

No. IIITK/01/12/2022-23/116

Date : July 06, 2022

Recruitment of Chief Innovation Officer-cum-In-charge, Certificate Programme

A walk-in-interview/written test for the post of **Chief Innovation Officer-cum-In-charge, Certificate Programme** on contract basis for Indian Institute of Information Technology Kottayam (IIIT Kottayam) will be conducted on **July 25, 2022 at 10.00 AM**.

Venue : Indian Institute of Information Technology Kottayam
Valavoor P.O, Pala, Kottayam, Kerala, Pin- 686635.

Reporting Time : 10.00 AM on July 25, 2022 (Monday).

Joining Date : Preferably, immediate.

Post Name: Chief Innovation Officer-cum-In-charge, Certificate Programme.

Age : Not Exceeding 35 years.

Remuneration: Rs. 55,000/- per month (consolidated).

Essential Qualification & Other requirements:

The essential qualifications for the above post are listed as below:

- M.Tech/M.E degree with minimum 60% marks or CGPA 6.0 (in 10 point scale).
- At least 4 years' experience in the start-up/ innovation/ entrepreneurship domain, either as a start-up founder/ co-founder/ core team member/ key employee of a start-up and Innovation ecosystem or in a lead position in a reputed Innovation & Start-up promoting organization
- International business networking experience.
- Funded Projects/Consultancy projects in any one of the following areas
 - AI/ML
 - IoT and Wearable's
 - Cloud Computing
- Knowledge of academic research environment
- Should have a strong understanding of startup companies, technology and incubation, early-stage investments, raising funds
- Person with a strategic bend of mind and highly innovative.
- Excellent communication, judgment and interpersonal skills




(M. Radhakrishnan)
Registrar
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भारतीय सूचना प्रौद्योगिकी संस्थान
Indian Institute of Information Technology
कोट्टायम / Kottayam

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Job description and Key responsibilities of the Chief Innovation Officer-cum-In-charge, Certificate Programme:

- Tracking new technology developments in areas of interest to the organization to ensure that it maintains a technological edge within the organization, analyzing and improving upon technology standards and maintaining organizational awareness of new technologies.
- Collaborate with faculties on Funded/Consultancy projects
- Ensuring that technological resources meet the organization's short and long-term needs.
- Creating timelines for the development and deployment of all technological services (Funded Projects/Consultancy Projects)
- Conduct in-house innovation competitions to identify teams for state and national level events.
- To work as nodal point of contact for the various certificates programmes of the institute
- To fully manage the admission, selection, teaching, examination, and publication of the results related to the Institute's certificate programmes in close coordination with the faculty assigned.
- To take classes for UG students and research scholars on various technological developments and certificate programmes.
- Encouraging students to work on Innovative Projects
- Acting as a mentor to team members
- Disseminate information to the student community on different programs including hackathons and encourage their participation.
- Staying on top of technology trends and developments
- Take the initiative in thought leadership, innovation and creativity
- Help students to bridge the gap between Industry and Academia
- To initiate targeted number of innovative student projects every year
- To motivate, support and mentor students for identification, development and commercialization of their innovative ideas
- To provide exposure to technology and entrepreneurship by providing Job opportunities and Internship in relevant Industry
- Provide support and guidance to Students.
- Managing and upkeeping of the student database
- Assist in screening and selecting faculty applications.
- Assist in managing schedule, student fee and scholarships, instructional supplies for workshops and other study programs.
- Collaborate with faculty to conduct new student workshops.
- Develop and manage comprehensive academic support program.
- Provide guidance to students on academic goals and educational issues.
- Assist students on course selection, study habits and career selection.
- Prepare and maintain student records according to policies and administrative regulations.
- Work with parents, teachers and counselors to address students' behavioral, academic, and other problems.




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Indian Institute of Information Technology,
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- Coordinates remedial support for at-risk students
- Assist in updating lesson content and instruction methodology.
- Assist in development of training modules and programs.
- Coordinate with teachers and Course coordinators to develop lesson plans and materials.
- Coordinates academic advising services to assist students in developing academic plans of study
- Plans, conducts, or participates in related academic programs
- Performs administrative tasks associated with department activities
- Maintains professional knowledge in applicable areas

Candidates having the prescribed qualification and experience may attend the walk-in interview/written test with their bio-data and original certificates along with a self-attested copy of the credentials on 25.07.2022 at 10.00 AM. No TA/DA will be applicable.

For further details please contact 04822-202175/2101




(M. Radhakrishnan)
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