

Minimum Qualification and Experience for the post of Principal

A. Eligibility Criteria: (Education qualification)

For Principal, the educational qualification should be Ph.D. in relevant discipline (Polymer/Plastics/Manufacturing/Material Science etc.) with first class or equivalent in full time BE/B.Tech and ME/M.Tech level from a recognized University.

- In addition, the candidate should be eminent person in the field.
- At least two successful Ph.D. guided as supervisor/Co-Supervisor and minimum 08 research publications in SCI journals / UGC/AICTE approved list of journals.
- Post Ph.D. publications and guiding more Ph.D. students is highly desirable.

B. Eligibility Criteria: (Experience)

- Minimum 10 years experience in Teaching/Research/Industry out of which at least 03 years shall be at the level of Professor.

OR

- Minimum 13 years experience in teaching and/or Research and/or Industry out of which at least 05 years shall be at the level of Associate Professor.

OR

- In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of Selection Committee.

OR

- If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

C. Job/Responsibility of Principal:

Subject to the general control of the Principal shall be responsible for:-

- Ensuring modalities & processes for compliance of regulation and statutory provisions of affiliating university, AICTE and other Competent Authorities / Accrediting bodies.
- Developing, implementing and delivering the strategic growth plan for the Institute, in collaboration with the affiliating universities, AICTE and other Competent Authorities/Accrediting bodies.

- Providing strong, effective & dynamic leadership and fair administration to create a harmonious and supportive environment among faculty, Academic staff, researchers and students.
- Enforcing 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.
- Developing and maintaining links and interface with industry for collaborative projects and creating opportunities for students placement.
- Creating and embedding structures and processes that facilitate the faculty as well as govt. & private organizations to work together for effective utilization of available resources and infrastructure of the institute.
- Encouraging effective collaboration with neighboring institutes for closer academic cooperation in the areas relevant to Polymer Science Engineering/Plastics Science Engineering/Technology and Manufacturing Engineering/Technology.
- Identifying opportunities for multi-disciplinary and national level collaboration and submitting report and recommendations to the Competent Authority.
- Developing and maintaining links with Universities, Research centres, Government Bodies, NGOs and other organization working in the domain in consultation with and on approval of the Competent Authority.
- Identifying and securing external funding for research and Training from a mix of public and private sources in consultation with and on approval of the Competent Authority.
- Encouraging research initiatives within the academic framework of the Institute.
- Developing and implementing measures to strengthen academic skills and competency of the students.
- Advising faculty, academic staff and students to achieve academic goals set for them.
- Facilitating students access to participate in workshops, seminars and conferences and counseling therefore, with prior approval of the Centre Head.
- Coordinating the efforts of faculty, academic staff, and other service providers towards the activities of the Institute.

- Monitoring and assessing students performance, progress & utilization of resources regularly and taking effective steps for improvement.
- Implementing prudent administrative measures to facilitate academic capabilities and co-curricular activities of students.
- Ensuring proper documentation and safe keeping of documents relating to academic activities of the Institute.
- Ensuring discipline among faculty, academic staff and students
- Making and submission of periodic & regular assessment report of academic output of faculty.
- Ensuring approval of AICTE, affiliation by University, accreditation by NBA, NAAC by executing required procedure.
- Taking lecture classes in the relevant discipline/subject.
- Ensuring all safety norms as per AICTE, UGC and Govt. guidelines on all aspects.
- Organizing programmes as per ISO QMS as applicable and maintaining documents accordingly for audit at time.
- Monitoring and Coordinating with placement activities.
- Coordination to deliver seminar on topic assigned in the "Seminar Club" of faculty members to keep abreast with latest developments in the relevant subject / topics.
- Ensuring availability of medical facility for students as per AICTE / University guidelines.

Any other additional duties as may be assigned by higher authorities from time to time.

D. Instructions to the candidates:

1. Age should not exceed 60 years on last date of submission of application
2. Appointment will be on contract basis initially for a period of 01 years with a possibility of renewal upto 03 years base on performance and requirement.
3. Documents enclosed with the application form may securely be tagged to avoid loss in handling and photograph must be properly affixed
4. Candidates in employment must send their applications completed in all respect through proper channel by Speed post/Registered post/authorized courier.

Institute will not be responsible for any postal delay/loss in transit of application. Application received after due date and not through proper channel will be rejected.

5. Mere fulfillment of minimum qualification and experience requirement for the post does not entitle the candidate to be called for interview/selection. A short listing criterion may be set higher than the minimum.
6. Any misleading or wrong Information supplied may lead to summarily rejection of application/appointment, if found subsequently.
7. Canvassing in any form by or on behalf of a candidate will be disqualified.
8. Application on plain paper or received after the last date or with incomplete information/supporting documents will not be considered.
9. No interim quarries regarding interview/selection will be entertained.
10. Additional sheet may be attached in the same format wherever the space allocated is felt to be insufficient.
11. Interview calls to candidates will be issued through their Email ID.
12. Candidates called for Interview will have to produce all the documents in original with one set of self attested copies otherwise he/she may not be permitted to attend the interview.
13. Candidates will be provided 2nd AC fare of shortest route of train for attending interview at CIPET:IPT, Raipur.
14. All certificates/degree should be AICTE approved from recognized universities/Institutions.
15. Exceptionally qualified and experienced candidate may be granted higher scales +perks on the recommendation of selection committee.
16. Decision on the recommendation of selection committee shall be final, no appeal or correspondence shall be entertained in this regard.
17. In case AICTE/UGC revises qualifications, experience, etc. in due course, same will be applicable.
18. The selected candidate shall make his/her own arrangements for getting his/her relieve from the parent Institution/organization.
19. Selected candidate shall join duty within the time prescribed in his/her appointment letter. No extension in time of joining will be allowed under any circumstance, Failure to join duty within stipulated date will result as cancellation of the selection automatically.
22. Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications, experience, and other requirements prescribed for the post. It is for the candidate themselves to ensure that they satisfy the prescribed requirements.

23. Candidates should continuously surf the Institute website for any update/modifications, corrigendum, etc. No communication will be entertained with any candidate.
24. The management reserves right to cancel the recruitment procedure to any or all posts without any prior and without assigning any reason thereof.
25. Candidate may be asked to make a brief power point presentation at the time of interview.
26. Application incomplete in any respect and not accompanied by relevant. Certificate/document/photograph will be summarily rejected.
27. All qualifications, experience will be considered as on the last date of submission of application form.

E. How to apply:

Application form may be downloaded from CIPET website: www.cipet.gov.in. The duly filled application form addressed to **The Director & Head, CIPET:IPT, Raipur, Plot No. 48, Near Urkura Railway Station, Industrial Area, Bhanpuri, Raipur, Chhattisgarh-493221** with attested copies of all relevant documents must reach to above address within 15 days from the date of publication of advertisement. All applications should be sent by Speed post/Registered Post in sealed envelope super scribed clearly with "Application for the Post of Principal".