

Sl. No	Name of the proposed designations	Nature of Work / Job responsibilities	Eligibility Criteria: (Educational qualification and experience)	Remuneration range / Consolidated Remuneration to be paid per month	Number of manpower Required	Maximum Term of Engagement on contract
01	<b>Lecturer (Plastics/ Polymers, Mechanical)</b>	<ol style="list-style-type: none"> <li>1. The faculty member should present in the institute well in time and should not leave the institute before completion of working hour.</li> <li>2. To contribute effectively for not less than 40 hours in a week for teaching / academic and other co- curricular activities w.r.t. tasks(s) assigned by CIPET Centre.</li> <li>3. To update their knowledge w.r.t. the course-curriculum of the academic programme of the affiliating universities for effective teaching at CIPET Centres.</li> <li>4. To prepare academically to meet all the challenges and requirements in the methodology of teaching.</li> <li>5. To extend beneficial influence in building up the personality of students and to associate actively with such extra-curricular activities as assigned from time to time.</li> <li>6. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions.</li> <li>7. To keep Centre Head and Principal in confidence about professional and personal activities.</li> <li>8. To take additional responsibilities as assigned by Dean (Principal / Centre Head) in academic, co-curricular or extracurricular activities.</li> <li>9. To deliver seminar on topic assigned in the "Seminar Club" of faculty members to keep abreast with latest developments in the relevant subjects / topics.</li> <li>10. To update the student's personal file regularly and put up for perusal by Principal on regular basis.</li> <li>11. To meticulously maintain student's attendance records and to apprise Principal about habitual or regular absentees.</li> </ol>	<p><b>Minimum Qualification: Engineering/Technology</b>  Fulltime Bachelor's degree with First Class or equivalent in Engineering /Technology in the relevant discipline.</p> <p>If the candidate has a full time Master's degree in Engineering / Technology, First Class or equivalent is required at full time Bachelors or Masters level.</p> <p><b>Experience:</b>  At least 1 year teaching experience in Polytechnic / Engg. College. Preference shall be given to M.E / M. Tech. holder with First Class</p> <p style="text-align: center;"><b>OR</b></p> <p>Full time Bachelor's degree with First Class or equivalent in Engineering / Technology in the relevant discipline.</p> <p>If the candidate has a full time Master's degree in Engineering / Technology, First Class or equivalent is required at fulltime Bachelors or Masters level;  and  Ph.D in the relevant discipline.</p>	Rs. 30,000/- to Rs. 35,000/- p.m.	08	1 Year (Renewable upto 3 years based on performance and requirement)

		<ol style="list-style-type: none"> <li>12. To give regular counselling to students and to bring the students misbehaviour if any in the class room to the knowledge of Principal.</li> <li>13. To carry out the administrative works of the department as assigned by the Principal or Centre Head.</li> <li>14. To get the lesson plan and course file - approved by the Principal. The course file must include preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments (if any), minute paper, feedback analysis report etc.,</li> <li>15. To deliver academic lecture as per the lesson plan and time-table approved by the Competent Authority.</li> <li>16. To get anonymous feedback from students and act / adjust the teaching methodology appropriately.</li> <li>17. To extend extra academic assistance to academically backwards students and pay special attention to their needs through special classes.</li> <li>18. To conduct regular tutorials in required subjects.</li> <li>19. To conduct periodical class tests/ Semester exam.</li> <li>20. To sign in the class log book every day after finishing the lecture.</li> <li>21. To apprise the Principal /Centre Head about the academically backward students, objectionable behaviour etc., of the concerned students.</li> <li>22. To aim and achieve 100% pass results and to have good control over students.</li> <li>23. To devise a methodology for failed students and ensure passing them in the subsequent semester by conducting special classes/Tests.</li> <li>24. Any other task as and when assigned by the Centre Head / Principal/Vice Principal.</li> </ol>				
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02	<b>Lecturer (Mathematics, English, Chemistry)</b>	<ol style="list-style-type: none"> <li>1. The institute well in time and should not leave the institute before completion of working hour.</li> <li>2. To contribute effectively for not less than 40 hours in a week for teaching / academic and other co-curricular activities w.r.t. tasks(s) assigned by CIPET Centre.</li> <li>3. To update their knowledge w.r.t. the course-curriculum of the academic programme of the affiliating universities for effective teaching at CIPET Centres.</li> <li>4. To prepare academically to meet all the challenges and requirements in the methodology of teaching.</li> <li>5. To extend beneficial influence in building up the personality of students and to associate actively with such extra-curricular activities as assigned from time to time.</li> <li>6. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions.</li> <li>7. To keep Centre Head and Principal in confidence about professional and personal activities.</li> <li>8. To take additional responsibilities as assigned by Dean (Principal / Centre Head) in academic, co-curricular or extracurricular activities.</li> <li>9. To deliver seminar on topic assigned in the "Seminar Club" of faculty members to keep abreast with latest developments in the relevant subjects / topics.</li> <li>10. To update the student's personal file regularly and put up for perusal by Principal on regular basis.</li> <li>11. To meticulously maintain student's attendance records and to apprise Principal about habitual or</li> </ol>	<p><b>Minimum Qualification:</b></p> <p>Full time First Class Masters degree in relevant discipline with First Class or equivalent at full time Bachelor's or Master's level</p> <p><b>Experience:</b></p> <p>At least 1 year teaching experience in polytechnic / Engg. College.</p>	Rs. 30,000/- to Rs. 35,000/- p.m.	03	1 Year (Renewable upto 3 years based on performance And requirement)

