

## **Job Description – Director (PGDM)**

The Director (PGDM) serves as both the academic leader and the driving force behind the institution's overall growth and reputation. This role involves setting the strategic direction, ensuring smooth day-to-day operations, and fostering an environment that supports quality education, strong industry connections, and excellent student outcomes, especially in terms of employability and rankings.

The responsibilities listed below encompass the scope of the role but are not limited to these areas. A comprehensive job description (JD) for a B-School Director is typically broken down into the following core pillars:

### **1. Strategic Leadership & Governance**

- **Vision & Growth:** Define and implement the long-term vision of the institute in alignment with the governing board and industry standards.
- **Regulatory Compliance:** Ensure strict adherence to regulatory bodies (e.g., AICTE, UGC, DTE) regarding student intake, faculty-to-student ratios, and curriculum frameworks.
- **Accreditations:** Spearhead and oversee processes for National/International accreditations like NBA, NAAC, AMBA, AACSB, or EQUIS.
- **Brand Building:** Represent the institution as its primary spokesperson, strengthening its position and reputation across academia, industry, and media.

### **2. Academic Excellence & Faculty Management**

- **Curriculum Innovation:** Continuously refine and update the PGDM curriculum to reflect industry 4.0 trends (e.g., AI, Analytics, ESG).
- **Faculty Development:** Attract, mentor, and retain top-tier faculty and industry experts. Encourage faculty research, consulting, and participation in management development programs (MDPs).
- **Pedagogical Excellence:** Ensure the delivery of high-quality education through case studies, simulation exercises, and live corporate projects.

### **3. Corporate Relations & Placements**

- **Industry Interface:** Build and nurture strong strategic relationships with CXOs, HR heads, and industry leaders.
- **Placement Success:** Collaborate with the placement cell to ensure successful summer internships and final placements.
- **Advisory Boards:** Establish and lead the Industry Advisory Council to keep the PGDM programs aligned with market demands.

### **4. Student Experience & Admissions**

- **Admissions Strategy:** Strategize and guide the student enrolment and admission cycles to attract high-calibre candidates.

- **Student Experience:** Oversee holistic student development, including mentorship, clubs, and extracurricular activities.
- **Alumni Relations:** Engage and mobilize the alumni network for mentorship, branding, and institutional fundraising.

## 5. Administrative & Financial Operations

- **Budgeting & P&L:** Manage the overall budget, optimize resource allocation, and ensure the financial sustainability and growth of the institute.
- **Infrastructure Management:** Oversee the maintenance and upgrading of campus facilities, libraries, and technological resources.

## 6. Other activities

- Lead and manage all aspects of the Business School, including academic programs, faculty recruitment and development, and student engagement.
- Develop and implement the strategic vision and goals for the Business School in alignment with the overall objectives of the organization.
- Ensure high-quality education and learning experiences for postgraduate students
- Oversee the curriculum development and maintenance, ensuring relevance and alignment with industry needs.
- Collaborate with other departments and external stakeholders to promote the Business School and enhance its reputation.
- Recruit, mentor, and evaluate faculty members, ensuring their continuous professional development and adherence to high teaching standards.
- Provide guidance and support to students, addressing their academic and personal needs.
- Monitor and evaluate the performance and progress of students, providing feedback and guidance for improvement.
- Develop and maintain strong relationships with industry partners and alumni to facilitate internships, placements, and career development opportunities for students.
- Develop and implement strategic plans for the institution
- Oversee daily operations and ensure compliance with regulatory standards
- Manage financial resources, including budget preparation and financial reporting
- Foster a positive and collaborative environment among staff and students
- Establish and maintain relationships with stakeholders, including government authorities and community leaders
- Lead the institution's fundraising efforts and seek grant opportunities
- Ensure the institution meets its educational or research goals
- Hire, train, and evaluate staff members
- Facilitate curriculum development and academic programs
- Promote the institution through public relations and marketing initiatives