



GOA INSTITUTE OF MANAGEMENT

PORIEM, SATTARI, GOA

Job Description

Ref: GIM/HR/JD/010/2025

Date: 05th June 2025

Designation	Assistant Controller of Examinations
Position Cadre	Examination Control Office
Reporting to	Controller of Examinations / Registrar

About the Role: The Assistant Controller of Examinations at Goa Institute of Management holds a critical and highly responsible position integral to the seamless functioning of the Institute's examination system. This role demands meticulous oversight and expert management of the entire examination lifecycle, encompassing all phases from initial planning, scheduling, and coordination, through the secure conduct of examinations, to the accurate evaluation and timely publication of results. The incumbent must ensure that every aspect of the examination process strictly adheres to the highest academic standards established by GIM, while fully complying with the regulatory frameworks and statutory guidelines prescribed by bodies such as the University Grants Commission (UGC) and the All-India Council for Technical Education (AICTE).

Working in close partnership with the Controller of Examinations / Registrar, the Assistant Controller of Examinations is entrusted with the responsibility of orchestrating complex examination-related operations, which include the development and implementation of robust policies and protocols to safeguard the integrity, confidentiality, and fairness of examinations. This includes managing the secure handling and distribution of question papers, supervising invigilation arrangements, and ensuring the flawless execution of examinations across multiple formats, including traditional in-person assessments as well as digital or online modalities.

Moreover, the incumbent plays a vital role in maintaining rigorous quality control over the evaluation process, coordinating with academic departments and evaluators to guarantee accuracy, transparency, and compliance with institutional grading policies. Post-examination duties such as managing revaluation requests, grade grievances, supplementary examinations, and student record maintenance also fall under the purview of the Assistant Controller of Examinations, all of which require an unwavering commitment to confidentiality and procedural fairness.

Ultimately, the Assistant Controller of Examinations serves as a key custodian of GIM's academic integrity, ensuring that all examination processes are conducted with exemplary professionalism, efficiency, and ethical standards, thereby supporting the Institute's mission to deliver credible, transparent, and high-quality education.

Key Responsibility Areas (KRAs)

KRA	Key Activities
Academic Planning and Examination Calendar	Responsible to initiate the examination planning process by preparing an academic and examination calendar in coordination with Deans and Heads of Departments/ Chairs / Program offices. This calendar shall outline all key milestones related to examination notification issuance, student registration timelines, question paper submission schedules, evaluation periods, result processing, and graduation support activities. The calendar shall be approved by the Academic Council and published on institutional portals for reference by all stakeholders.

Examination Notification and Student Registration	Responsible for the issuance formal notifications inviting eligible students to register for examinations in accordance with program regulations. Registration shall be carried out through the ERP system, ensuring validation of course eligibility, credit completion, and fee compliance. All anomalies or grievances in registration shall be resolved prior to allowing the student to the examination. Special assistance shall be extended to PwD students or those with extenuating circumstances.
Procurement of Examination Question Papers	Intimate faculty about question paper submission timelines, format, and security protocols. Collect and verify question papers confidentially, maintaining encryption, password protection, and restricted access. Ensure alignment with course outcomes, Bloom's taxonomy, and institutional assessment policy.
Examination Scheduling and Logistics	Create the examination schedule in consultation with departments, minimizing student and faculty conflicts. Assign exam halls, time slots, and invigilation duties using ERP-based scheduling tools. Coordinate infrastructure (rooms, seating, scribes, medical support) as per norms for PwD or special needs candidates.
Communication to Stakeholders	Coordinate with the office of the Registrar for scheduling the duties to the invigilators and other staff involved, detailing roles, reporting times, and SOPs. Circulate guidelines to students, including code of conduct, ID verification requirements, and materials allowed. Address FAQs through circulars, helpdesk, and ERP/LMS notifications.
Examination Conduct	Administer examinations with secure distribution of question papers, biometric or manual attendance, and invigilator reporting. Ensure smooth conduct with real-time issue escalation channels and compliance with institutional examination policy. For online/hybrid exams, activate proctoring systems (AI/Live/Browser lock), mock tests, and tech support.
Collection and Evaluation of Answer Scripts	Coordinate secure collection of answer scripts (physical/digital) post-examination. Facilitate timely evaluation by faculty, ensuring they follow grading rubrics and moderation policy. Conduct double-checking or moderation (if applicable) and maintain evaluator logs and records.
Result Compilation and Processing	Compile marks through ERP-integrated mark entry portals with validations for missing/faulty entries. Approve results through multi-tier checks, involving HoDs, Controllers, and Academic Council (if applicable). Use ML tools to detect anomalies or performance outliers and ensure equity in grading.
Result Declaration and Communication	Publish results via official ERP portals, maintaining transparency and confidentiality. Notify students and faculty, providing grade sheets, pass/fail status, and course-wise analytics if available.
Post-Result Processes	Receive and process student appeals, revaluation requests promptly, ensuring transparency and adherence to the institute guidelines from time to time by following the appropriate hierarchy and process. Facilitate student access to photocopies of evaluated answer scripts within prescribed timelines and maintain proper records. Schedule and communicate supplementary and repeat examinations clearly in coordination with academic and examination units. Establish a fair and timely grievance redressal mechanism for grade-related complaints as per the rules and regulations of the Institute and in accordance with the UGC/AICTE regulations. Ensure all post-result activities comply with UGC/AICTE Student Grievance Redressal and examination regulations. Maintain thorough documentation of all revaluation, photocopy, supplementary exams, and grievance processes for audit and transparency.
Convocation and Graduation Support	Finalize graduating students' eligibility lists based on examination outcomes. Facilitate digital or physical degree issuance, convocation coordination, and submission of final transcripts to NAD/Digi Locker / APAAR ID as per UGC digital initiatives.
Record Keeping, Reporting & Compliance	Maintain digitized, audit-ready records of: <ul style="list-style-type: none"> • Exam schedules • Attendance logs • Question paper trails • Grading sheets

	<ul style="list-style-type: none"> Result processing approvals <p>Submit required data for AICTE, UGC, NAAC, NBA, and IQAC. Generate insights and analytics for internal reviews and continuous improvement.</p>
Data Integrity and Confidentiality	Maintain and safeguard comprehensive student examination records and confidential data with the highest standards of data security. Implement robust processes for record-keeping and ensure compliance with institutional and statutory data protection policies.

Qualifications and Competencies

Category	Details
Educational Qualification	Master's degree in any field with at least 60% marks.
Experience	<ul style="list-style-type: none"> Minimum 12 years of extensive experience in managing the complete examination lifecycle, including question paper setting, distribution, evaluation, result compilation, and certification, preferably at premier business schools or universities ranked nationally (NIRF Top 100) or internationally (QS, THE, FT) and ensuring confidentiality, integrity, and timely delivery of all examination-related processes. At least 3 years in a senior managerial role with direct accountability for examination governance, strict adherence to regulatory frameworks (UGC, AICTE), and coordination of large-scale exam logistics.
Skills	<ul style="list-style-type: none"> Strong proficiency in Microsoft Office Suite and experience with examination management software or systems. Ability to work under pressure, adapt to changes, and meet deadlines. Strong attention to detail and a high level of accuracy in managing examination-related records.