

Designation : **Program Coordinator**
Qualification : **Graduate**
Experience : **2 years**

Broad Responsibilities

1. You will be counseling and coordinating with students, faculty members and prospective candidates on all aspects related to the program.
2. To serve as a liaison with all faculty members (core, visiting, and guests), students, various departments of the institutions, and other external partners for lectures, assignments, projects, tests, exams, internships, etc.
3. Maintain all documents and information in soft and hard copy format for departmental use.
4. To co-ordinate with all departments across the institution to ensure smooth and efficient communications and operations.
5. To assist faculty with study materials.
6. Monitor and follow up on implementation of decisions pertaining to the Program.
7. To be responsible for general administration work on a day-to-day basis in the department and institution.
8. Assist faculty team in areas of research, case writing etc.
9. Co-ordination of the assigned programs, scheduling of lectures, timetables, interacting with the visiting /core faculty, students prior to the beginning of the Semester subject to approval of Director within specific time limit.
10. To coordinate and arrange interview process for the faculty role; maintain attendance records and payment related issues of the visiting faculty to the respective department from time to time.
11. To be responsible to maintain discipline with students, co- ordinate with the student coordinators for Attendance Sheets and lectures cancellation / rescheduling.
12. You would be involved in managing the Room Bookings in advance.
13. To coordinate with the Head - Examination Cell prior to any scheduled examination, also assist in the examination secretariat before and after completion of examination.
14. To attend to the student queries and are also responsible for the overall smooth functioning of the department.
15. To play active role in assisting Accreditation work and prepare various records and MIS accordingly as per requisite.
16. Familiarize with the ERP system & assist in the corresponding updation of TLP's/ERP modules etc.
17. You shall maintain documentation related to academic records & support audits.
18. Other responsibilities may be added as and when required during the course of the year.