



**GOA INSTITUTE OF MANAGEMENT**  
SANQUELIM, PORIEM, SATTARI, GOA 403505  
PH: 0832 2366700 / [www.gim.ac.om](http://www.gim.ac.om)

Job description of Academic / Research Associates will be as follows:

1. Assist Faculty members in course preparation, developing course content and material, evaluation and grading. This will include assistance in preparing course outlines, identifying and collecting reading material, developing teaching notes, grading of class participation, conducting and grading examination, assignments, ensuring compliance to AoL procedures, etc. The number of courses allocated to an Academic Associate will be determined by the relevant Program/Area Chair (and on average will range from 6-9 courses)
2. Attending sessions, Online and offline as required and providing necessary support.
3. Conducting tutorials and doubt – clearing sessions for students.
4. Being available during working hours for the faculty and students. (If required by the institute, AAs may have to stay beyond office hours or on weekends.)
5. Conducting attendance marking and tabulation.
6. Co-ordination with relevant Program Offices.
7. Evaluation of class participation.
8. Assisting faculty members in collecting data for teaching and research.
9. Invigilation of examinations, quizzes, etc.
10. Any other academic or administrative responsibilities assigned by the Institute.

Persons with flare for research will be considered for the position of research associates