



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

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

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

Job Description for Event Manager

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 during 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023 & 2025.
- 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 1st 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.



C.V. Raman Global University

Bhubaneswar - 752 054 (Odisha)

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

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

- 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.

Where You Come In

We are seeking a highly organized and dynamic Event Manager to plan, coordinate, and execute a wide range of university events, including academic conferences, student activities, alumni gatherings, cultural programs & etc. The ideal candidate will have a strong background in event planning, excellent communication skills, and the ability to manage multiple projects within an academic setting.

Duties & Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

I. Event Planning & Execution

- Plan, organize, and execute events, including university functions, conferences, trade shows, and social gatherings in discussions with the departments.
- Develop event concepts and themes aligned with organizational goals and branding.
- Coordinate with internal teams, stakeholders, and vendors for seamless event execution.
- Manage event logistics, including venue selection, catering, audiovisual setup, and on-site coordination.

II. Budgeting & Resource Management

- Develop and manage event budgets, track expenses, and negotiate vendor contracts.
- Ensure cost-effective solutions while maintaining high-quality event experiences.
- Source and manage suppliers, ensuring timely and efficient service delivery.

III. Promotional Activities

- Work with marketing and PR teams to create event promotion strategies.
- Manage event advertising, and audience engagement initiatives.
- Utilize digital marketing and social media platforms to increase event visibility.

IV. Guest Relationships Management

- Oversee event registration, ticketing, and guest management.
- Ensure a high-quality experience for attendees, speakers, and VIP guests.
- Address and resolve on-site issues to ensure smooth event execution.

V. Post-Event Evaluation



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

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

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

- Gather attendee feedback and analyze event success metrics.
- Prepare post-event reports and suggest improvements for future events.

VI. Safety & Compliance

- Ensure compliance with safety, legal, and organizational policies.
- Conduct risk assessments and implement necessary safety protocols.
- Work with relevant authorities to meet health and safety regulations.

Who Are We Looking For

- **Master's degree with 60% marks** (or an equivalent grade in a point scale wherever grading system is followed) in Business Management/PGDM
- Minimum **5-6 Years** of relevant experience in similar role in an University or equivalent level.

What We Expect from You as the Event Manager

Maintain high professional standards that promote and demonstrate the organization's core values. Uphold excellence in event execution, ensuring a seamless and impactful experience.

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



Want to be a part of Our Organization?



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

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

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

Please write to us and 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.