

Manager - Programme

About the Role:

The person will play a critical role in overseeing the planning, execution, and administration of academic programmes at the institution. This role ensures that all programmes are delivered effectively, meet quality standards, and align with institutional goals. He/she acts as a liaison between faculty, students, administrative teams, and external partners, ensuring smooth academic operations and student satisfaction.

Key Responsibilities:

- Plan, coordinate, and monitor academic programmes to ensure timely and effective delivery.
- Liaise with faculty, guest lecturers, and academic staff to schedule classes, exams, and academic events.
- Manage student enrolments, attendance, feedback, and academic records in collaboration with the programme office.
- Coordinate curriculum implementation and ensure adherence to academic calendars and institutional policies.
- Support the development and review of academic programmes, including syllabus updates and accreditation requirements.
- Communicate programme-related updates to students and faculty in a timely and clear manner.
- Facilitate academic audits, quality assurance checks, and data reporting to regulatory bodies or management.
- Organize orientation programmes, workshops, industry visits, and other academic events.
- Handle student queries and grievances related to programme delivery and ensure prompt resolution.
- End-to-end coordination and execution of term examinations and record keeping.

Eligibility:

- Master's degree in education, Management, or a related field. A postgraduate diploma in education management or academic administration is a plus.
- Minimum 5 years of experience in academic administration or programme management, preferably in a higher education or professional learning environment.
- Proficiency in educational software systems, MS Office, and data analysis tools.

Key Performance Indicators (KPIs):

- Adherence to academic calendars and successful completion of all programme milestones.
- Student Satisfaction: Positive student feedback and low dropout or complaint rates.
- Effective communication and scheduling with academic staff.
- Minimal errors in academic records, timetables, and student documentation.
- Successful organization of academic events and initiatives.
- Timely submission of reports and adherence to quality standards.
- Stakeholder Feedback: Satisfaction from faculty, students, and partners regarding programme operations.

Salary: *We offer competitive salary that reflects current industry standards and candidate's experience.*

Apply: Mail your CV at career@imibh.edu.in mentioning the post applied for in the subject line.
The last date for application is 15th June 2025