



C.V. Raman Global University

Bhubaneswar - 752 054 (Odisha)

<https://cgu-odisha.ac.in/>

Mail us at: recruitment@cgu-odisha.ac.in; Contact: +91 9040930328

Job Description for Admin Head (CGU BEST Centre)

Who We Are

C.V. Raman Global University (CGU), Odisha started in 1997 as a degree-level engineering college, named as C.V. Raman College of Engineering (CVRCE). With 25 Centres of Excellence set up in collaboration with industry leaders across the board, the university today has over 20 start-ups working under its AIC & TBI incubation centre.

Our Accreditations:

- Within top 100 Engineering Institutions in India by NIRF (National Institute Ranking Framework), MHRD, and Govt. of India since 2016 till date.
- NBA accreditation has been granted to the Computer Science and Engineering (CSE), Mechanical Engineering, and Electronics and Communication Engineering (ECE) programs.
- Recognized as S.I.R.O (Scientific and Industrial Research Organization) by D.S.I.R., Government of India.
- CGU awarded “Skill Champion” by Govt. of Odisha in 2023
- CGU awarded Higher Education Excellence award by FICCI in 2022
- As per Times Engineering Survey (2024), CGU secured a notable position among the top engineering colleges in the country, ranking 35th among the top privately run engineering institutes nationwide and 4th in the eastern region.
- The University was recognized as a "PERFORMER" in the "University & Deemed to be University (Private/Self-Financed) (Technical)" category in the Atal Ranking of Institutions on Innovation Achievement (ARIIA) 2021, a flagship program of the Ministry of Education, Government of India.

Notable Awards and Honours:

- In the field of research, the University received grants over 5 crores in 2022.
- Ms. Manisha Padhi, alumni of CGU have been appointed as the ADC to The Hon'ble Governor of Mizoram in 2023 and became the first ever female to hold the position.
- Ms. Swagatika Mohanty, Civil Engineering (2013-17), has bagged the 15th rank in Odisha Civil Services Exam in 2023 and is now a functional, respectable, responsible OAS.
- Safia Aktar, Anshu Kumari, and Radhika Rani Panda won the 1st prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Pratiba Puraskar at Odisha Technological Conclave, 2023.
- Mr. Praveen Giri won the Silver Medal in the area of Water Technology at World Skills, Stuttgart, Germany, 2022.
- Mr. Subrat Patel won Medallion of Excellence in the area of Restaurant Services at World Skills, Stuttgart, Germany, 2022.
- 9 students represented India in World skills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.



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What We Offer

- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD in all Programs

About CGU BEST Centre

Bajaj Engineering Skills Training (BEST) is a flagship Corporate Social Responsibility (CSR) initiative of Bajaj Auto Ltd. dedicated to bridging the critical skills gap in the manufacturing sector. The CGU BEST centre is a collaborative effort to provide hands-on skill development programs for the young individuals, enhancing their employability.

Where You Come In

The Admin Head is responsible for the smooth functioning of BEST-Centre of Excellence's administrative operations, ensure efficient coordination of BEST (Bajaj Engineering Skills Training) activities, manage resources, and maintain accurate records to support the delivery of high-quality Skill training programs. The Admin Head is also required to coordinate with industries for 100% placement of trainees after the completion of skill development training programs.

Supervision Details:

Immediate Supervisor: Centre Head (BEST Centre)

Indirect Supervisors : President, Vice President, Vice Chancellor, Pro-Vice Chancellor, Registrar

Salary Information: Rs.30,000 - Rs.40,000 per month(Depending on the experience & interview performance)

Job Location: Bhubaneswar CGU Campus

Duties & Responsibilities:

Administrative Duties:

1. **Manage Office Operations:** Oversee day-to-day administrative tasks, including maintaining office supplies, managing communications, and ensuring a clean and organized workspace.
2. **Record Keeping:** Maintain accurate records of student enrollments, attendance, certifications, and course materials.
3. **Scheduling:** Coordinate and manage training schedules, instructor availability, and classroom allocations.
4. **Document Preparation:** Prepare reports, correspondence, presentations, and other administrative documents as required.

Customer Service:

1. **Point of Contact:** Act as the primary point of contact for inquiries, whether from trainees, trainers, or external stakeholders.
2. **Client Assistance:** Assist trainees with course registrations, payments, and general information.



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3. **Issue Resolution:** Address complaints, queries, or concerns promptly and professionally.

Finance and Budgeting:

1. **Payment Processing:** Handles processing of BEST centre financial activities.
2. **Budget Monitoring:** Assist in tracking expenses and ensuring the BEST centre operates within budget.

Support Training Activities:

1. **Training Materials:** Prepare and distribute training materials, handouts, and resources for sessions.
2. **Logistics Management:** Arrange facilities, equipment, and refreshments required for training events.
3. **Evaluation:** Collect feedback from trainees and trainers to support continuous improvement of programs.

Compliance and Policies:

1. **Policy Adherence:** Ensure compliance with organizational policies, procedures, and legal requirements.
2. **Confidentiality:** Safeguard sensitive information related to staff, trainees, and center operations.

Technology Support:

1. **System Updates:** Maintain and update the training center's database or learning management system (LMS).
2. **Technical Support:** Provide basic IT support during training sessions (e.g., AV equipment setup).

Who Are We Looking For

- Minimum set Qualification: Postgraduate/Graduate/MBA with a first-class career throughout
- Experience: 8 to 10 Years (Experience as an Admin of Training Centre accounting management plus Counselling is preferable)

What We Expect from You as the Admin Head:

The ideal candidate should have hands on experience and streamline administrative processes, optimize resource allocation, and ensure efficient and smooth day-to-day operations within the centre. Foster a Positive and Productive Environment, cultivate a collaborative and supportive work environment that encourages innovation, professional growth, and employee engagement.

For more details, visit us at <https://cgu-odisha.ac.in/>.



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Want to be a part of Our Organization?

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