institutes / Universities / Industries of National and International repute. To keep abreast with latest technological institutions, distinctive characteristics are reflected through its goals and objectives.

**What We Offer**

- Diploma Courses        : 06 Branches

    1. Civil Engg
    2. Computer Sc. & Engg
    3. Electrical Engg
    4. Electronics & TC Engg
    5. Mechanical Engg
    6. Mechatronics Engg

The Faculty of Engineering, C.V. Raman Polytechnic are highly qualified and skilled, and remained committed to bringing about rapid transformations. In the field of technical education CVRP imparts high quality education and training through its highly experienced, well qualified & competent faculty, well-equipped smart class rooms, world class labs and unbeatable Centres of Excellence.

**Where You Come In**

We are looking for an energetic and dynamic pedagogue with a demonstrating mind-set to combine scholarly achievements, teaching excellence and service to the Polytechnic and Community for the position of Assistant Professor in the Faculty of Polytechnic.

**Duties & Responsibilities**

I.      **Teaching Learning Experience**

You are required to contribute directly to Diploma programmes through teaching, conducting Laboratory experiments, student mentoring and supervision of student projects. Prepare, deliver and assess a range of Departmental subjects at Diploma levels. This will extend to supporting innovation in teaching, transnational and digital provision of programmes, and new technologies as needed. This includes, but is not limited to:

- Teaching of Theory subjects and conducting Practicals of the discipline as assigned by Principal / HoD and remedial classes for poor performing students.
- Maintaining Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports, Mentoring etc.
- Duties connected with the conduct of Admission, PTM, Examination, Invigilation, and Evaluation of answer-sheets of the students.
- Supervising Diploma student projects.
- Conducting Seminars/ Workshops/ EDP / FDP / IIC etc.
- Develop Learning materials / Resource materials / Video Lecture / Laboratory manual for Theory and Laboratory classes.
- Accompany students in Industrial Study Visit / Industrial training of the students.
- Enhance Professional Development Skills for teaching.
- Perform Student Counseling and act as a Mentor to students.
- Perform different Placement related activities.
- Guiding students for Innovation, Entrepreneurship, Start-up and Hackathon, etc.
- Perform various work related to maintenance and upkeep of Equipment, Laboratories, Buildings and other institution assets.
- Publication of Technical papers / Journals, and attend EDP / FDP / SWAYAM/ VIRTUALLABs etc.
- Remain in charge of additional responsibility of the institution such as Library/Hostel/Examination etc and extracurricular activities such as Games & Sports, Cultural Association, Eco Club, Idea lab etc.

II.     **Skill Upgradation, Research and IRG**

- Preparation and submission of Project Proposal for funding to the Institute from External Sources and other resource mobilization for the Institute.
- Participating in refresher courses for up-dating of knowledge and skill.
- Planning for procurement of Tools and equipment of Laboratory / Department / Sections wherever assigned.
- Perform duties connected to supervision/internal inspection/NBA/QCI/counselling of different works at other departments wherever assigned.
- Perform different Consultancy work for IRG and works on different industrial and socially relevant

projects as assigned.

- R&D work on Industrial problems and Projects and other works for the promotion of Industry Institute Interface/Linkage.

- Conduct Employment generating/ Skill development Training Programme for unemployed youth wherever assigned.

III. **Service and Contribution to Organization, Society and others**

- Interim strategic planning, quality review and improvement processes and external programme accreditations.

- Involvement with appropriate professional institution(s) and associated initiatives.

- Conducting Awareness Programs on Career opportunities.

- Perform various extra duties assigned by Organization / SCTE&VT, Odisha / DTE&T, Odisha / SD&TE Department.

- Participation in various committees

- Dissemination of information for student's development and community development.

- Perform any other work in the interest of the Institution / Organization / Public duty as assigned by the Principal/Head of the Department (HOD)/Undertake administrative functions related to the activities of the Departments.

**Who Are We Looking For**

- First Class (60%) career through-out.

- **For Engineering / Technology :**

  Person having First Class Bachelor's degree in Engineering / Technology in the relevant branch or equivalent. If the candidate has a First Class Master's degree in Engineering / Technology or equivalent is required at Bachelors and Masters level from an Indian University, or an equivalent degree from an accredited foreign university.

- **For Basic Science & Humanities:**

  Person having First class Master's degree in appropriate subject with First Class or equivalent at Bachelor's or Master's level.

- **Additional Qualification :**

  Candidate having additional qualification with a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D.Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be considered in getting more weightage.

**What We Expect from You as an Assistant Professor:**

High Professional Standards which promote and demonstrate Diploma core values of Excellence, People Focused, Partnership Working.

For more details,visitus at -       https://www.cvrp.edu.in

**Want to be a part of our Diploma Institution?**

Please share your updated CV / Resume at  recruitment@cgu-odisha.ac.in and apply on https://recruitment.cgu-odisha.ac.in/. We eagerly await to hear from you.