



Job Description

Position Title	Assistant Controller of Examination and Institutional Compliance
Department	Academic Systems Department
Reporting To	Deputy Registrar
Type of Position	Full Time

POSITION DESCRIPTION

Coordinating with all matters concerned with the conduct of examination. Being responsible for issuance of transcripts to students; and exercise such other powers and perform such other duties as may be prescribed or assigned to him, by the Deputy Registrar.

DUTIES AND RESPONSIBILITIES

- ✓ Degree Verification's for local and internal Universities, Embassies and organizations and its correspondences.
- ✓ Support to hold the Convocation of University.
- ✓ Prepare dossiers for newly intake batch students and duly update to all dossiers on weekly basis.
- ✓ Also keeping confidentiality and integrity of students' academic records.
- ✓ Sorting of students' credentials shared by Office of Admission.
- ✓ Dispatch corresponding letters to students, regulatory bodies, and credentials for verification from various boards.
- ✓ Maintain record of pre and post examination material.
- ✓ Preparation of examination pack and their management.
- ✓ Record keeping of Registrar's Office i.e. approved policies, SoPs, course proposals term wise, faculty clearance and final grades etc.
- ✓ Assistance in issuing transcript, bonafide letter, Dean's/ President's Honor letter, High leap scholarship letter to student and maintain record of it.
- ✓ Keeping record of all the Schedule Classes.
- ✓ Any other duties and responsibilities assigned by the Controller of Examinations from time to time

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ MBA ✓ Any other specific qualification like, certification etc.
Required Experience	✓ Three years' experience in relevant field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	MS Office	Medium
2.	Communication	Medium
3.	Time Management	High
4.	Documentation Management	High

Revision Date		Version	
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