

ENGAGEMENT OF DESIGNER/ COURSE COORDINATOR.

State Institute for Development of Arts & Crafts, - An organization under Handlooms, Textiles & Handicrafts Department Govt. of Odisha, engaged in development of handicraft sector of the state is running an export oriented design cell to introduce new designs in handicraft and simultaneously conducting a Course in Craft Design in technical collaboration with NID, Ahmedabad. In order to facilitate the activities, we are looking for Asst. Designer (on contractual basis)

Eligibility Criteria:

The candidates must have a Degree/ PG Diploma in Design from reputed institute like NID/ NIFT/ IICD, Jaipur or empanelled designer with DC (H) with 2 to 5 years of experience in the craft design sector. Salary will commensurate with experience and qualifications

Scope of work:

1. To conduct minimum 10 nos. of sensitization programme/workshops in different crafts pocket to motivate the candidates for admission into crafts design course.
2. To coordinate different activities of selection procedure.
3. To act as a faculty in the design led course.(Minimum 2 to 3 subjects)
4. To coordinate the day to day activities of the course.
5. To prepare syllabus for design led course & Regional design centre programmes.
6. To prepare absentee statement and facilitate for release of stipend of the trainees.
7. To conduct examination as per the syllabus.
8. To coordinate with DH & CI for sanction of funds and obtaining necessary approval.
9. Maintain the stock of raw materials and finished products during the course.
10. To conduct exposure visit of the trainees.(Inside & Outside the State)
11. To evaluate the course on regular basis and suggest its betterment.
12. To organize the material skill workshop for the students as per the syllabus.
13. Facilitate for affiliation of the course with other eminent university.
14. Act as a course coordinator for the regional design centre.(Minimum 2 batches in each centre)
15. Coordinate with concern DIC/RIC for smooth implementation of the programme.
16. To prepare the database of the students.
17. To empanel the guest faculties for the course.
18. To prepare the study materials /reference materials for the students.
19. To manage the library for the students.
20. To conduct design development programme for development of new design products.
21. Any other related work as and when required.

Deliverables: (Per annum)

1. Selection and admission of 20 nos. of students and their continuance.
2. Identification and selection of students for admission into regional design training centre at least 2 batches in each centre in a calendar year and their continuance.
3. Monitoring of day to day activities of the course such as regular attendance of the students, release of stipend, examination, study tour, Seminars, jury and evaluation of the course in the stipulated time frame etc.
4. Preparation of syllabus and time table for each course.
5. Maintenance of Database of students and guest faculties.
6. To act as a faculty as and when required in absence of guest faculties.
7. Prepare the study materials for all subjects.
8. Enable participants to produce at least 20 new designs each in different medium.
9. Should show output of at least 50 new designs (Products) in various mediums.