



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai - 400 088
(Declared as a Deemed to be University under Section 3 of the UGC Act 1956,
a grant-in-aid Institute under Ministry of Education, Government of India)

ADVT/TISS/DataManager/IQAC/April/2026

23rd April, 2026

Applications are invited for the post of Data Manager – Internal Quality Assurance Cell (IQAC), TISS, Mumbai

Position Title	Data Manager – Institutional Rankings & Quality Assurance
Department / Cell	Internal Quality Assurance Cell (IQAC)
Reporting To	IQAC Director/ Institute Authority
Employment Type	Contract – 12 Months (Renewable subject to performance)
Consolidated Salary	₹ 75,000/- per month
Location	TISS Mumbai Campus (with travel to other campuses as required)

About the Role

The Tata Institute of Social Sciences (TISS), established in 1936, is a premier public university renowned for excellence in social sciences, human rights, and development studies. The Internal Quality Assurance Cell (IQAC) is the nodal unit responsible for sustaining and enhancing academic and administrative quality across the institution.

TISS participates in multiple national and global institutional ranking frameworks – including NIRF, NAAC, AISHE, and QS World University Rankings. To strengthen its data infrastructure and ranking performance, IQAC seeks an experienced and analytically rigorous Data Manager who will design, build, and manage a unified data architecture serving all ranking and quality assurance requirements of the institution.

Key Responsibilities

A. Strategic Data Architecture (Core Mandate)

- Design and implement a unified, institution-wide data architecture for TISS that serves as a single source of truth for all ranking systems (NIRF, NAAC, AISHE, QS, THE, and others).
- Map data requirements across all ranking frameworks and identify structural overlaps to eliminate redundancy and enable simultaneous multi-framework reporting.
- Develop standardised data collection templates, pipelines, and workflows that can be reused across ranking cycles and academic years.
- Maintain data governance standards including data quality, version control, audit trails, and documentation.

B. Institutional Ranking Coordination

- Lead end-to-end data management for annual institutional ranking submissions including NIRF, NAAC, AISHE, QS, and other applicable frameworks.
- Develop deep expertise in each ranking framework's methodology, indicators, weightages, and submission portals to ensure accurate and competitive data filing.

- Monitor ranking timelines and coordinate submission calendars across departments to ensure all deadlines are met without exception.
- Analyse historical ranking data to identify areas of improvement and proactively recommend data collection strategies to enhance institutional rankings.

C. Interdepartmental Data Coordination

- Coordinate with academic departments, Schools, Centres, and administrative units (Finance, HR, Library, Admissions, Research Cell, etc.) to collect, validate, and consolidate institutional data.
- Act as the primary liaison between IQAC and departmental data nodal officers to ensure timely and accurate data flow.
- Conduct periodic workshops and training sessions for departmental staff on data collection protocols and ranking-related requirements.
- Establish a clear escalation mechanism to resolve data inconsistencies and disputes across units.

D. External Stakeholder Communication

- Serve as the official data interface between TISS and external bodies such as NAAC, UGC, MHRD/MoE, NIRF, QS Intelligence Unit, and accreditation agencies.
- Ensure professional, accurate, and timely communication with external stakeholders regarding data submissions, clarifications, and documentation requests.
- Build and maintain institutional relationships with ranking agencies and peer institutions for benchmarking and best-practice exchange.

E. Working with University Administration Systems

- Develop proficiency in TISS's university administration systems and extract relevant data to meet accreditation and ranking requirements.
- Liaise with the IT department to integrate administrative data systems (ERP, LMS, HRMS, financial systems) into the unified data architecture.
- Identify and propose improvements to existing administrative data systems to improve data availability, accuracy, and accessibility.

Qualifications & Experience

Preferred Qualification

- Master's degree in Data Science, Statistics, Computer Science, or Information Systems – disciplines that provide the strongest technical foundation for the data architecture mandate at the core of this role.

Also Considered

- Any Post-Graduate degree (MBA with Systems/Analytics specialisation, MCA, M.A./M.Sc. in Social Sciences, Education, or related fields) combined with a demonstrable record of data architecture or advanced analytics work, evidenced through professional experience, projects, or recognised certifications
- Candidates from social science or management backgrounds with strong applied data skills are encouraged to apply – contextual understanding of a university environment is considered a significant asset for this role.

Essential Skills (All Candidates)

- Demonstrated expertise in data architecture design, data modelling, and database management.
- Proficiency in analytical platforms: MS Office (advanced Excel, Power BI), SQL (query writing, database design), and at least one programming language (Python / R preferred).
- Working knowledge of data visualisation platforms (Tableau, Power BI, or equivalent).
- Strong understanding of data governance frameworks, data quality management, and reporting standards.

Desirable

- Minimum 2–3 years of prior experience in a higher education institution, preferably in a quality assurance, institutional research, IQAC, or academic administration role – this is strongly preferred given the contextual knowledge required for ranking frameworks and university data environments.
- Familiarity with institutional ranking frameworks – NIRF, NAAC, AISHE, QS World University Rankings, or THE Rankings.
- Experience with university ERP and similar information systems.
- Exposure to institutional accreditation processes in Indian higher education.

Core Competencies

Technical Competencies	Behavioural Competencies
• Data Architecture & Modelling	• Stakeholder Management & Communication
• SQL & Database Management	• Attention to Detail & Accuracy
• Python / R Programming	• Collaborative & Cross-functional Orientation
• Business Intelligence & Visualisation	• Deadline-driven & Organised Work Style
• Ranking Framework Knowledge	• Analytical & Problem-solving Mindset
• University Administration Systems	• Institutional Integrity & Confidentiality

Terms of Engagement

Contract Duration	12 months from date of joining (renewable based on performance and institutional requirements)
Consolidated Salary	₹ 75,000/- per month (all-inclusive)
Place of Posting	TISS Mumbai (Deonar Campus), with travel to other TISS campuses as required
Working Days	Monday to Saturday (as per TISS norms)
Leave Entitlement	As per TISS contract staff policy
Notice Period	One month (either side)

Other Conditions:

- i. The post is unreserved, but candidates belonging to the reserved category can apply.
- ii. Since applications received may be short-listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.
- iii. No queries or correspondence regarding the issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

- iv. The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- v. No TA/DA is payable for appearing for the interview.
- vi. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Fee:

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid, shall not be refunded under any circumstances.

Last date of receipt of online application: 07th May, 2026.

Application Process:

1. Candidates are requested to apply online through the link (Apply Now) provided along with this advertisement on the Institute's website at www.tiss.ac.in.
2. Candidate must provide their Gmail ID in Online Application Form.
3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
4. Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.

Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with Original documents for Verification at the time of Personal Interview

Note: The selected candidate would be required to join within 15 days of selection.

**Sd/-
Officiating Registrar**
