

SCHEDULE –I (A)

For Engagement on contract of persons other than Retired/Ex-CIPET employee(s)

Sl. No.	Name of the proposed designations	No of manpower required	Job responsibilities	Eligibility Criteria: (Educational qualification and experience)	Remuneration range / Consolidated Remuneration to be paid per month	Maximum Term of Engagement on contract	Remarks	Justification
1	2	3	4	5	6	7	8	9
1	Lecturer (For CIPET: CSTS Programmes)	03 (1 Mechanical Engineering, 1 Mathematics, 1 English)	<p>The faculty member should present in the institute well in time and should not leave the institute before completion of working hour.</p> <p>1. 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.</p> <p>2. To update their knowledge w.r.t. the course-curriculum of the academic programme of the affiliating universities for effective teaching at CIPET Centres.</p> <p>3. To prepare academically to meet all the challenges and requirements in the methodology of teaching.</p> <p>4. 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.</p> <p>5. 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.</p> <p>6. To keep Centre Head and Principal in confidence about professional and personal activities.</p> <p>7. To take additional responsibilities as assigned by Dean (Principal / Centre Head) in academic, co-curricular or extracurricular activities.</p> <p>8. To deliver seminar on topic assigned in the “Seminar Club” of faculty members to keep abreast with latest developments in the relevant subjects / topics.</p> <p>9. To update the student’s personal file regularly and put up for perusal by Principal on regular basis.</p>	<p>Minimum Qualification: i. Engineering/Technology 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 full time Bachelors or Masters level.</p> <p>Experience: 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;">OR</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 full time Bachelors or Masters level and Ph. D in the relevant</p>	Rs. 30,000/- to Rs. 35,000/- p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement.	For smooth functioning of training activity

			<p>10. To meticulously maintain student's attendance records and to apprise Principal about habitual or regular absentees.</p> <p>11. To give regular counselling to students and to bring the students misbehaviour if any in the class room to the knowledge of Principal.</p> <p>12. To carry out the administrative works of the department as assigned by the Principal or Centre Head.</p> <p>13. 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.,</p> <p>14. To deliver academic lecture as per the lesson plan and time-table approved by the Competent Authority.</p> <p>15. To get anonymous feedback from students and act / adjust the teaching methodology appropriately.</p> <p>16. To extend extra academic assistance to academically backwards students and pay special attention to their needs through special classes.</p> <p>17. To conduct regular tutorials in required subjects.</p> <p>18. To conduct periodical class tests/ Semester exam.</p> <p>19. To sign in the class log book every day after finishing the lecture.</p> <p>20. To apprise the Principal /Centre Head about the academically backward students, objectionable behaviour etc., of the concerned students.</p> <p>21. To aim and achieve 100% pass results.</p> <p>22. To have good control over students.</p> <p>23. To devise a methodology for failed students and ensure passing them in the subsequent semester by conducting special classes/Tests.</p> <p>24. Any other task as and when assigned</p>	<p>Discipline.</p> <p>ii. Humanities and Sciences 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>Experience: At least 1 year teaching experience in Polytechnic / Engg. College. Preference shall be given to M.E / M. Tech. holder with First Class .</p>					
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2.	Asst. Placement Consultant	01	<p>1. To coordinate with students/parents/industries.</p> <p>2. To Train students in soft skills for interview including resume writing, mock interviews etc.</p> <p>3. To liaise with industries for campus interviews & placement of CIPET students /trainees.</p> <p>4. To enforce anti-ragging measures in institute premises.</p> <p>5. To act as per AICTE/UGC guidelines & legal provisions.</p> <p>6. To collect feedback from trainees and industries and submit to Centre Head.</p> <p>7. To prepare database of Plastic Industries with their requirements in diversified fields.</p> <p>8. To maintain database & documents as per requirement of sponsoring agencies w.r.t. placement in industry.</p> <p>9. To arrange special lecture/ personality development classes for trainees facing the interview.</p> <p>10. To follow up with the industries after their placement.</p> <p>11. To maintain candidate placement track record.</p> <p>12. To verify stipend details and to maintain 80% placement record in every batch.</p> <p>13. To provide 2nd time placement for the candidate placed already.</p> <p>14. To take lecture classes etc. and any other time based assignments as allotted by the Competent Authority.</p> <p>15. To visit industries for maintaining Industry Institution relationship and business development.</p> <p>16. To organize placement activities as per ISO QMS and maintain records for audit.</p> <p>17. To arrange Industrial visits/ in plant training/ internship for students.</p> <p>18. Any other task as assigned by the Centre Head / Principal/Vice Principal from time to time.</p> <p>.</p>	<p>Minimum Qualifications:</p> <p>Full time graduate in any discipline with two years experience in the relevant area.</p> <p>OR</p> <p>M.B.A. (HRM/PM) with one year experience in the relevant area.</p>	Consolidated Remuneration of Rs. 35,000/- p.m.	1 Year (Renewable upto 3 years based on performance and requirement)	Medical Fitness Certificate from the empanelled hospital of CIPET required for joining on contractual engagement	For smooth functioning of Placement activity
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