Terms of Reference (TOR)

Position Title: Program and Documentation Officer

Institution: Model Institute of Technology (MIT), Bagbazar Kamaladi, Kathmandu

Job Type: Full-time

Required Number: 1

Reporting Line: Academic Director & Head, School of IT

1. **Preferred Discipline Areas / Functional Focus**: To support student-related academic activities, coordinate class operations, and work closely with faculty and administration to ensure smooth academic delivery and enhanced student learning outcomes.

2. **Required Qualifications:**

   2.1 Education Qualification:
   ● Minimum: Bachelor's Degree in Business Administration (BBA), Information Technology (BIT), or a related discipline.

   ● Recommended: Master's Degree in Business Management (MBA), MSc IT or equivalent.

   2.2 Experience:

   Minimum of two (2) years of work experience in the academic sector or in a similar administrative or program coordination role.

   Prior experience within an academic institution in a related capacity will be preferred.

3. **Main Roles and Responsibilities:**

   3.1 Planning and Developing Academic Programs

   ● Program Development: Collaborate with faculty members to design, review, and improve academic programs in alignment with institutional objectives and university regulations.

   ● Academic Operations: Coordinate daily class operations. Monitor academic calendars, schedules, and course delivery timelines. Facilitate coordination among departments to ensure smooth academic functioning.

   3.2 Student Support Services

- **Advisory**: Serve as the primary point of contact for student academic and administrative concerns. Guide students through admission, enrollment, and academic procedures.

- **Monitoring**: Track and monitor daily student attendance. Ensure timely submission and documentation of student assignments and coursework.

- **Assessment Support**: Assist in the conduct of real-time assessments, including scheduling, coordination, and compliance documentation.

3.3 Faculty Compliance & Quality Assurance

- **Monitoring**: Monitor faculty teaching performance and ensure compliance with university policies and accreditation standards.

- **Faculty Development**: Recommend professional development workshops and document improvements in instructional quality.

- **Reporting**: Submit quality assurance reports to leadership.

3.4 Documentation and Record Management

- **Records Management**: Maintain comprehensive student records (digital and physical) and faculty evaluation records.

- **Reporting**: Prepare and submit regular progress reports to the Line Manager regarding academic activities and challenges

3.6 Communication and Reporting

- Communicate timely updates on academic activities to faculty, students, and staff

- Ensure advance notification and coordination of academic activities

- Regularly report progress, challenges, and outcomes to the respective Line Manager

3.7 Upholding Organisational Core Values

- Demonstrate integrity, transparency, and professionalism in all responsibilities

- Ensure fairness, honesty, and accountability in academic operations and reporting

- Promote teamwork, respect, inclusion, and collaboration among faculty, staff, students, and parents

- Remain committed to continuous learning, institutional rules, and quality improvement

4. Working Basis

- **Predominantly office-based**: 90%
- **External duties:** 10%, including participation in orientations, academic events, institutional programs, and related official activities.

5. Required Skills:

- Strong organizational and time-management skills

- Effective written and verbal communication abilities

- Data handling, documentation, and analytical problem-solving skills

- Student-centred, adaptable, and service-oriented mindset

- Ability to work collaboratively with faculty and administrative teams

6. Additional Responsibilities

The duties and responsibilities listed above are not exhaustive.

The role holder may be assigned additional tasks relevant to their skills, experience, and institutional requirements, as directed by management.

7. Equal Opportunity Statement:

Model Institute of Technology (MIT) is an equal opportunity employer. The institution encourages applications from qualified individuals regardless of gender, ethnicity, religion, caste, disability, or background. All hiring decisions are based on merit, qualifications, and institutional needs. For more information about MIT, please visit our website: www.mitnepal.edu.np.

Note: Priority will be given to candidates holding a valid two-wheeler driving license.