

TERMS OF REFERENCE

Position: Program Leader
 Department/Division: Academic
 Reports To: Director-Academics and Dean-Academics

POSITION SUMMARY:

The position will be responsible to ensure and monitor students' progress in the program they choose to learn and also responsible to plan, schedule and conduct all the academic activities.

KEY DUTIES & RESPONSIBILITIES:

SN.	Key Responsibilities	Description
1	Planning	To plan all the academic activities like faculty identification, Class schedules, Class timing, etc.
2	Faculties coordination/information	To inform the faculties about the mid-term exam, class schedules and academic planner
3	Periodic Reporting	Sending followings reports to Director- Academics and Dean Academics – <ul style="list-style-type: none"> • WAMS • DPR • DSAR • SoW Implementation Report • Course Completion Report • Class Conduction Report • Open House Session Reports/MoM. • Student Feedback Report • Any other reports being asked to prepare
4	Receiving EMR Report	To receive and verify the EMR Report from the respective faculties and submit it to the Exam Department for further process
5	Receiving/Preparing Reports CCAS	Receiving/Preparing CCAS Sheets (in response of CMF reports received from APU) in consultation with Dean Academics
6	Exam Department Coordination	To coordinate exam department for internal exams and assignments. To provide the EMR Report received from the faculties for further process.
7	Conduction of extra-curricular activities	To coordinate with training and placement officers for various extra-curricular activities
8	Course Mapping	To map the course of each subjects in each semester
9	Orientation	To organize orientation in coordination with admission department for newly enrolled students and faculties
8	Circulation of Notice	To ensure the timely circulation of notice to students, faculties and academic staffs
9	Working relationships	To maintain strong working relationships with faculty members and trusting relationships with students that helps to make a

		program success
11	Receiving Feedback formal/informal	To receive feedback for students relating to course, class conduction and faculties and preparing report regarding this.
12	Class Conduction	To deliver lecturer for minimum 10 hours and maximum 18 hours per week.
13	Others	As assigned by Supervisors (Dean Academics)