

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

Job Description

Job Title : Program Coordinator - MED

Job Location : Patiala

Position Reports To : Head of Department

Main Purpose

The main purpose of this position is to provide administrative support to the faculty of Department so as enable them to spend more time on academic activities. Support students to ensure that all their queries are answered in a quick and efficient manner. The incumbent will assist in the key areas of project semester administration, scheduling and examination boards, programs and accreditation, academic quality measurement (CLOs), regulations and standards, general administration, internal reports and submissions, purchasing, finance and budgeting.

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| Qualification | MBA/MCA/BE/B.Tech |
| Degree Field(s) | Business or Computing related field |
| Key Skills | Office and computer skills (Excel, Word, Powerpoint); Planning & Organizing, Communication – Both written & verbal, Networking skills, Managing databases, Analytical skills, Commercial & Accounting skills. |

Relationships

- **Reports To:** Head of the Department
- **Internal Relationships:** Closely works with Faculty, Department Coordinators for various activities, Academic Section, Head – HR, Finance Officer, Students, Alumni and Employers.

Specific Accountability & Job Responsibility

- Assist faculty by providing information, locating desired information and materials, typing, collating, or otherwise assisting in information preparation, correspondence, and other material, and preparing reports.
 - Supports the departmental coordinators in coordination and collating data for conduct of project semester
 - Responsible for initiating and following up on the procurement process – from indent to payments to final receipt.
 - Responsible for collating all necessary data needs from the Academic unit for standard reports to be generated or special requests from Central Administration.
 - Drafts correspondence, prepare presentations and take and record minutes of meetings
 - Schedules and prepares data for examination board meetings.
 - Prepares accreditation reports and data in consultation with faculty coordinators. Further prepares and supplies all necessary data required for certifications, rankings, annual academic report, etc.
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- Coordinate with delegates for Institutional visits and inspections.
- Support the HOD in the annual appraisals and performance incentive scheme. Collate data for the same and maintain records.
- Maintain records of internal faculty development programs, conferences, paper publication, etc.
- Prepare and present to the HOD monthly MIS and KPI's on various parameters that determine academic and administrative performance of the department.
- Collates the information about the academic quality measures for courses offered in each semester using the CLO scores to assess program and student outcomes.
- Prepares departmental data for statutory body meetings such as BOS, SPGC/SUGC, Senate & other bodies.
- Assist in the writing of grant proposals and submission of the same.
- Be the first point of contact for students to answer questions about classes, registration, permissions, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures), and assigning advisors.
- Maintain records of student internship programs and coordinate the visit by guides.
- Manages department website including updating, and maintaining the department's website, communicating with alumni and employers for various surveys and helping design brochures.
- Supports the department by performing all other duties as assigned by the department head.

Compensation:

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 30th Dec 19.
