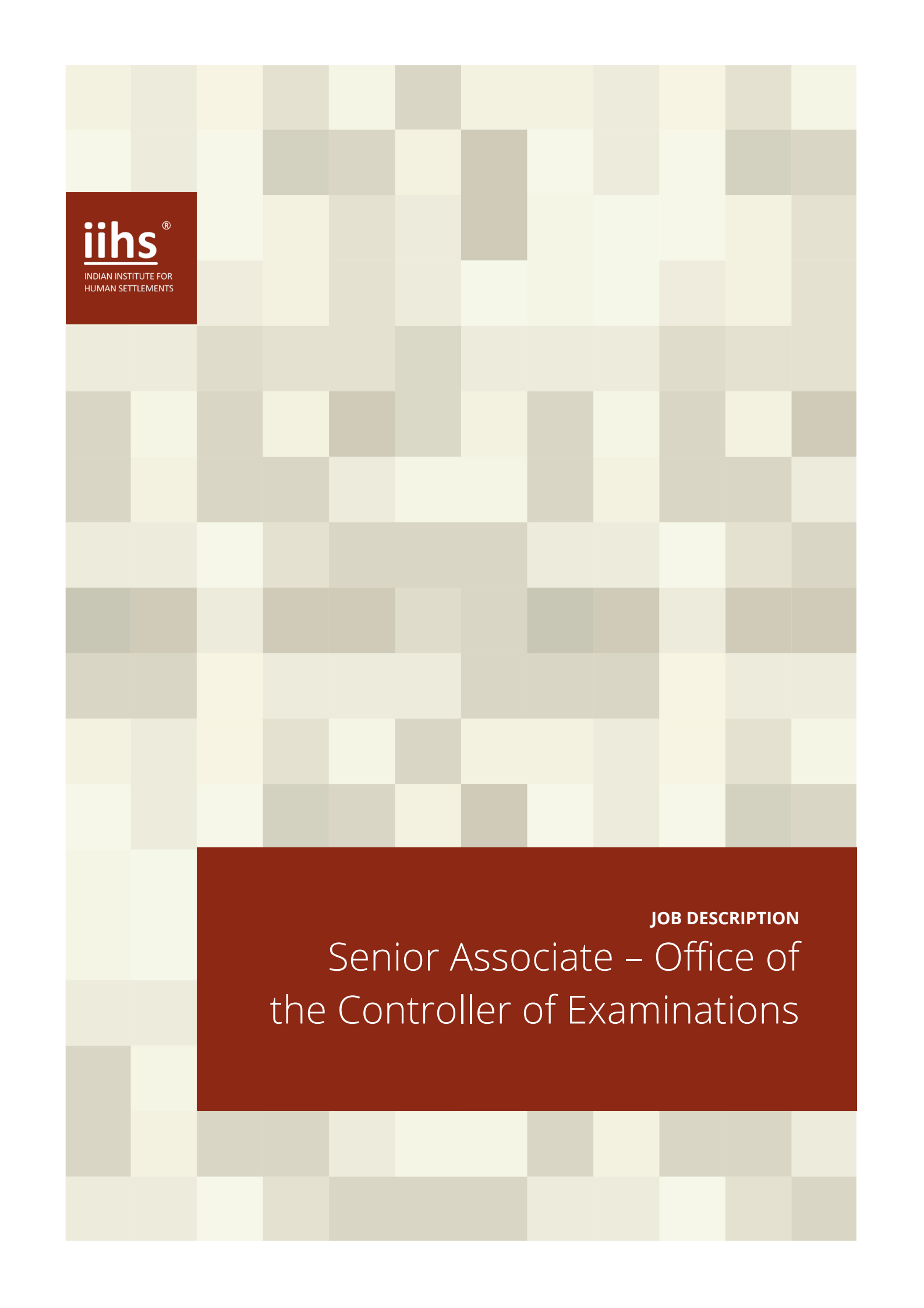




iihs®

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Senior Associate – Office of
the Controller of Examinations

About Us

The Indian Institute for Human Settlements (IIHS) is an interdisciplinary knowledge institution and distinct university, committed to the equitable, sustainable and efficient transformation of Indian settlements. It conducts an integrated programme of quality campus-based teaching and research, applied research/ practice-based work to deliver large-scale impact, training and lifelong learning for working professionals as well as blended learning. IIHS brings together theory and praxis around India-centric knowledge and applied research, while engaging with and drawing from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

About the Office of the Controller of Examinations

The Office of the Controller of Examinations (CoE) is the central administrative unit responsible for planning, organizing, and overseeing all aspects of examinations and assessments within the IIHS (Institution Deemed to be) University, hereinafter referred to as the 'University'. This office ensures the smooth conduct of examinations, from scheduling and question paper preparation to evaluation, grading, and the timely declaration of results. The office upholds academic integrity, confidentiality, and fairness in the examination process while also managing processes related to revaluation, makeup examinations, and issuance of transcripts and degree certificates. Serving as a vital link between academic program offices, faculty, students, and the University administration, the CoE plays a crucial role in maintaining standards of quality, transparency, and accountability in the academic evaluation system.

