

C.V. Raman ITI

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040097244

Job Description for Principal (ITI)

Who We Are

CV Raman Industrial Training Institute (ITI) is a premier institution dedicated to providing industry-oriented technical education and skill development programs. The institute aims to equip students with the practical skills and knowledge required for employment in various sectors, fostering the growth of a skilled workforce in the country. Named after the renowned physicist, Dr. C.V. Raman, the institute is focused on providing high-quality education in alignment with national standards for vocational training.

What We Offer

- Engineering & Non-engineering Trades
- Computer & IT Courses
- Vocational Guidance and Counselling
- Placement and Apprenticeship Programs
- Short-Term Skill Development Programs

Where You Come In

As a Principal of our ITI at C.V. Raman, you will drive academic excellence, instill discipline, and create a nurturing environment that empowers students to excel in technical fields.

As the leader of this institute, you'll set the tone for innovation, integrity, and continuous improvement, building a legacy that resonates with institution's commitment to excellence in education and community engagement.

The Principal of an Industrial Training Institute (ITI) holds a key leadership role in ensuring the effective administration, management, and operation of the institution. The Principal is responsible for the overall academic and administrative activities and plays a critical role in shaping the future of the institution. Below are the key roles and responsibilities of a Principal in an ITI:

Duties & Responsibilities

1. Academic Leadership

- **Curriculum Design & Implementation:** Ensure that the training programs and courses offered are in line with industry standards and the latest technological advancements. Oversee the effective implementation of the National Council for Vocational Training (NCVT) or State Council for Vocational Training (SCVT) curriculum.
- **Quality Assurance:** Monitor and evaluate the quality of training delivered, ensuring that students receive education and skills that meet industry needs. Implement measures to improve teaching and learning outcomes.
- **Faculty Management:** Recruit, train, and motivate faculty members. Conduct regular staff meetings to discuss curriculum updates, teaching methods, and performance evaluations. Encourage faculty to attend workshops, seminars, and conferences for professional development.

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- **Student Support:** Ensure that students receive high-quality education and training, addressing their academic and vocational needs. Provide counselling and career guidance services to students to help them make informed decisions about their future career paths.

2. Administrative Oversight

- **Daily Operations:** Oversee the day-to-day functioning of the ITI, ensuring that all administrative tasks are completed efficiently and within deadlines. Manage the institution's timetable, class schedules, and academic calendar.
- **Financial Management:** Responsible for the budgeting and financial planning of the institution. Ensure that funds are allocated appropriately for infrastructure, training equipment, faculty development, and student support services.
- **Regulatory Compliance:** Ensure that the ITI adheres to all statutory and regulatory requirements as outlined by the Directorate General of Training (DGT) or relevant educational authorities. Prepare and submit reports and documentation for accreditation, inspections, and audits.
- **Resource Management:** Oversee the maintenance and upgrade of physical infrastructure, including classrooms, workshops, laboratories, and other training facilities. Ensure that the institution is adequately equipped with the tools, equipment, and materials necessary for effective training.

3. Industry & Community Engagement

- **Industry Partnerships:** Establish and maintain strong ties with local industries, businesses, and organizations to ensure that the training provided is aligned with industry needs. Organize internships, apprenticeships, and industry visits for students.
- **Skill Development Programs:** Collaborate with industry stakeholders to design and implement short-term skill development programs, certification courses, and workshops that can increase employability and entrepreneurship among students.
- **Community Outreach:** Engage with the local community to raise awareness about the ITI's offerings and the importance of vocational education. Foster a relationship with local government bodies, non-governmental organizations (NGOs), and other educational institutions to promote skill development initiatives.

4. Staff and Student Welfare

- **Staff Development:** Organize and promote professional development programs for faculty and staff to enhance their skills, knowledge, and teaching methodologies. Foster a positive working environment.
- **Student Welfare:** Oversee student welfare activities, including counselling, extracurricular activities, sports, and cultural programs. Ensure that a safe and supportive environment is maintained for students.
- **Disciplinary Oversight:** Enforce discipline and code of conduct within the institution. Address student grievances, ensuring fair treatment and resolution of issues in a timely manner.

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5. Institutional Development & Strategic Planning

- **Strategic Planning:** Lead the institution's long-term development planning. Work with the governing body to set goals, define objectives, and chart out strategies to improve the institution's academic standards and overall reputation.
- **Accreditation & Recognition:** Ensure that the institution maintains its accreditation status and meets the standards required by relevant regulatory bodies. Pursue opportunities for further accreditations or certifications to enhance the institution's reputation.
- **Infrastructure and Technological Upgrades:** Advocate for and oversee the modernization of infrastructure, including the adoption of new technologies and teaching tools to enhance the learning experience.

6. Liaison and Reporting

- **Government Liaison:** Serve as the primary liaison between the ITI and governmental education and training bodies. Stay informed about changes in policies, guidelines, and funding opportunities that may affect the institution.
- **Reporting & Documentation:** Prepare reports on the institution's academic performance, financial status, student enrolment, placement statistics, and other key metrics. Submit regular progress reports to governing bodies and other stakeholders.

7. Placement & Career Services

- **Placement Support:** Oversee the placement activities and ensure that students are provided with adequate opportunities for apprenticeships, internships, and job placements. Build and maintain relationships with corporate partners to facilitate student employment.
- **Entrepreneurship Development:** Promote entrepreneurship among students by offering training, resources, and support for those interested in starting their own businesses or becoming self-employed after completing their courses.

8. Continuous Improvement & Innovation

- **Research & Development:** Encourage research activities in vocational education and training, especially in areas that can improve the quality of education, training delivery, and student outcomes.
- **Feedback Systems:** Implement and manage feedback systems to gather inputs from students, faculty, and industry stakeholders. Use this feedback to improve the institution's operations, curriculum, and overall student experience.

Who Are We Looking For

- Career 1st Class throughout (60% Career), with good academic track records.
- A Master's degree in Engineering/Technical Education or a related field.
- Proven track record of at least 12 Years in a Technical Education environment, with 5 years in a Senior Management role.
- Strong leadership, excellent communication and problem-solving skills.

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What We Expect from You as the Principal

Visionary Leadership, Commitment to Quality Education, Effective Communication & Interpersonal Skills, Adaptability & Resilience, Community Engagement & Brand building with Strong analytical, organizational, and excellent management skills.