



# C.V. Raman Global University Bhubaneswar - 752 054 (Odisha)

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

Mail us at: [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in); Contact: +91 9040097244

## Job Description for Chief Librarian

### Who We Are

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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 during 2016, 2017, 2018, 2019, 2020, 2021, 2022 & 2023.
- 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 (2022), 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 1<sup>st</sup> prize at “10-Hour Women Hackathon” organised by Trithon Triplets 2k23.
- Abhishek Kumar, B.Tech (ECE) awarded the Visweswaraya Prativa 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, Switzerland, 2022.
- 9 students represented India in Worldskills 2022 in 7 various Skills.
- CGU won Smart India Hackathon (SIH) 2022 in Software Edition.



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### What We Offer:

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- Undergraduate Courses: 28
- Postgraduate Courses: 33
- PhD Programs: 15

With more than 64,081 books, 2,2220 journals and 59 periodicals, our library is nothing but a temple of knowledge. It is fully automated and has everything from CD-ROM, DVD-ROM, online databases and micro-documents to video cassettes, books, journals, theses and reports. Hi-tech audio-visual facilities within the library enable us to offer NPTEL video courses too.

### Where You Come In

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#### General function

The University Librarian will provide vision, strategic direction and leadership to the University's Learning Spaces and resources, be the executive administrator of all its libraries, and effectively deal with the developments and challenges listed. The University Librarian is responsible to the Vice Chancellor through the Prof In-charge, Central Library for the effective development, leadership, and management of all of the University's libraries and learning spaces and resources.

#### Duties & Responsibilities

- Support Student Learning: The University Librarian will ensure quality resources and spaces are available to students to support their learning at the University at all times.
- Support Teaching: The University Librarian will ensure timely and quality support is provided to the University's teaching and training staff to ensure quality programme development and reviews, and complete resource basis for effective delivery of programmes.
- Support Research: The University Librarian will advance the research and publication mission of the University by supporting researchers with full guidance to research resources globally, regionally and nationally, as well as in dissemination of research output.
- Develop and Manage Learning Spaces: The UL will ensure that there is sufficient learning space and resources to cater for the varied learning needs of University students and staff. In this context, the UL is expected to develop/design various policies for CGU libraries, introduce different information dissemination services related to the learning resources, and conduct information literacy training programmes for University staff and students.
- Plan, Budget, & Manage Financial Resources: The University Librarian will plan, budget and manage financial resources within his/her disposal, as well as to seek support for the University's libraries and learning resources through external sources.
- Manage and Mentor Staff: The University Librarian will recruit, develop, motivate, and evaluate a Library workforce in alignment with job expectations, professional roles, and the University mission. A central element of this responsibility will be to implement professional development, including qualification upgrade, programmes.



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- Library & Information Science Programmes: The University Librarian shall participate effectively in ensuring that the University's programmes in Library & Information Sciences are of high quality and effectively delivered.
- Innovate: The University Librarian will develop a vision to ensure that the University is well prepared to remain effective in the evolving global trends in higher education and skills development.
- Collaboration: The University Librarian will work closely with the national institutions dealing with learning and research resources (libraries, archives), and school libraries.
- Engage in University Life: The University Librarian will be involved in University's scholarly life, forming relationships with students, staff, and faculty across the University, undergraduate and postgraduate levels, as well as the research community, and be involved in contributing to the scholarly activities of the University.
- In addition to the above areas of responsibility, the post-holder may be required to undertake other reasonable duties in line with the needs of the University and the seniority of the role.

## Who Are We Looking For

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- A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.
- A Master's Degree in Library Science/Information Science/Documentation Science with at least 60% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- At least ten years as a Librarian at any level in University Library/College Library or ten years of teaching as Assistant/Associate Professor in Library Science .
- Evidence of innovative library services, including the integration of ICT in a library.

## What We Expect from You as the Chief Librarian:

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Overseeing the strategic operations of the University, Supervision and Management of Library resources, accomplish assigned duties, strive for improvement and excellence, work harmoniously with students and faculties.

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

## Want to be a part of our Organization?

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Please write to us and share your updated CV/ Resume at [recruitment@cgu-odisha.ac.in](mailto:recruitment@cgu-odisha.ac.in) and apply on <https://recruitment.cgu-odisha.ac.in/>. We eagerly await to hear from you.