



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

<p>About BITS, Pilani</p>	<p>Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.</p> <p>Work Integrated Learning Programmes (WILP) was established in 1979 focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 46+ programmes, 1,20,000+ working professionals graduated, 46,000+ working professionals enrolled.</p>
<p>Industry/Service</p>	<p>Higher Education</p>
<p>Post/Job Title</p>	<p>Quality Assurance Analyst</p>
<p>Job Type</p>	<p>Regular, Full time</p>
<p>Reporting to</p>	<p>Associate Dean- Quality</p>
<p>Will also work very closely with</p>	<p>WILP Collaborative Organizations, Faculty, Operations Team, Students, Leadership</p>
<p>No. of positions</p>	<p>1</p>
<p>Job Location</p>	<p>Any Off Campus Locations</p>
<p>Principal Accountabilities & Responsibilities</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Analyzing, assessing and auditing the existing processes of Student Life Cycle Management ie., Admission, Registration, Delivery, Evaluation etc • Creating plans for testing the same and sharing the results with the leadership • Reviewing the results and ensuring they meet the BITS Pilani benchmarks • Developing and tracking test metrics • Helping to maintain the quality of WILP offerings • Working closely with the faculty, operations team, students and WILP Collaborative Organizations to source the necessary data for the analysis and quality improvement • Creating and maintaining documentation and tutorials • Implementing new processes and creating new tools for testing • Maintaining relevant data and dashboards on the quality metrics • Preparing MIS on the quality metrics and presenting to leadership • Developing a academic quality manual • Developing level-2, level-3 documents • Ensuring compliance and adequacy of processes • Developing a comprehensive assessment plan • Conducting audits as per plan and close the NCRs • Train Internal Quality Auditors • Create quality assurance metrics and monitor them on an ongoing basis
<p>Qualification and Personal Profile</p>	<ul style="list-style-type: none"> • Post Graduation with Quality Assurance related specialization • Min 5 years of relevant Experience
<p>Other Skill and Ability Requirements</p>	<ul style="list-style-type: none"> • Quality Inspection, Auditing, Report preparation, Accreditation process, Quality Assurance of education process, experience in ISO/ NAAC/ ABET accreditation of educational institutions and programs. • Active listening, clear communication, attention to details, critical thinking and objective reasoning.