TIET - Internal Job Posting

Job Description

Job Title   : Assistant Manager – (Academic Section)
Position Reports   :   Registrar   **Job Location**   : Patiala

Main Purpose

The incumbent will support the academic operations and management of the university by coordinating curriculum planning, managing schedules, and ensuring compliance with academic policies. This role requires collaboration with faculty, students, and administrative staff to facilitate a seamless academic experience.

Qualification	• Master's degree required in any field. (UG / PG in Computer Science or Computer Applications)
Experience	• 6-12 years of Experience

Specific Accountability & Job Responsibility

- Assist in the Operations of ERP related to student's life cycle.
- Coordinate course registration processes, including enrollment, course allocation, and resolving student queries.
- Support the preparation of exam schedules, invigilation rosters, and result processing.
- Work closely with faculty to update and maintain course content, syllabi, and study materials.
- Ensure all academic programs align with regulatory guidelines and university standards.
- Assist in the development and review of new programs and initiatives.
- Act as a point of contact for student concerns related to academics and resolve issues promptly.
- Facilitate communication between students and faculty regarding academic requirements and feedback.
- Maintain accurate academic records, including attendance, grades, and progress reports.
- Generate and analyze reports on academic performance and trends for management review.
- Ensure data security and confidentiality.
- Liaise with departments, faculty, and administrative staff to ensure smooth academic operations.
- Communicate updates, deadlines, and academic policies to stakeholders effectively.
- Coordinate with external bodies for academic audits, affiliations, and accreditations.
- Ensure compliance with university policies, accreditation standards, and regulatory requirements.
- Assist in drafting and updating academic policies and procedures as needed.

Compensation:

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by

28th Dec 2024