

Term of Reference (TOR): Program Manager, School of Information Technology (IT)

1. Position Details

Job Title: Program Manager, School of Information Technology

Reporting To: Head, School of Information Technology

Contract Type: Full-Time

Number of Openings: 1

2. Position Overview

The Program Manager is a key academic and administrative leadership position responsible for planning, executing, and monitoring all programs under the School of Information Technology (SIT).

This role ensures academic quality, operational efficiency, and regulatory compliance — aligning program activities from admission to graduation with MIT's standards of academic excellence and global readiness.

3. Key Responsibilities

3.1. Academic Planning and Curriculum Management

Strategic Alignment: Ensure all IT 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 IT 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 IT 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: Coordinate and support program-related CCA/ECA activities, including student clubs (e.g., Cybersecurity, Robotics), guest lectures, workshops, and hackathons to enhance practical skills and industry exposure.

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

3.5. Teaching Responsibilities

Teach Assigned Subjects: Deliver one or two IT-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 Information Technology, Computer Science, Program Management, or a closely related field.



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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 Acumen: Strong understanding of the academic program lifecycle, from intake to graduation.

Leadership & Teamwork: Ability to lead, motivate, and mentor a diverse team of faculty and staff.

Communication: Excellent written and verbal communication skills for report writing, policy dissemination, and student/faculty counseling.

Digital Literacy: Proficient in using Learning Management Systems (LMS), virtual classroom platforms, and academic data analysis tools.

Problem-Solving: Strong analytical and conflict-resolution skills to handle administrative and academic issues effectively.

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.