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Program Coordinator – Assam State Incubation Program (ASIP)

The Assam State Incubation Program (ASIP) is a flagship initiative implemented by IITG-TIC in partnership with AISF to establish innovation clubs, enable industry-academia collaboration, and build incubation capacity across colleges in Assam through a structured three-phase program.

The Program Coordinator will support IITG-TIC in **program coordination, monitoring, and stakeholder alignment** across participating institutions.

Role Overview

The Program Coordinator will serve as the **nodal coordination and monitoring resource for IITG-TIC**, ensuring effective rollout of ASIP across colleges.

The role will focus on **program tracking, reporting, and multi-stakeholder coordination**. Field implementation, training delivery, and venture programs will be led by partner organisations.

Key Roles & Responsibilities

1. Program Planning & Coordination

- Support IITG-TIC in **phase-wise planning and rollout tracking** across participating institutions
- Assist in maintaining implementation timelines, activity calendars, and program schedules
- Coordinate onboarding of institutions and alignment with program objectives

2. Stakeholder Coordination

- Act as the **primary coordination interface** between:
 - IITG-TIC (program lead)
 - AISF (funding and facilitation partner)
 - Participating colleges and nodal coordinators
- Facilitate coordination with implementation partners (e.g., ITEL, IIMCIP) for scheduling and alignment
- Ensure timely communication, follow-ups, and escalation of issues.

3. Program Monitoring & Reporting

- Track progress against phase-wise milestones and deliverables
- Maintain dashboards on:
 - Institutional progress
 - Activities conducted
 - Startup pipeline (as reported by partners)

- Support preparation of:
 - Periodic progress reports
 - Review presentations
 - Coordination committee updates

4. Coordination Support for Field Activities

- Facilitate scheduling and follow-ups for field visits and on-ground activities led by partner organisations
- Support participating institutions in understanding program timelines and requirements
- Identify implementation gaps through coordination and escalate to IITG-TIC.

5. Events & Program Logistics

- Coordinate logistics for program activities including workshops, reviews, meetings, and exposure visits
- Support IITG-TIC in organizing review meetings and stakeholder engagements
- Assist in documentation and dissemination of outcomes

6. Documentation & Compliance

- Maintain records of institutional participation, activities, and outputs
- Support collation of inputs for reporting and utilisation tracking
- Ensure documentation is aligned with program and audit requirements.

Eligibility Criteria

Educational Qualification

- Bachelor's or Master's degree in Engineering, Management, Public Policy, or related fields
- Candidates affiliated with IIT Guwahati (JRF/PhD) may be preferred

Experience

- 1–3 years of experience in:
 - Program coordination / project management
 - Startup ecosystem / incubation / innovation programs
 - Development sector or education initiatives

Skills & Competencies

- Strong coordination and stakeholder management skills
- Ability to manage multi-location program tracking
- Strong documentation, reporting, and analytical skills
- Proficiency in MS Office / Google Workspace and data tracking tools

Other Requirements

- Ability to work in a multi-stakeholder, evolving program environment
- Strong organisational and follow-up skills

Compensation & Tenure

- Competitive, based on experience and IITG-TIC norms
- Contractual position (initially 1 year; extendable based on performance and program needs)

How to Apply

Send your CV along with a covering note to tic@iitg.ac.in