Program Management

Group I

Prepared for the Workshop on Training of PRs

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Brief Introduction

- Any institution, managing and streamlining their activities is an important function to reach the desired goals.
- For this having proper management structure is very important.
- In managing programs, there are number of aspects which many of us are not aware.
- In addition, even within a given study program, there is a diversity.
- Thus, the program review helps us to understand strengths and weaknesses in producing a graduate.

Essential points

1. Organizational Structure
2. Strategic Plan
3. Stakeholder participation
4. Academic Calendar
5. Handbook and Web
6. Use of MIS/LMS
7. Performance Appraisal
8. QA Cell
9. By-laws

Extra points

1. Update and maintain information
2. Feedback / stakeholder participation
3. Benchmarking the programs

Good practices

1. Participation of all academics
2. Use of new technology
3. e-learning platforms
4. Rewards for teaching/admin

UGC selection.