

Role	:	Manager-Accreditation
Department	:	Accreditation
Qualification	:	Graduate, Masters will be preferred
Experience	:	8-10 years

Broad Responsibilities:

Act as a point of coordination for the Faculty regarding all aspects of accreditations. Understand audit and accreditation processes, history, patterns and direction and ensure that the Faculty is able to comply with all relevant accreditation and audit requirements.

Main Duties:

1. Collation of information and data for various B-School Ranking surveys which are conducted throughout the year by various magazines and research agencies, nationally. Similarly, for submission of information/data for awards/Ranking organized by Government & Industrial Bodies.
2. Rapidly update the knowledge of accreditation requirements, from information supplied by accreditation bodies and other sources.
3. In consultation with HOD, implement and maintain Faculty accreditation policies and processes (i.e. Documents managed & updated) to ensure best practice is continued.
4. Advise staff on expectations of accreditation bodies; Confirm timeline for each accreditation exercise and keep HOD on track to meet the deadlines.
5. Maintain and update Information in e-format for various parameters required for surveys and rankings, support various accreditation and recognition activities e.g. NBA, UGC and others from time to time
6. Provide support to activities which take place in the institute which might require the first hand data collected for surveys and rankings.
7. Seek comments within the institute on final documents. Presentation of progress to be made at related meetings. Submit documents for approval, prior to final submission to accreditation body.
8. Researching and drafting reports, writing documents for a wide audience and making recommendations.
9. Inputs data in the required portal / as per format; make modifications required by Program or the approval Panel prior to submission to accreditation body.
10. Assists in preparing and/or develops various reports.
11. Write, edit and prepare draft submission documents as per key supporting evidence.
12. Maintains confidential records, correspondence and information, as required.
13. Academic Coordination for the incoming International exchange students during there Trimester/Semester which includes helping them out in their course and subject selection, preparing their transcripts/final results in coordination with exam department and other support and coordination during their stay.
14. Assisting HOD on regular responsibilities at the institute.
15. Ensures all annual and/or time sensitive reviews, reports, audits, and inventories are completed as required by accreditation bodies.
16. Any additional institutional activities as and when required by HOD / Institute.
17. You are expected to offer your services if required on Sundays/holidays, for which compensatory off would be considered.
18. Other responsibilities may be added as and when required during the course of the year.