



Job Description

Position Title	Assistant Controller of Examination and Institutional Compliance
Job Grade	M2
Department	Academic Systems and Registrar Office
Reporting To	Director of Academic Systems & Registrar / Controller of Examinations
Date	February, 2016
Type of Position	Full Time

POSITION DESCRIPTION

The primary duties of the incumbent will include examination planning, scheduling, maintenance of examination and students' physical records, and student record verifications. He/she will ensure strict compliance of institutional policies and procedures during examinations and will ensure and monitor the examination invigilation process. He/she will also coordinate with respective program coordinators/directors and concerned university administrative departments in this regard.

DUTIES AND RESPONSIBILITIES

- ✓ Planning, scheduling and organization of examinations.
- ✓ Strictly complying with the institutional policies and procedures on conduct of examinations.
- ✓ Coordinating with schools and administration department for conducting exams.
- ✓ Managing physical record of results and examination answer books with respective class information.
- ✓ Monitoring invigilation duties during examinations.
- ✓ Maintaining record of invigilation duties and ensuring strict compliance of 'use of unfair means policy' during each exam.
- ✓ Maintaining and verifying students' academic credential records.
- ✓ Providing transcript issuance related information to the students.
- ✓ Managing physical records of examination results and answer books of each student (term-wise)
- ✓ Maintaining confidentiality and integrity of students' academic records.
- ✓ Managing blank answer books and class result sheets.
- ✓ Handling record of transcripts and degrees issued.
- ✓ Managing records of alumni and drop outs.
- ✓ Ensuring compliance with the Charter, HEC and other such requirements.
- ✓ Liaising with authorities keeping records of all official documents/ minutes/ agenda etc.
- ✓ Assisting with specialized assignments, new initiatives and other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ BCS/BS/BBA/MBA or equivalent qualification.
Required Experience	✓ 3-4 years of experience at HEC recognized University / Institute