		<p>regular absentees.</p> <ol style="list-style-type: none"> <li>12. To give regular counselling to students and to bring the students misbehaviour if any in the class room to the knowledge of Principal.</li> <li>13. To carry out the administrative works of the department as assigned by the Principal or Centre Head.</li> <li>14. To get the lesson plan and course file - approved by the Principal. The course file must include preface, previous year university question papers, notes, hand outs, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, assignments (if any), minute paper, feedback analysis report etc.,</li> <li>15. To deliver academic lecture as per the lesson plan and time-table approved by the Competent Authority.</li> <li>16. To get anonymous feedback from students and act / adjust the teaching methodology appropriately.</li> <li>17. To extend extra academic assistance to academically backwards students and pay special attention to their needs through special classes.</li> <li>18. To conduct regular tutorials in required subjects.</li> <li>19. To conduct periodical class tests/ Semester exam.</li> <li>20. To sign in the class log book every day after finishing the lecture.</li> <li>21. To apprise the Principal /Centre Head about the academically backward students, objectionable behaviour etc., of the concerned students.</li> <li>22. To aim and achieve 100% pass results and To have good control over students.</li> <li>23. To devise a methodology for failed students and ensure passing them in the subsequent semester by conducting special classes/Tests.</li> <li>24. Any other task as and when assigned by the Centre Head / Principal/Vice Principal.</li> </ol>				
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03	<b>Instructor (Skill Development)</b>	<ol style="list-style-type: none"> <li>1. To release advertisements in leading newspapers for mobilizing candidates.</li> <li>2. To coordinate with Selection / Screening Committee to shortlist the candidates.</li> <li>3. To distributing training kits to the trainees.</li> <li>4. To enforce all possible measures for prevention of ragging in the premises of the Institute and act in accordance with AICTE/UGC guidelines and other legal provisions.</li> <li>5. To take both theory / practical classes to the trainees.</li> <li>6. To prepare monthly progress report.</li> <li>7. To submit new proposals to the industries/companies.</li> <li>8. To distribute certificates to the trainees.</li> <li>9. To prepare course completion certificates.</li> <li>10. To maintain daily attendance of candidate in the classroom.</li> <li>11. To prepare curriculum / schedule / time-table/ theory course wise/ monthly report.</li> <li>12. To organize course and inaugural / valedictory functions.</li> <li>13. To conduct monthly periodic test.</li> <li>14. To make awareness about guidelines of sponsoring agencies.</li> <li>15. To coordinate with placement dept.</li> <li>16. To collect and compile the student's feedback.</li> <li>17. Any other task as and when assigned by the Centre Head.</li> </ol>	<p><b>Minimum Qualification:</b></p> <p>Full time First Class B.E./B.Tech, in appropriate or relevant discipline with minimum 1 year experience</p> <p style="text-align: center;">OR</p> <p>First Class Full time Diploma in appropriate branch /DPT/DPMT/ PGD- PPT, with minimum 3 years experience.</p>	Rs. 25,000/- to Rs. 30,000/- p.m.	02	1 Year (Renewable upto 3 years based on performance And requirement)

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