

Term of Reference (TOR): Program Manager, School of Business (BBA & MBA Programs)

1. Position Details

Job Title: Program Manager, School of Business

Reporting To: Head, School of Business

Contract Type: Full-Time

Number of Openings: 1

2. Position Overview

The Program Manager – School of Business is responsible for ensuring the effective planning, delivery, and continuous improvement of the Bachelor of Business Administration (BBA) and Master of Business Administration (MBA) programs. This role serves as a key link between academic operations, faculty, students, and industry partners, ensuring the business programs remain academically sound, industry-relevant, and strategically aligned with the institutional vision of Model Institute of Technology (MIT Nepal).

The position reports directly to the Head of School, Business, and contributes to institutional growth through program quality assurance, student success, and stakeholder engagement.

3. Key Responsibilities

3.1. Academic Planning and Curriculum Management

Strategic Alignment: Ensure all BBA and MBA programs (undergraduate and graduate) comply with approved curricula, academic policies, and accreditation standards.

Program Review: Coordinate periodic reviews and updates of syllabi to reflect emerging technologies and industry demands.

Academic Scheduling: Develop and manage the academic calendar, class schedules, and faculty workloads efficiently.

Program Development: Support the Head of School in designing, researching, and launching new academic programs in BBA, MBA, and related fields.

3.2. Program Execution and Operations

Quality Assurance: Monitor teaching and learning effectiveness across all courses, ensuring faculty adhere to course plans, use diverse pedagogies, and integrate digital/e-learning resources effectively.

Student Progression: Track and analyze student academic performance and retention rates; identify at-risk students and implement necessary interventions/improvement plans for both slow and fast learners.

Resource Management: Oversee the efficient allocation and utilization of physical (labs, classrooms) and digital (LMS, virtual classrooms) resources for all BBA and MBA programs.

Administrative Oversight: Manage the day-to-day administrative functions of the School, including program documentation, filing, and communication with internal and external stakeholders.

3.3. **Assessment and Examination**

Assessment Planning: Ensure timely submission and review of assessment plans, question papers, and test materials for all program courses in compliance with university guidelines.

Examination Conduct: Oversee the secure and fair conduct of all course examinations and assessments.

Grade Management: Validate timely grade submission and analyze results to identify performance trends or anomalies.

3.4. **Student Support and Development**

Counseling: Serve as a primary point of contact for students, providing guidance on academic procedures, course selection, rules, and regulations.

Co-curricular Activities: Facilitate business-relevant events such as workshops, investment challenges, management simulations, and student-led clubs to enhance practical exposure.

Induction Program: Manage the planning and execution of the student induction/orientation program for new BBA and MBA students.

3.5. **Teaching Responsibilities**

Teach Assigned Subjects: Deliver one or two business-related subjects per session as per institutional requirements.

Mentor Students: Provide academic guidance and supervision in research, capstone projects, and practical work.

Assess Student Performance: Evaluate student work fairly and provide timely, constructive feedback to support student growth.

Enhance Curriculum: Contribute to curriculum improvement and integration of new technologies.

Academic Resource Development: Prepare and maintain course files and develop new instructional materials, lab exercises, and case studies.

3.6. **Industry, Placement & Career Development**

Career Alignment: Collaborate with the Career Services Department to integrate employability skills and employer feedback into curriculum design.

Industry Liaison: Develop partnerships with corporate organizations for guest lectures, mentoring, case studies, and executive sessions.

Internships & Placement: Coordinate BBA internships and MBA placements; maintain regular communication with companies to strengthen industry relationships and placement outcomes.

4. **Required Qualifications and Experience**

- 4.1. Education:** A Master's Degree (required) or MPhil/PhD (highly preferred) in Business Administration, Management, or related disciplines.
- 4.2. Experience:** Minimum 3 years of experience in academic administration or program management within a higher education institution. Demonstrated experience in curriculum development, academic scheduling, and quality assurance. Proven ability to manage multi-disciplinary teams and collaborate across departments.
- 4.3. Skills and Competencies:**
 - Program Management & Organization:** Strong ability to plan, coordinate, and manage multiple academic operations.
 - Business Acumen:** Understanding of key business domains (Finance, Marketing, HR, Strategy) for program relevance.
 - Communication & Interpersonal Skills:** Excellent written and verbal communication for academic coordination and reporting.
 - Analytical Skills:** Ability to use student data and feedback for decision-making and performance improvement.
 - Leadership & Collaboration:** Ability to lead teams, resolve conflicts, and foster a culture of excellence and accountability.

5. How to Apply

Interested candidates are requested to submit the following documents to the Human Resource Department at Model Institute of Technology (MIT), Baghbazar, Kathmandu:

- Cover Letter
- Completed Application Form
- Updated Curriculum Vitae (CV)
- Copy of Citizenship Certificate
- Copy of the Latest Academic Degree

Applications may be submitted in person at the MIT HR Office or via email to: hr@mitnepal.edu.np

6. Equal Opportunity Statement

Model Institute of Technology (MIT) is an equal-opportunity employer committed to creating a diverse and inclusive academic environment. We encourage applications from qualified candidates of all backgrounds, including women, minorities, and individuals with disabilities.