

RFP - Program manager - Meghalaya STAR 30

Introduction

Guiding Aspirations for NEET/JEE exams: under this initiative, annual residential coaching facilities are being initiated for 30 students per cohort from across Meghalaya, especially from rural areas for aspirants to be able to prepare and clear the NEET/JEE examinations. STAR 30 will offer residential coaching facilities for students who have completed 12th standard, providing dedicated mentorship from expert resource persons.

The State Council of Science Technology & Environment, Meghalaya invites proposals from qualified individuals to serve as the Program manager for the Meghalaya STAR 30 Educational Initiative, aimed at providing an intensive year-long residential training program for NEET and JEE examinations. This initiative targets to shortlist and train 30 deserving students in a highly focused environment to excel in each of these competitive exams.

Objective of the assignment:

- To increase the number of students who clear the NEET and JEE exams from the state of Meghalaya.
- Manage the administration and operations of the entire program.
- Oversee and lead the safety, security and nourishment of students and staff on campus.
- Work in cooperation with the program lead in managing the program and be accountable to SCSTE in terms of deliverables.

Scope of Work

- Ensure adequacy of facilities for students and staff.
- Monitor the security of the campus and ensure the safety of students and staff.
- Periodically check for the quality and balance of food and nourishment.
- Meticulously document all administrative and operational aspects of the program.
- Maintain records of academic operations.
- Work in close coordination with the program lead and leaders of SCSTE.

Deliverables

- Prepare a plan of action with respect to administration and operations for ensuring smooth delivery of the course.
- Periodic review and reporting to the program lead and SCSTE management.
 - Day to day operations
 - Costs - Administrative, logistics, academic and others
 - Routines - Academic, catering, administrative
- Prepare independent reports on the activities on campus and report.
- Provide feedback to the program lead and SCSTE management on the compliance of all staff on campus to the program guidelines.

- The duration of the assignment is expected to be one year which may be extended on existing terms and conditions with mutual consent.
- The program manager will report to the senior faculty.

Desired Qualification and Experience:

- Graduate / post graduate.
- Minimum of 5 years of experience in handling administrative and operational roles.
- Experience of handling any of the roles requiring people management, facility management, managing hostels etc.
- Proven track record of leadership.
- Experience of having served in police department or defence services would be an added advantage.

Selection Process:

- For selection of the candidate, 80% weightage will be given to suitability of the candidate based on above parameters and 20% weightage will be given to the remuneration sought by the candidate.

Deployment:

- Program manager shall stay on campus full time for the entire duration of the program.
- Be appraised of all aspects of the program delivery.
- Document all aspects of the program implementation as per the guidelines.
- Function as an effective link between the program lead, management of SCSTE and the on-site staff and students.
- Be accountable to ensure the safety, security of staff and students.
- The selected candidate would be paid a monthly remuneration/professional fee as may be mutually agreed.
- Operational arrangements such as those relating to official travel, accommodation and food will be borne by SCSTE as per MBDA rates.

Submission of Offer:

- Offer for the position should include the following:
 - - A detailed resume indicating the relevant work experience with supporting documents;
 - - A write-up on candidate's suitability for the assignment;
 - - Financial Proposal

For more information about the organization please visit our website <https://scste.org/>

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**Member Secretary, SCSTE & Joint Secretary,
Planning Investment Promotion &
Sustainable Development Department
Govt. of Meghalaya**