



# GOA INSTITUTE OF MANAGEMENT

## Job Description

Ref: GIM/HR/JD/011/2025

Date: 28<sup>th</sup> April 2025

<b>Designation</b>	Academic Associate
<b>Position Cadre</b>	Accreditation & Ranking
<b>Reporting to</b>	Functional Reporting – AOL Chair / Chair Accreditations Operational Reporting - Registrar

**Position Overview:** The Academic Associate for Assurance of Learning is responsible for managing and analysing institutional data to support accreditation and ranking initiatives. This role involves collaborating with academic and administrative departments to ensure data accuracy, preparing reports for AOL and accreditation bodies like NIRF, NBA, AACSB, AMBA, and analysing performance metrics to identify areas for improvement.

### Key Responsibility Areas (KRAs)

No.	KRA	Key Activities
1	Data Management and Integrity	<ul style="list-style-type: none"><li>Develop and implement data collection and validation processes for Assurance of Learning or any other task pertaining to Accreditation &amp; Ranking.</li><li>Ensure data consistency across various departments.</li><li>Regularly update and audit the database to maintain accuracy</li></ul>
2	Stakeholder Collaboration and Data Validation	<ul style="list-style-type: none"><li>Coordinate with internal stakeholders for data collection.</li><li>Resolve discrepancies and ensure data alignment with institutional goals.</li></ul>
3	Reporting and Submission for Rankings and Accreditations	<ul style="list-style-type: none"><li>Compile data into required formats for agencies like NIRF, AACSB, NBA, BGA, AMBA, EFMD, EQUIS</li><li>Monitor submission deadlines and ensure compliance.</li><li>Maintain records of submissions and feedback for continuous improvement</li></ul>

<b>4</b>	Analysis and Strategic Planning Support	<ul style="list-style-type: none"> <li>• Conduct trend analysis and benchmarking studies.</li> <li>• Provide actionable insights to senior management.</li> <li>• Assist in the development of strategies to enhance institutional performance.</li> </ul>
<b>5</b>	Continuous Improvement and Adaptation	<ul style="list-style-type: none"> <li>• Stay updated with changes in ranking methodologies and accreditation criteria to adapt strategies accordingly.</li> <li>• Adjust data collection and reporting processes to align with new standards.</li> </ul>

### Qualifications and Competencies

Category	Details
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>• Masters Degree in any discipline and expertise in advanced Microsoft Excel and database management.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience preferably in a similar role</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proficiency in advanced Microsoft Excel and database management is essential for success in this position.</li> </ul>

### \*Key Performance Indicators (KPIs)

No.	KPI Category	Indicators
<b>1</b>	Data Accuracy Rate	<ul style="list-style-type: none"> <li>• Percentage of data entries without errors or discrepancies</li> </ul>
<b>2</b>	Timeliness of Report Submissions	<ul style="list-style-type: none"> <li>• Percentage of reports submitted to departments within the prescribed deadlines</li> </ul>
<b>3</b>	Stakeholder Satisfaction Score	<ul style="list-style-type: none"> <li>• Feedback rating from internal departments on data collaboration and support</li> </ul>
<b>4</b>	Compliance with Accreditation Standards	<ul style="list-style-type: none"> <li>• Adherence to the criteria set by accreditation bodies</li> </ul>

\*Above KPI's are indicative and can be modified based on the need of the organization