**Role : Senior Manager-New Programs**

**Qualification: Graduate / Postgraduate**

**Experience: 15+ years**

**Broad Responsibilities**

1. Overall management & supervision of programs (Full-time / Part-time)
2. Ensure quality processes in academic deliverables.
3. Maximization of Faculty expertise through lecture scheduling, Manage feedback process. Communicate with Group Director with regular updates.
4. Your job profile includes co-ordination of the assigned programs, scheduling of lectures, time tables, Teaching and Learning Plan (TLP) Records, interacting with the visiting /core faculty, students prior to the beginning of the Trimester/ Semester subject to approval of Director within specific time limit.
5. Ensure effective Operational & Administrative control over their functioning as laid down in this SOP.

1. Ensure Quality Objectives laid for ADC are met and innovate new processes to elevate the quality objectives.
2. Ensure reports and work plans are collected and compiled with input from Program Coordinator.
3. Get the list of subjects, credits and faculties approved from the Group Director.
4. Provide the list of subjects, credits and subject wise faculties to the Program Co-ordinator at least 3 weeks prior to the ensuing Trimester / Semester.
5. Ensure that the Program Coordinators interact with the concerned faculties and arrive at the final time table 2 weeks prior to the commencement of the Trimester / Semester.
6. Ensure that the Program Coordinators notify the final time table a minimum of 1 week prior to the commencement of the Trimester / Semester. (Notification will be through online (separately for students & faculty) and display of hard copies on the campus notice boards).
7. Ensure that the Trimester / Semester commence in accordance with the Academic Calendar and lectures are scheduled/held from the first curriculum day
8. Ensure proper coordination between the Faculty & the Students and staff to ensure smooth execution of Academic Deliverables.
9. Smooth co-ordination with students with respect to lecture scheduling, Syllabus issues, Faculty feedback, Attendance issues. Counsel Students / Parents time to time in case of attendance issue.
10. Ensure that the schedule of examination is received / obtained from the Controller of Examination / Head Examination Cell and is displayed on Notice Board for information of students / faculty at least 10 days prior to the commencement of the examination.
11. Ensure proper coordination with the Controller of Examination, Head Examination Cell, all Deans, Registrar, Administrative / Accounts section.
12. Co-coordinating with the Head - Examination Cell prior to any scheduled examination, also assist in the examination secretariat before and after completion of examination.
13. Oversee the time table for its smooth practical implementation and ensure timely intervention where required to save valuable curriculum time.
14. Ensure that the Program Coordinator monitor the Student Attendance Sheets continuously.
15. Ensure that all Visiting Faculties sign the Attendance Register prior to proceeding to their lectures.
16. Ensure that Program Coordinators notify the temporary changes in General Time Table through a Daily Schedule of Lectures and the same is uploaded online and displayed on Notice Board at least 36 hours in advance.
17. Ensure Program Coordinators inform changes the permanent changes in the General Time Table to the concerned faculties and students well in advance through online notice and notice board.
18. Ensure that the weekly Academic Deliverables Report is received from all full time Program Coordinators, is compiled properly and mailed to HOD as per deadline.
19. Support HOD in scheduling a formal meeting with G Secretary / Dy. G Secretary and student subject coordinators of all batches / specializations together and at least once during each trimester / semester. The meeting should focus to gauge the satisfaction level amongst students from academic delivery and academic administration point of view
20. Ensure Program Coordinators prepare the statement of visiting faculty payment and submit to the Accounts Section in the first week of the following month and inform faculties to collect their cheques or dispatch the same as per the instruction of the faculties.
21. You would be responsible to maintain all records that are required for the different audits and accreditation processes.
22. Draw roster of staff along with HOD to attend office on two or more continuous staff holidays including similar extended weekends
23. You are expected to offer your services if required on Sundays/holidays, for which compensatory off would be given.
24. Other responsibilities may be added as and when required during the course of the year.