

Job Description – Deputy Manager/Manager (Academic Programs)

IMI's Academic Programs are designed to prepare students for careers in industry, across all functional areas. The Academic Program vertical is a critical department for the success of the institute and the Manager plays an important role in this, the responsibilities of manager include (and are not restricted to) the following:

Responsibilities:

1. Handling Orientation program.
2. Co-coordinating and Scheduling of timetable as per the course structure approved for the particular term in the program.
3. Distribution of textbooks and reading material etc. to the students as per the instruction received from the faculty.
4. Communicate all the course related information and general information with students.
5. Monitoring the classrooms as per the requirement
6. Update the students about their classes on a weekly basis.
7. After getting the results from the faculties decode the marks & show the same to the students.
8. Updating marks and preparing results on OLT.
9. Maintaining students profile files based on education qualification; gender; geographical; work experience who have been enrolled in the batch.
10. Arrangement of files and documents of academic program related activities for all the terms in a year includes course outlines/class-time table/attendance /books distribution records of all the books/course structure/examination and results files.
11. Collecting course outlines for the course from the concerned faculty and maintaining the same in academic records.
12. Preparation of attendance register and batch profile for all the subjects related to the particular term and distribution of the same (both hard copy and soft copy) to the respective subject's faculty members before the commencement of term.
13. Assist faculty members related to class activities related to their course.
14. Coordinate with Dean/Program Chair for program related work.
15. Contacting faculty for the guest lecture to be conducted by the faculty arranging for honorarium and gifts to be given.
16. Keeping records of all the answer sheets conducted in a year for both Mid/End term exams.
17. Coordinate with librarian for the textbooks/readings/cases prescribed by the faculty for their course to be distributed among the students in the term and keep the records of all the books distributed in that term.
18. Doing invigilation duties in quizzes, mid-term exam & end-term exams etc
19. Preparation of marksheets, transcripts, Diplomas during convocation
20. Preparation of transcript, other related certificate for verification and get it attested by the Dean Academic Programs for their further studies and job-related issues as per their request. Preparing duplicate Diploma and marksheets in case they are reported as misplaced by the ex-students.

21. Helping the program Chair during curriculum restructuring for any data compilation.
22. Preparation of documents for surveys and accreditation and make it available in the program office as and when required.
23. Reminding/ follow up with the students for submitting the pending fee.
24. Preparation of result for term moderation.

Any other duty required to be performed for the smooth working of the Institute and allocated by Dean (Academics) / Program Chair / Registrar from time to time.

Reporting- Dean (Academics) / Program Chairs

Qualified and interested candidates are invited to submit their application along with a detailed resume to registraroffice@imi.edu