Job Description

We are seeking a highly motivated, talented and process-oriented professional to support the Controller of Examinations in drafting, reviewing, maintaining, and ensuring the effective implementation of examination-related policies, processes, and guidelines. The position combines documentation with operational monitoring to ensure compliance, standardization, and efficiency across examination functions.

The incumbent should possess a process-oriented mindset along with the ability to think non-linearly and out-of-the-box. S/he will have the opportunity to set up and build the policy, process and guideline documentation framework from the ground up. The role will require approaching problems using elements from the first principles.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Researching and benchmarking:
 - Studying UGC, AICTE, NAAC, NBA, and other regulatory requirements to ensure alignment;
 - Benchmarking against peer institutions to integrate best practices;
- Process mapping and standardization:
 - Assisting in the documentation of workflows for examination scheduling, evaluation, revaluation, handling of malpractice, etc;
 - Supporting the development of standard operating procedures for various examination functions;

- Implementation and compliance oversight:
 - Monitoring adherence to approved policies and processes during all examination activities from setting of question papers to declaring results;
 - Conducting periodic process checks and reporting non-compliance to the CoE;
 - Developing checklists, templates, and SOPs to support smooth implementation;
 - Training staff on new policies and processes to ensure uniform understanding and practice;
- Coordination and support:
 - Liaising with departments, faculty, and administrative units to gather inputs;
 - Working with faculty and administrative departments to implement approved guidelines;
 - Documenting meeting proceedings and action points for examination-related committees;
 - Drafting minutes of meetings and action points for CoE committees;
- Documentation, review and compliance:
 - Preparing and maintaining policies, processes, and guideline documents related to all examination functions;
 - Ensuring consistency of language, documents' audit-readiness, and alignment with statutory and institutional requirements;
 - Maintaining a centralised digital repository of all approved documents;
 - Updating the approved documents periodically or on a need basis;
 - Tracking and identifying changes in regulations and updating the relevant policies or process documents;
- Examination result analysis and reporting:
 - Preparing dashboards to showcase insights derived from analysing results of all types of assessments;
 - Reporting the analysis to the academic office, faculty and the University administration at regular pre-defined intervals;
- General responsibilities:
 - Providing support to other IIHS activities including academics, research, training, practice, operations and others;
 - Participating in all activities of Institution-building at IIHS; carrying out tasks as assigned by IIHS; and traveling on IIHS work within or outside the country as and when needed.

Structure and Reporting

This position will report to the Controller of Examinations at IIHS and will be required to collaborate effectively with a diverse group of internal teams, external statutory agencies/ organisations, and students.

Person Specification

The ideal candidate should have:

- A Master's degree from any field;
- 5-8 years of experience, preferably in academic administration, examination or quality assurance cell;
- Working knowledge of higher education regulations and accreditation requirements;
- Familiarity with policy and process writing frameworks;
- The ability to smoothly and consistently implement examination processes across academic programmes;
- Proven competence in ensuring the compliance of examination-related documents with institutional and statutory requirements;
- The ability to consistently maintain up-to-date documentation that is in a state of audit and inspection readiness;
- Experience with collecting and analysing feedback from audits, inspections, and stakeholders;
- Strong academic writing and documentation skills with excellent ability to express in the English language;
- Strong process orientation and attention to detail;
- Excellent problem-solving skills;
- Strong communication and interpersonal skills;
- The ability to work both independently and as part of a team in a fast-paced environment.

This could be either a regular position or a 11- month contractual engagement, renewable on mutual consent, with the potential to turn into a regular position over time. This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



IIHS, Sadashivanagar Campus

197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080. India.
T: +91 80 6760 6666 | F: +91 80 2361 6814

IIHS, Chennai

Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar Chennai
600 017. India. T: +91 44 6630 5500/6555

IIHS, Delhi

803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110 001. India.
T: +91 11 4360 2798 | F: +91 11 2332 0477

IIHS, Mumbai

Flat No.2, Purnima Building, Patel Compound, 20-C, Napean Sea Road,
Mumbai 400 006. India. T: +91 22 6525 3874

www.iihs.co.in