Job Title: Program Coordinator- Electrical and Instrumentation Engineering Department
Position Reports: Head of the Department
Job Location: Patiala

Main Purpose
Main purpose of this position is to assist in the key areas of data management, project semester administration, program accreditation and rankings, general administration, internal report preparation, etc.

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<tr>
<th>Qualification</th>
<th>Graduation and Master of Engineering (Any Stream)</th>
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<td>Experience</td>
<td>Preferably 2 to 5 years of Experience</td>
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<td>Key Skills</td>
<td>Computer skills-MS Office (Excel, Word, Power point etc.); Planning &amp; Organizing, Communication skills, Managing databases, Analytical skills</td>
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Specific Accountability & Job Responsibility

- Prepares accreditation reports and data in consultation with faculty coordinators. Further prepares and supplies all necessary data required for certifications, rankings, ABET, NBA, annual academic report etc.
- Prepare and present to the HOD monthly reports on various parameters that determine academic and administrative performance of the department.
- Assist faculty by providing information, locating desired information & materials, typing, collating, or otherwise assisting in information preparation, correspondence &other material & preparing reports.
- Maintain records of internal faculty development programs, conferences, paper publication etc.
- Supports the departmental coordinators in coordination & collating data for conduct of project semester.
- Manages department website including updating, and maintaining the department’s website, communicating with alumni and employers for various surveys and helping design brochures.
- Responsible for initiating & follow up on the procurement process – from indent to payments to final receipt.
- Responsible for collating all necessary data needs from the Academic unit for standard reports to be generated or special requests from Central Administration.
- Drafts correspondence, prepare presentations and take and record minutes of meetings
- Prepares departmental data for statutory body meetings such as BOS, SPGC/SUGC, Senate & other bodies.
- Maintain records of student internship programs and coordinate the visit by guides.
- Supports the department by performing all other duties as assigned by the department head.

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 2nd March 2024