

Job Description – Overall Coordinator (Academic Programs)

As the Overall Coordinator for Graduate Programs Office, the roles and responsibilities are diverse and crucial to the smooth functioning of academic programs.

1. Reporting to the Dean (academics) for essential academic requirements.
2. Coordination of all academic programs. This involves managing the Online Learning and Teaching platform (OLT) for all academic programs, which includes tasks such as course and faculty allocation, floating of electives, creating sections and class schedules, managing attendance and waivers, and collecting faculty feedback.
3. Coordinating Orientation Program for new batches of students, which includes organizing outbound programs for PGDM, PGDM-HRM, PGDM-B&FS, PGDM-18 MONTHS which includes scheduling and communication.
4. Collating data on electives for decision-making regarding the floating of electives is essential for program planning.
5. Facilitating the scheduling of meetings for various academic councils and committees, such as the Faculty Council, Academic Council and Curriculum Management Committee is also part of the responsibilities.
6. Ensuring timely follow-up and coordination with program coordinators and faculty members to ensure the timely uploading of exam marks on the OLT and the conduct of moderation of results.
7. Handling queries from students or parents related to any program and providing information related to academic programs to the Dean Academics and other concerned departments, such as Accreditation, Ranking, and Faculty workloads.
8. Maintaining records related to the Dean (Academics) Office and Academic Programs, as well as allocating rooms/auditoriums to students for their club and council activities/programs.
9. Coordinating multiple academic activities related to Convocation to ensure the smooth conduction of the Convocation ceremony.
10. Any other tasks assigned by the Dean (Academics) demonstrate flexibility and a willingness to contribute to the overall success of academic programs.
11. Coordinating with all Program Offices is required for smooth conduct of program.

The role of Overall Coordinator for Graduate Programs Office includes a wide range of responsibilities that are essential for the effective management and coordination of academic programs.

Reporting- Dean (Academics)

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